

ADVANCEMENT BOARD MEETING

Thursday October 21, 2021 – 7:00 to 8:30 PM

AGENDA

In attendance – Tricia, Sean, Mike, Tom, Meghan, Bill, Mark, Mallory, Erin, Scott, Alan

I. OPENING PRAYER

II. OLD BUSINESS

- A. Approval of September 2021 Minutes – Approved

III. COMMITTEE UPDATES

A. Finance Committee – Bill Feind

- Portfolio is down by roughly 3% due to distribution taken
- Balance is approximately \$17.7mil
- Balance at end of 4Q21 will be used to determine distribution taken next July
- \$50k balance left in carryover fund for capital improvements

B. Annual Fund – Meghan Russell

- Drafting letter which will focus on teachers
 - Will include goals and transparency including mentioning operating expenses
 - Goal of \$120k
- 2 Different Letters
 - One that will go to parents and families
 - One that will go towards college students and young alums (Tricia to draft?)
- Using a designer, will include infographics, want it to look very professional
- Need to send to printer by 11/1 for 11/15 delivery
- Include the names of both Tricia and Fr Brad
- Describe how teachers benefit
 - How do they receive the funds?
 - This is how your donation will be handled
- Sean to work on follow up communication
 - Short interview with teachers
 - Highlight certain teachers and ask why they love SSPP and why they have chosen to teach at a Catholic school
 - Keep positive messaging calling for a rally around our great teachers
- Tom to provide finalized numbers on 11/1 or 11/2

C. RNL / Database Update – Mike Leitner

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- 158 new donors
- Phone numbers and address changes for others
- School board is building an alumni association so this information might be valuable for them

D. Golf & Donor Appreciation – Scott Enke

- Approximate Figures:
 - \$80,460 income
 - \$36,400 expenses
 - \$44,060 net without Moser contribution
- Figures exclude Empower donations
- One large donor (\$10k-\$20k) did not donate
- No negative comments thus far
- Went lighter on the silent auction but still raised \$15.5k on both silent and live auctions
- Upgraded dinner, bought trophy, photo booth
- 29 people bought the dinner only option
- Most profitable on course event was “Best the Nun”
- Challenges:
 - Number of golf carts with a growing number of golfers
 - Replacing Pat’s responsibilities including monitoring email box (had 300 emails)
 - Sign up/Payment system was poor
 - a. #1 complaint – too difficult to sign up and donate (use Givesmart going forward?)
 - Sponsor signs and last minute donations
- Tricia asked about reducing expenses
- Cost is \$200/person
- Many left after golf but paid for dinner
 - Next year, offer a golf only option?
- Consider raising cost next year
- Sean to co-chair in 2022
- Alan to work on formal post mortem
- Bill had the idea for teams to pay \$100 to eliminate some of the distance on the longest par 5
- Discuss donor appreciation at next meeting

E. Communications – Sean Farrell

- Will draft letter as a thank you with finalized figures for golf outing

IV. OTHER BUSINESS

A. School Board Update – Mike Leitner

- 175th anniversary celebration for parish will be on the same August weekend in 2022

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1. Peanut Allergy Discussion
 - a. Plan in place now
2. Teacher review plan
3. H&S Bank Balances
 - a. Large balance (\$200k)
 - b. Many parents expect the funds to be used on their kids
 - c. Being spent soon on updating the library and adding hoops to parking lots

V. PRINCIPAL COMMENTS

- Finished letter
- Getting feedback from teachers as to what they need (updated classrooms/doors)

VI. NEW BUSINESS

A. Review the Constitution

1. Number of board members
 - Erin recommended a range (8-10)
2. Sending out documents ahead of time
 - Mike recommended 2-4 days prior
3. Replace or eliminate the role of the Advancement Coordinator
 - Make decision by year end
4. Decide where notes should / shouldn't be posted
 - Post on schoolspeak
5. Other items
 - Expectation that members attend meetings
Current language states board members can miss 2 meetings / yr

B. Review the Teacher Supplemental Income Plan

- Currently have positive surplus
- Initially plan mimicked that of the Catholic Schools Office
 - 5% step/year
- In the past, teacher endowment bucket was running deficits
Decision was made to get to where the endowment distribution would cover costs
- Diocese of Joliet has same pay scale for all teachers
- Initially wanted tuition to be 80% of public school but couldn't keep up
- Challenges/Variables
 - Bad market could lead to deficits
 - If long tenured teachers leave/retire, the surplus could grow
- Tricia, Fr Brad and School Board will approve changes
- Annual Fund – how will funds be used?
 - Go to teachers directly? Covid bonuses?
 - Draw less from endowment fund (for example, if \$300k distro is taken but annual fd raises \$100k, then \$100k will go into carryover bucket)

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Tie some type of comp to enrollment?

VII. CLOSING PRAYER

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