

**RCS Council Meeting Minutes  
October 27, 2010**

Meeting called to order by Lori Melhorn at 7:00 p.m.

Terry Painter opened the meeting with prayer

**Voting members present:**

Mike O'Connell	Steve Deick	Martha Buntrock	Denny Kuss
Tom Virgin	Terry Painter	Joan Stiller	Lori Melhorn
Sarah O'Brien	Mark Siska	Jim Marcella	

**Voting members absent:**

**Non-voting present:**

Tom Donlon – Principal, LHS

Mike Sheehan – Co-Chair, RCS Board of Trustees

**Guests:**

**Update from Development and Marketing – Denny Nigon**

- Annual Giving
  - Unrestricted Gifts – Goal increasing from \$70,000 last year to \$100,000 for this year. Last year achieved almost \$86,500 and there is a positive feeling that we can increase by \$14,000 to make this year's goal.

**Approval of Minutes**

- September 28, 2010 minutes were approved with no changes.

**Approval of Financial Statements**

- The financial statements for September 2010 were reviewed and approved.

**Finance & \$CRIP Report – Jim Marcella**

- Guidelines developed to bid out our banking services every 5 years.
- Lots of discussion about restricted endowments and how they can be represented in the budget. Policy is being developed to address endowments taking into account how to handle ones that are currently below their intended principle amount.

**Trustees Report – Mike Sheehan**

- Celebrating Success: The State of RCS will be on Tuesday, November 9, 2010 at the Church of the Resurrection

## **Administrators Report - Tom Donlon**

- The state of RCS
  - One and one half hour for presentation and Q&A. Goal is upbeat and positive with purposeful content.
- Registration Process and Fees – In preliminary discussions - A registration change has been proposed to leverage Infinite Campus to assume forward registration for each current student and handling registration with a simple form that can be returned. Potentially only need form returned if opting out. Paperless registration then means we have to address the \$50/student registration fee. The \$50 registration fee may need to be shifted to an increase in tuition.

## **Policy – Sara O’Brien**

- First meeting in October. Reviewed the Employee Handbook, will be working to remove DOS and President references. Policy handbook is being reformatted for readability. Policy from Development for fundraising, to include a request form that will facilitate coordinating fundraising activities in the system. Forms will be ready for review by the next Council meeting.
- Reviewed “Gift Acceptance Policy” which recommends the formation of a “Gift Acceptance Committee” to review and screen all incoming gifts and make recommendations for gift acceptance to the Board of Trustees.
- Motion approved to recommend the Gift Acceptance Policy be taken to the Board of Trustees for approval.

## **Facilities – Steve Dieck**

- Committee has put together a document on how the Facilities Committee is conducting their business. Document has been reviewed by Parish Administrators and they had a few minor suggestions. Looking for direction on whether a committee should have such a policy and what should be included. By Laws should govern who establishes committees and who determines membership in committees.
- Project planning for next year is starting, should have something to share in the next couple of months.

## **Roundtable – All**

**Adjourn – 9:04 p.m.**