

**Board of Trustees Meeting
December 4, 2019 MINUTES**

Meeting called to order at: 6:30 p.m.

Members in attendance: Salvador Aguinaga; Matthew Champion, *President*; Justin Dunnem, *President-Elect*; Annie Geary, *Past-President*; Ramona Kim; Jeff Miars; Rachel Novick; and Donna Voor, *Secretary*

Staff/Faculty in attendance: Kim Bosworth, *Director of Admissions*; Susan Finster, *Assistant HOS for Finance & Operations*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Members Absent: Lauren Cressy Dunbar; Julia Kanczuzewski, *Treasurer*; Rabia Shariff; and Dena Williams

Minutes from the October 30, 2019, Open Session meeting were unanimously approved.

Pledge, Confidentiality and COI forms were distributed and Matt Champion asked that they be returned ASAP.

Head of School Report – Randy Kelly reviewed a written report highlighting the following:

- Enrollment Update
 - Retention figures
 - New Families/New Students figures
- Staffing
- Playground
- Website
- Marketing
- General
 - New Payroll Company
 - Grandparents and Special Friends Day
 - All School Education Night
- Admissions Report

There was discussion regarding the format of the proposed All School Education Night.

COMMITTEE REPORTS

Finance Committee – Moved to Closed Session

Facilities/Technology Committee – No report

Advancement/Marketing Committee – Ramona Kim reviewed a written report highlighting the following:

- Fall Frolic
- Windfall
 - Justin Dunnem mentioned that to his knowledge no sponsors have been approached for Windfall 2020. Randy will look into this.
- Annual Giving
- Website
- Alumni Database

There was discussion about the effectiveness of TMA's Advancement efforts. Sal asked if there is an Advancement strategic plan in place that the Trustees can review.

Committee on Trustees – Moved to Closed Session.

New Business – n/a

Motion to adjourn.

Adjourned to Closed Session at: 7:35 p.m.

Next meeting: Wednesday, January 22nd at 6:30 p.m.