

## **ICACSA Meeting Minutes**

5/12/2016 Meeting

Draft

The meeting started shortly after 7:00 pm, with Mike Annis opening in prayer.

### **Attendance**

- Board Members: Mike Annis, Bob Coons, Mark Jessop, Steve Liu, Jen Olsen, Sean O'Rear, Todd Pierce, and Steve Sherman.
- **Total Attendance: 40 and 4 voted absentee. Quorum was met.**

### **Approval of Minutes**

- Minutes from the 1/26/2016 Association meeting were distributed. After the minutes were reviewed and corrections discussed, the following motion was carried out:

**Motion was made by Steve Schallau to approve the minutes.**

**Motion was seconded by Brenda Wichhart.**

**No further discussion.**

**Vote was taken by oral vote. Motion carried.**

### **Board Candidates**

- Jen Olsen reiterated the reasons why the Board is expanding to 9 members. It has to do with having a clear succession plan to ensure that there will be a Presidential Line in place so that the majority of the Board does not turnover in any single year. With Steve Liu and Steve Sherman coming off their terms this year, it will leave a total of 4 spots open. Given 3 candidates to be presented for voting today, any remaining unfilled spots will be appointed by the Board within the bylaws.
- The following board candidates were all interviewed and previously vetted by the Board.
- Kari Miller, Natasha Miller, and Eric Johnson all introduced themselves and gave their testimonies. They all answered questions from both Jen Olsen as well as the Association.
- Ballots were handed out for voting. All 3 candidates were voted to serve on the Board.

### **Administrator Report – Mike Annis**

- Mike and the teachers are finishing up year 2 of a 3-year pilot project on Biblical Worldview. Phase 3 will be next school year and involves weaving Biblical Worldview into the very fabric of everything that is done at Heritage.
- Mike gave an update on the recent ransomware attack that crashed the server and 3 teachers' computers at Heritage. Everything has now been restored and praise was given that the IT company Heritage was contracted with did not charge extra for the repair service.
- For the upcoming 2016-17 school year, Mrs. Bailey will return to teaching 1<sup>st</sup> grade. A new 5<sup>th</sup> grade teacher has already been hired. In addition, due to turnover, the following positions will need to be filled for next school year: Pre-K to 5<sup>th</sup> grade Art Appreciation Teacher, Music Appreciation Teacher, Heritage Singers Director, Marketing Director, Middle School Math Teacher, and a Computer Teacher. Pray for God's provision to fill these positions.

- Currently, re-enrollment for next school year is 199.
- Heritage will be up for re-accreditation in Spring 2018.
- The Association was reminded that Heritage is a Missional School, that is, we are an open enroll school. Despite the fact that Heritage operates much like a Discipleship School, it is indeed Missional. We cannot assume that all families who attend are believers in Christ. With that, comes ramifications to the students, parents, and the community. One of the challenges is to periodically review institutional statements so that the core mission of the school will be protected.
- Starting in Fall 2016, all volunteers will be subjected to a background check. This is a non-negotiable indicator from ACSI, the accrediting body for the school.

#### **Marketing Update – Kallen Hawkinson**

- Kallen gave an update on the recent successes of participation in events such as One Book Two Book, the Easter Egg Hunt by the Iowa City Mom’s Blog, and the recent Heritage Open House. Currently, there are only 3 seats left for 5-day Pre-K for the upcoming school year.
- Kallen emphasized the importance of her eventual replacement to continue to use the CRM (Customer Relationship Management) software to keep track of contacts with families and following up with them.

#### **Update on the Board – Jen Olsen, Board President**

- 2 years ago, the Board updated the By-Laws. This year, Policies were updated.
- Currently, the board is working on Leadership Succession Planning, which is the reason why the Board is expanding from 7 members to 9 members.

#### **Fundraising – Steve Sherman**

- Operation Good was a great success, with the school reaching 157% of goal (> \$40,000).
- Next year’s EFE banquet has been set for 3/4/2017 and will be held in a new venue (Bella Sala) and the guest speaker will be Rick Green.

#### **Facilities – Sean O’Rear**

- There have been no major issues this year and only minor repairs.
- The recent Spring Clean Up Day the weekend before Grandparents Day was a success. Thank you to all who volunteered.

#### **Finance – Mark Jessop**

- Currently, the 2016-17 budget has been set and we are looking at an expected loss of \$28,000. This loss can easily be made for by enrolling an additional 5 students or so.
- YTD finances for the current year through March shows income at \$6,000 below and expenses at \$33,000 below, which puts us at \$27,000 above budget (reminder, the budget was at a projected \$42,000 loss). With the recent success of Operation Good, we will likely end the year with income at about \$9,000 above and expenses at \$33,000 below, for a total of \$42,000 above budget, which was a projected \$42,000 loss. So, in the end, through God’s provision, we will likely break even this year.

#### **Capital Campaign – Mark Jessop**

- Work continues with the Timothy Group on the Capital Campaign.

- The Campaign has the goal of raising \$2.3 million for the addition of the following: 4 classrooms, 2 spaces dedicated for music and art, change of the current traffic pattern, and more parking spaces.
- Currently, the Campaign is in the Silent Phase where certain prospective donors are solicited based on their past history of donations to Heritage.
- Approximately 60% of the goal needs to be raised before going to the Public Phase of the Campaign.
- Mark extended an invitation to anyone who is interested in giving to the Campaign, but has not been contacted thus far in the Silent Phase, to feel free to contact him.

**The meeting was closed in prayer by Mike Annis.**

Minutes respectfully submitted,  
- Steve Liu