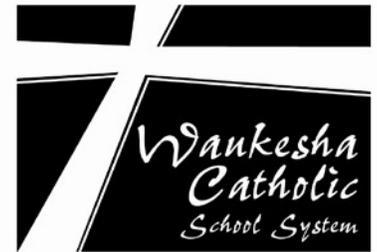


Waukesha Catholic Board of Directors



October 17, 2017

Attendance: Dennis Arquette, Mike Bartels, Brian Brejcha, Patrick Carey, Josh Demeter, Meghan Gorzalski, Fr. Howard Haase, Lisa Kovaleski, Nancy Nadolny, Mark Panlener, Lori Suarez, Ken Walter

Excused Absence: Joseph Heinecke, Roberta Schneider

Guest: Chad O'Brien, Finance Committee

- I. The meeting was called to order at 6:02 p.m. by Mike Bartels. Dennis Arquette led the board in prayer; the Waukesha Catholic Mission Statement was recited.
- II. Minutes were approved from the September 19, 2017 meeting.
- III. **Old Business**
 - A. Chad O'Brien, Chair of the Finance Committee, presented the Audit Review. This is the second year for a full audit, due to our participation in the WPCP. On September 18 Riley, Penner, & Benton presented their findings to the Finance Committee.
 - a. There were no material weaknesses. Three sufficient deficiencies were found: segregation of duties, this is due to our size and the limited number of employees; adjustments to the financial statement, this is due to the timing of the audit at year end; outsourcing financials to a 3rd party, again due to the size of our organization and employees. It was a clean, unqualified opinion.
 - b. A motion was made to accept the audit as presented, seconded, and all approved.
 - B. Committee Review
 - a. Following a review of our current standing committees and the suggested list from the Power Point, the following committees will be considered and voted on at the next meeting:
 - i. Executive, with board representation
 - ii. Finance, with board representation
 - iii. Development
 - iv. Technology
 - v. Admissions and Marketing
 - vi. Governance
 - vii. Personnel, with board representation
 - viii. Mission and Catholic Identity, with board representation
 - C. Facilities - This committee will meet next week.
 - a. Joe Schmidt has gotten Trane to do a facilities audit on the mechanics at all four buildings.
 - D. Strategic Plan – The administrative staff met and adjusted a few of the dates. A brochure will encompass these goals and our mission statement.

IV. New Business

A. Review of Board Member's Terms

- a. The terms for Mike Bartels, Josh Demeter, and Ken Walter will expire this year. Josh and Ken may be renewed. The goal is to bring on three new board members each year. The board is asked to consider nominating individuals who would be potential members for next year.

V. System Reports

A. Principal Report – Nothing in addition to the report.

B. Development – The Archdiocese's Soles for Education Walk is Saturday, October 21st from 9-12:00. There will be a bus from St. Mary Campus to Mount Mary Univ.

C. Recruitment & Marketing – The Christmas Parade is November 19th at 4:00 p.m. Board members are invited to walk and pass out candy. The theme is *Christmas in Waukesha through the Ages*. A car trailer is needed.

VI. Committee Reports

A. Finance – In order to get timely reports to this board, future minutes will come out in draft form.

- a. Due to the Archdiocese raising the parish assessments, the Finance Committee has suggested the school find more ways to market Waukesha Catholic, specifically our students, to the parishes. This would be in addition to the Catholic Schools Week activities at the parishes.

VII. Parish & Pastoral Council Updates

A. In order to have better communications, a report of this meeting will be given at the Pastoral Council meeting.

B. The parishes are holding a contest for a parish logo.

VIII. The next meeting will be Tuesday, November 28, 2017 at 6:00 p.m. Please note this is one week later, due to Thanksgiving. The meeting adjourned at 7:53 p.m. with a prayer.