

# St. Theresa School Board Meeting Minutes

<b>General Information:</b>	<b>Meeting Date:</b> November 14, 2023 <b>Time:</b> 7:00 PM – 8:30 PM <b>Location:</b> School Library <b>Next Board Meeting:</b> December 12, 7:00 PM
<b>Conducted by:</b>	Quinn Henning-Hance
<b>Recorded by:</b>	Katie Bowman
<b>Attendees:</b>	<b>Members Present:</b> Steve Bond, Katie Bowman, Quinn Henning-Hance, Fr. McCann, Freddy Peralta, Katie Purchase, Warren Strudwick <b>Members Absent:</b> John O’Sullivan, Tara Tate, Tighe Woolridge

1. **Opening Prayer:** Father Bob
  
2. **Approval of Minutes:** October 2023
  - a. Motioned by Katie Purchase, Seconded by Warren Strudwick, all in favor
  
3. **President’s Report:** Quinn Henning-Hance
  - a. Fundraising - Board to assemble a working group to develop and explore fundraising and grant strategies. Will research available grants, recommended funding topics, approaches, and best practices. Topics to cover include facility or program to fundraise for, argument of need, fundraising for match, etc.
  - b. Follow Up - Form Grant Committee and meet before the end of year.
  
4. **Pastor’s Report:** Father Bob
  - a. Security - Discussed potential security measures to explore, including preventative/security measures, updating security camera system, and additional signage.
  - b. Preparing for holidays and families encouraged to participate in activities.
  
5. **Principal’s Report:** Alicia Ortegon
  - a. Principal providing support for TK/K Open House!
  
6. **Parents Club Update:** Quinn Henning-Hance for John O’Sullivan
  - a. Auction Results - Successful Event! Titan Ticket - \$20,000 (similar to last year), Auction - est. net revenue of \$136,000 (+6% from last year). Board to provide support and feedback for future auctions.
  
7. **Catholic Youth Organization (CYO) Update -** Alicia Ortegon
  - a. Invite new Athletic Director, Carlos Palacios, to attend future meetings and provide updates.
  - b. Electronic Payment - Square payment system set up
  - c. Follow Up - Game schedules shared, families encouraged to attend and cheer on the teams!

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## 8. Committees Overview:

- a. Finance - Freddy Peralta
  - i. Budget Overview - working on a high level summary of overall budget for Board.
  - ii. Future Year Planning - goal to explore future expenditures in more detail ahead of next budget year.
  - iii. Diversification - continue to explore ways to diversify revenues for additional support and stability.
- b. Communications/Marketing - Katie Purchase
  - i. Admissions - around 50 families registered for info sessions and tours, and 2 applications received to date.
  - ii. Data Gathering - working on gathering information about outcomes of different marketing channels. Working towards calculating a conversion rate of how many interested families required to reach a certain number of registrants.
  - iii. Marketing Playbook - record of annual activities and advertising venues being created.
  - iv. Community Events - park cleanup event to be held on December 2, will evaluate success
  - v. Follow Up - Continue to gather data. Exploring new family survey.
- c. Facilities -
  - i. Work Day - identifying date for winter/spring work day
  - ii. Follow Up - exploring security options and pre-rain cleaning/maintenance.

## 9. Blacktop Buzz: Parent Feedback

- a. Homework - Receiving feedback about the amount of homework and reputation as 'the homework school'.