

**MEETING MINUTES
ST. LUKE'S EPISCOPAL SCHOOL PARENT COUNCIL
EXECUTIVE COMMITTEE
JANUARY 9, 2008**

The following members were present at the meeting: Jill Vassar, Bridget Booth, Cathy Case, Dana Hawkes, Donna Basse, Betsy Zachry, Roxana Newsom, Libby Bentley, Patricia Temple, Jessica Koontz and Betty Lansdale. Shirley Berdecio was absent.

OPENING PRAYERS

The Opening Prayers were recited from The Book of Common Prayer.

APPROVAL OF THE MINUTES

The Executive Committee Minutes of December 5, 2007 were approved.

JOB DESCRIPTIONS

Jill reminded us that the Vice President job description drafts are due Friday, January 18. As stated previously, these will be added to the notebook that will be a compilation of all the job descriptions within each committee of the Parent Council. There will be a physical copy of the notebook that will stay in the Parent Council office, and an electronic copy on the computer that can be updated whenever needed. The notebook will be invaluable in helping the nominating committee recruit volunteers, as it will provide a clear picture of the various jobs. Jill thanked Donna for all her work on the project.

CELEBRATE ST.LUKE'S

Roxana reported that the Auction Party committee is on track. The Live Auction and Silent Auction items are being acquired, but we can always use more. There will be sixty items in the Silent Auction category this year. There may be some items that are grouped to make up one entry. The faculty will receive two tickets to the Auction Party this year. Melinda Hart is working on the announcement unveiling the Guardian Angel Fund. The Auction Party will be held at Pearl Stable on March 7. The venue will not be available to us until 2:00pm the day of the party, so we will need as many volunteers as we can get for set-up. Jill is very pleased with the work being done in this committee-communication is outstanding and we have, in Caroline Schupbach, a chair-elect for next year that will be prepared to take over the job.

HEAD OF SCHOOL

Shirley was unable to attend the meeting. Jill briefly reviewed the Strategic Plan Meetings. They are scheduled to include an explanation about how the Strategic Plan was achieved, presentations by students, and time to mingle. Also, Bobby Barrera has stepped down as the Athletic Director, and Robin Davenport has been named as his replacement. Robin has been invited to the Executive Committee meeting in February.

FINANCIAL UPDATE

Bridget reviewed the latest Income/Expense report. Next month, in order to show a clearer picture of the numbers, the report will show the overall total in a category compared to the budget amount available. The balance in the checking account is \$16, 591.00.

LEADERSHIP DEVELOPMENT

Jill presented a brief history of the Parent Council in recent years, as a starting point in reviewing the strategic path of the organization. Going back to 2003-2004, there were

approximately ten committees run by Parent Council. Over the next few years, Parent Council grew to include:

- Approximately 25 committees
- Office space
- Computer, Quicken, voice mail, email
- By-laws revision (President-elect, Vice Presidents, fewer meetings)
- Committee Chairs in place by May
- Job Descriptions
- Auction Party structure
- Administrative Assistant

Reflecting on all this growth, it is obvious that the Parent Council organization is an important part of St. Luke's School, committed to carrying out the school's mission. Therefore, the Parent Council needs to make sure to cultivate a culture of looking forward to identify and develop its leadership. We must also remember that the Parent Council works in conjunction with the Administration and the Board of Trustees, so we must have leadership in the Parent Council that supports that bond.

Jill identified the following elements essential in Leadership Profiling:

Leadership Development in a Christian Community

- Prayer
- Identifying needs and required skills of the job: matching "parts of the body" and God-given talents to those needs and calling forth those people with the talents
- Extending invitations to those exhibiting identified skills: The power of invitation and the ministries of hospitality and affirmation
- Being intentional. Being Observant. Being Strategic. Thinking long-term. Looking past the obvious. Searching. Nominating Committee records.
- Enough support to avoid burnout

Build Community: Philippians 2:1-4 (Teamwork)

If then there is any encouragement in Christ, any consolation from love, any sharing in the Spirit, any compassion and sympathy, make my joy complete: be of the same mind, having the same love, being in full accord and of one mind. Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. Let each of you look not to your own interests, but to the interest of others.

Celebrate Sixty: Psalm 47:1 (Joy)

Clap your hands, all you peoples; shout to God with loud songs of joy.

Psalm 118:24 (Joy)

This is the day that the Lord has made; let us rejoice and be glad in it.

Act Like a Non-Profit: 2 Timothy 1:14 (Stewardship)

Guard the good Treasure entrusted to you, with the help of the Holy Spirit living in us.

Leadership Development: John 15:1-2 (Leadership Development)

"I am the true vine, and my Father is the vinegrower. He removed every branch in me that bears no fruit. Every branch that bears fruit he prunes to make it bear more fruit."

Raise Money: Galatians 6:9 (Good Work)

So let us not grow weary in doing what is right, for we will reap at harvest-time, if we do not give up.

Since the President of the Parent Council is automatically on the Board of Trustees, Jill reviewed the Board Service Commitment. She pointed out how important it is to have leadership in place that will be able to fulfill the commitment to the Board. We need to be mindful that those that are called forth for leadership positions should possess the qualities needed to potentially fill the role of President/Board of Trustees member.

Jill reviewed her draft of the Parent Council President's job description. We reviewed what the qualities and characteristics of the ideal candidate are, and how we will apply the same guidelines in drafting our VP job descriptions.

PREVIEW OF FEBRUARY MEETING

Jill will ask for a report from Shirley and Rosa accounting for the money spent on the Wish List last year. This will ensure accountability and that we are following the correct procedure in drafting the Wish List. We have invited Robin Davenport, Athletic Director to speak to the committee. We will talk about the Nominating Committee process.

GENERAL ANNOUNCEMENTS

There will be a Middle School Lecture Series event on January 15, featuring the Bishop Gary Lillibridge.

OLD BUSINESS/NEW BUSINESS

The February general Parent Council Meeting will include the Wish List Process, Robin Davenport, and an Auction Party report.

ADJOURN

The meeting was adjourned at 9:15am.

Respectfully submitted,

Cathy Case
VP of Communications