

General Information:	Meeting Date: April 4, 2023 Time: 6:50 PM – 8:00 PM Location: Zoom Next Board Meeting: June 6, 2023
Conducted by:	Chanda Gonzales-Mowrer
Recorded by:	Michael Finnegan
Attendees:	Members Present: Alicia Ortegon, Chanda Gonzales-Mowrer, Michael Finnegan, Tracey Silva, Quinn Henning-Hance, Fr. McCann, Tara Tate, Katie Bowman, Steve Bond, Adriel Frederick Members Absent: Hilary Clendenning

1. **Welcome Opening Prayer** (Father Bob)

2. **Opening Remarks** (Chanda Gonzales-Mowrer)
 - a. Tracey moves to accept the minutes. Katie seconds the motion.

3. **Pastor Report** (Father Bob)
 - a. Lent is coming to a close. Whole school was there in one sitting.
 - b. Parish retreat went well. National program called 99.
 - c. Easter is coming this weekend. Last weekend, Palm Sunday, was very nice.
 - d. Proposal from last month, on facilities. We need to brainstorm on what is feasible. The idea is to expand TK. Computer room won't work out. Do we bring in portables? Do we refurbish STEP rooms for wedding receptions and festivals? The idea is to keep the school and parish strong.

4. **Parents Club Update** (Tracy Silva)
 - a. Parents Club is getting hand-written thank you letters out. Printed letters for tax purposes, still in progress.
 - b. Moving the auction to November. Sophia is looking into that. Looks like we will do it. So back in Auction mode pretty quickly!
 - c. Starting to plan for Teacher Appreciation Week. May 8. Coincides with Grandparents/Special Friends Day..
 - d. John O'Sullivan will be the Parents Club President next year! Tracy will be parliamentarian.

5. **New Business: Financial Giving, Tuition Increase, Parent Feedback Portal**

(Chanda Gonzales-Mowrer)

- a. Parents have been asking for one 'cheat sheet' for all of the giving at St. Theresa, including , annual fund, parents club, and auction. So we are getting this printed and ready.
- b. Parent feedback portal. There will be an email address. Katie put together some language for the portal. Alica will edit. And then we'll announce!
- c. Survey discussion. Should we do one? Katie: We do this every year, put it on the parents, we can see what parents are asking about and get this in the survey, should we do listening sessions. Father Bob: We used to do monthly coffee with KK, the parish has listening sessions, we should not do it if not ready to respond. Chanda: Next step is brainstorming on what we do. This should be more than venting, it should be constructive, and a way for us to collectively support the school. The goal would be to have a decision in the next two weeks. Father Bob: We should standardize an exit interview for families that are leaving. (One year, we lost several families, but most were moving out of the area, there was no systemic problem.)
- d. Alicia: The Diocese does not financially support schools. St. T is self-sufficient. The Finance Committee at Back-To-School Night, we say to everyone where revenue comes from. Katie: Simple pie chart could clarify this. The diocese used to support several inner city schools, but no longer. Tracy: When we grant financial aid, that comes from our own budget, unless Parishioners step in? Father Bob: Yes.

6. **Committee Updates and Goal Reports**

- a. **Communications/Marketing** (Katie Bowman)
 - i. Meet recently. Supervillain marketing playbook. Michelle and Sophia are participating.
 - ii. On documenting activities, we'll develop a marketing playbook.
 - iii. Michelle Halligan really did a phenomenal job, making afternoons on Friday, to make lots of progress on Supervillain.
- b. **Facilities** (Quinn Hennig-Hance)
 - i. Assembling a committee of parish and school. Facility report that is 12 years old. I assigned risk on each of the issues. We'll load it into a 10-year schedule. Priority list. We have software to make this happen! We'll get a roadmap. The committee will meet over the summer.

- ii. Spring cleaning day is coming up.
- iii. Volunteer hours are being extended into the end of May. So spring cleaning hours can be used for this!
- iv. Father Bob: Windows in STEP will get replaced. Carpets clean in meeting rooms on Thursday. 5dads/1mom cleaned out the garden area!

c. **Finance** (Hilary Clendenning)

- i. Still reviewing monthly financial reports. Everything looks good and is on target.
- ii. Cashless payments for Event Center! We have the terminal. Setup is easy. Get the terminal handling into the same process at the cash box.

d. **Parent Club** (Tracy Silva)

7. **Principal Report** (Alicia Ortegón)

8. **Closing/Action Item** (Chanda Gonzales-Mowrer)

- a. We need to go out and get people to serve next year! The challenge is to go out and find volunteers for the Board, Club, and CYO. Let's get to June's meeting. Give names to Father Bob and Alicia.
- b. Board is typically by invite, Club is typically by volunteer. But these are not set in stone.