

LANSING CHRISTIAN SCHOOL
Board Meeting
October 19, 2009
MINUTES

Board Members Present:

Marv Helmker
Ken Granger
Joy Witte
Rod Moore
Vickie Parmer
Michael VandeHaar
Shari Nussdorfer

Administration:

Pam Campbell
Mary Dunsmore
Carol Feuss

Guests:

Tom Robinson
Charley Janssen
Michael Foster, CPA
Michelle Goss, CPA

1. Call to Order: 7:00 pm

Marv Helmker

2. Devotions and Prayer

Vickie Parmer

3. 09/21/09 Board Meeting Minutes

MOTION: To approve the 9/21/09 Board Minutes as presented.

Motion: PASSED

4. Hidden Treasures Annual Meeting and Report

Tom Robinson

Tom Robinson presented a detailed annual report for Hidden Treasures. The report included Hidden Treasures highlights over this past fiscal year, details of financial standing, challenges ahead and the current operating budget. A few specifics are included here, however the detailed report will be available for review at the LCS Administrative office.

Highlights

- Storage room addition for sorting and pricing of donations
- Hiring of a new Store Manager, Steve Shauver in late 2008. Steve's expertise is already improving the store bottom line

Financial issues

- The store was unable to make a contribution to the LCS teachers this year.
- Taxes on the store property have been a huge drain on the store finances
- The store has had to hire more staff than was initially anticipated

Challenges

- The single largest challenge for Hidden Treasures has been the significant decline in number of volunteers and volunteer hours from the LCS community to support the store. Contrast the following numbers:

November 2007	143 volunteers	1150 volunteer hours
September 2009	22 volunteers	313 hours of service

MOTION: To accept the presented slate of Directors for Hidden Treasures, October 2009 – October 2010 term: Melanie Bergeron, Noel Bergeron, Kathy Gaskin, Carol Linton, Tom Robinson, Judy Snyder, Diane Voutsaras, Joy Witte

Motion: PASSED

MOTION: To accept proposed changes to the Hidden Treasures (aka Pilgrim Thrift Store) bylaws (See First Amendment to Bylaws of Pilgrim Thrift Store, Attachment # 1) in order to grant increased flexibility with the selection and appointment of Hidden Treasures Directors.

Motion: PASSED

5) LCS Foundation Report

Charley Janssen

Charley Janssen presented a report of the year's activities and accomplishments for the LCS Foundation. He clarified several goals and areas of focus for the Foundation:

- Cultivation of donors with a long term goal of developing an endowment
- Building a culture of transparency / clarity with donors about how their contributions will be used to enhance the LCS students and program
- Several active committees working on events, donor cultivation and planned giving
- Working on establishing a clear financial / donor message for LCS donors and families

Charley presented a proposal from the Foundation to make several changes to the current Foundation By Laws. He explained the proposed changes in detail to the Board and all questions were answered.

MOTION: To accept the proposed changes to the LCS Foundation Bylaws as presented (See specific Bylaws amended language, Attachment #2).

Motion: PASSED

Foundation report of scholarships, giving and donors

Carol Feuss

6) LCS Audit Report -- Michael Foster and Michelle Goss, Plante Moran PLLC

A full review of the audit process was presented to the Board. Financial information reviewed included details of the finances of the School, Hidden Treasures and the LCS Foundation. The auditors were able to give the highest level of affirmation that the report of finances reviewed is clear and accurate. A full report of the audit will be available for review in the LCS administrative office.

7) Administration Reports—

Superintendent Report

Pam Campbell

Pam updated the Board on events, issues and activities of the school. Of major concern right now is the health of our students and staff. There have been a significant number of absences due to the flu. Pam indicates that if the school absentee rate reaches 25 %, the school will close for a few days. This could happen before the end of this week. Absentee rate was 22% today.

Pam reported that she is working on a student survey tool. She will be sending it out to our most recent grads by the end of October and hopes to have a similar survey ready for current students by the end of November.

Reports from our Principals, Barb Floria and Wendy Hoffman were presented.

Financial Report

Mary Dunsmore

Mary provided updates on enrollment and budgeting issues. An amended budget based upon 530 FTEs was provided. Current enrollment has reached 537 FTE. Accounts receivables from the 2008/2009 tuition year total \$24,000, less than 1%. The audit process went smoothly and all recommendations of the auditors for more efficient handling of financial issues are being instituted.

8) New Business

- **Association Meeting Date-- November 09, 2009, 7pm**
- **November Board Meeting—November 16, 2009, 7pm**
- Preparation for November Board Meeting Reports-- Rod Moore and Vickie Parmer will review staff salaries and benefits (EL2g2); All LCS handbooks (Administrative, Staff, etc) will distributed to Board members for review at the Nov. meeting.
- Strategic planning discussions / review will be moved to the next meeting

9) Adjournment: 9:45 pm

- 10) Executive session to review/discuss personnel issues

Respectfully Submitted,

Shari Nussdorfer, Board Secretary

Attachment #1: First Amendment to Bylaws of Pilgrim Thrift Store
Changes Approved by the LCS Board, October 19, 2009

Article III, Section 3 shall be amended to read as follows:

“Section 3. VACANCIES.

A vacancy in the [Pilgrim Thrift Store] Board shall be filled by a person elected by a majority vote of the members of the [Pilgrim Thrift Store] Board. The person elected or appointed to fill a vacancy shall hold office for the unexpired term of the person’s predecessor, until a successor is elected and/or qualified, or until death, resignation or removal.”

A revised copy of the By-laws for the Pilgrim Thrift Store will be kept in the LCS Administrative office.

Attachment # 2: Revisions to the LCS Pilgrim Foundation Bylaws

Approved by the LCS Board October 19, 2009

The following Bylaw revisions were approved:

1. **Annual LCSF Board Meeting:** A specific provision has been added to specify that the annual LCSF Board meeting will be held in May or June of each year, and that officers for LCSF will be elected at that meeting.
2. **Executive Committee:** The LCSF Executive Committee has been expanded to include the Past President of the LCSF board and an LCSF member chosen by the LCSF Board at the annual meeting.

In addition, the Executive Committee of LCSF shall also act as the nominating committee.

3. **Officer Terms:** LCSF Executive committee officer terms are for one year.
4. **LCSF Board Member Terms:** There is no limitation to the number of years a Board member may serve. (prior specified term limitation has been removed)
5. **Vice President to President- Elect:** Office title of Vice President has been changed to President-Elect.

A Revised copy of the LCSF By-laws will be kept in the LCS Administrative office.