

Lansing Christian School Foundation
Board Meeting Minutes
September 22, 2011

Present:

Melanie Bergeron, Cathy Bytwerk, Bob Chapman, Jeff Cutler, Sal Durso, Charley Janssen, Joel Zylstra

Staff Present:

Pam Campbell, Superintendent, Mary Dunsmore, Director of Business and Finance
Carol Feuss, Director of Development

Meeting called to order at 8:05 am.

Charley Janssen opened with prayer

Review of Board Minutes – Bob Chapman

May 26, 2011 minutes approved with unanimous support.

School Update – Pam Campbell

The school year is well underway with just under 600 students that make up 522 FTEs which is 5 short of the FTE goal that the school budget as prepared from. There are a number of new students including about 25 in middle school and 15 in high school, plus a large number preschoolers that could be future FTEs. Based on calls there are additional families that would like to be at LCS, but employment concerns are keeping them away.

An overview of the 2011-14 strategic plan was presented. This plan ties to the current accreditation renewal process which will culminate with accreditation team site visits in mid-October. Sal Durso and Charley Janssen will represent the foundation board for those visits and interviews. The plan includes: School improvement in technology, curriculum, faith integration, and the use of data in decision making. Fiscal management including increasing enrollment to 650, a facilities management plan, and funding the plan. Strengthening the partnership with LSC parents. Strengthening the financial standing including a donor base of 500 and \$1,000,000 in annual gifts.

Hidden Treasures Update – Melanie Bergeron

Steve Shauver is doing a great job managing. The store is nearing its fourth anniversary and is operating profitably. Sales, donations, and customer count are all up. The big concern is the probable loss of free labor from Michigan Works which means more volunteers will be needed to keep the store profitable. They will be adding a line of new mattresses to the store, and food during the monthly sale day. Currently the City Rescue Mission gives their overflow inventory to the store and that is sold in bulk. Consideration has been given to opening a second location since the inventory is available, but the labor concerns have kept that on hold. Joel Zylstra will join the Hidden Treasures board through June of 2012.

Financial Report – Mary Dunsmore

The auditors have completed their onsite work and will present their audit report at the October school board meeting. In the mean time the 6/30/11 in-house Balance Sheet, and Statement of Revenue & Expense was reviewed. One significant pledge is now questionable due to economic conditions. Although the donor is still committed the allowance for doubtful accounts has been increased and the 2010-11 temporary restricted funds donations account decreased by \$60,000. The loss of that gift and the 5 FTEs below budget have taken any wiggle room out of the school budget.

Board Report and Strategic Plan – Carol Feuss

A copy of the written Board Report was presented and reviewed. So far in the 2011-12 fiscal year \$154,000 in gifts has been received or promised, including an increase in gifts pledged through the registration process. Status and progress on the VII categories in the 2011-12 strategic plan was reviewed and discussed. In the process the board left to the discretion of Carol and Pam whether to pursue private home concerts that have been offered LCS. The new Community Partnership Opportunities package that is now available to present in one summary all the annual sponsorships available to businesses was presented and the board commended that initiative. Some board involvement will be needed to contact all the businesses currently on our past donor list.

Administrative Action – Charley Janssen

Reminders about involvement and commitment to the Fall Festival / 60th Anniversary events on October 7 & 8, as well as the Black & Gold Celebration on March 16 we emphasized.

There was brief mention of the possible future need for an event coordinator either as part of the foundation or the school. The purpose being to keep event planning from preventing completion of development activities and the strategic plan.

The next meeting of the LCSF board is 8:00 Thursday January 19, 2012 at LCS.

Meeting adjourned at 9:45 a.m.

Respectfully submitted
Bob Chapman, Secretary