

MINUTES
AMHS Board of Trustees Meeting
June 12, 2019

Present: Millie Judge, Jeff Cymbaluk, Larry Moore, Rich Bacigalupi, Brett Carlton, Jessica Gurley, Deacon Dennis Kelly, Talia Manhke, Brian Murphy, Shannon O'Kelley, Bridget Rauvola, Pat Sievers, Kathy Wartelle, Steve Schmutz, Mary Knox

Absent: Sue Adams, Mark Howley, Kristin Dixon

Opening Prayer—Duane Schireman

Roll call— Steve Schmutz called the roll and a quorum was declared.

Approval of May Minutes—The board approved Minutes from the May meeting of the Board of Trustees.

School report: Steve Schmutz reported on the accreditation work the school has started and the on-boarding of Alicia Mitchell, Principal, for the writing of the self-study. Steve reviewed the list of new faculty hired for the upcoming school year.

Executive Session – The board moved into executive session without staff and Jeff Cymbaluk to discuss a concern raised about a conflict of interest relating to the service of Jeff Cymbaluk on the board, given that the school is repaying a no-interest loan to the Cymbaluk family for construction of the chapel in an amount in excess of \$300,000. After a full discussion, the Board determined that there is no actual conflict of interest in his service on the board or in his role as an Officer and chair of the Finance Committee, given the policies, practices and procedures of the Board and School that prevent any single individual of the board in taking any action or giving direction on issues. It was noted that Jeff has always recused himself from discussion and actions relating to the loan term, its repayment or related items, and that will continue. To the extent there is an appearance of a conflict, the Board determined it would waive the same. The board will memorialize this understanding in writing in a document prepared by the Chair and signed by both Jeff and the Chair.

After Jeff Cymbaluk returned, the Board continued to meet in executive session to discuss the President's contract renewal and the presentation of the Planning and Innovation Committee report. The Board approved the proposed contract with a minor modification.

Planning and Innovation Committee—Pat Sievers – The Board reviewed and approved the Committee's request to authorize the purchase of new computers.

The executive session was ended and the meeting resumed with staff.

Annual Meeting – The annual meeting of the board of trustees was held. The following actions were taken:

- Appointment of New Board Members: Bill Brookings, Mytyl Hernandez. They will join the board in August, 2019.
- Appointment of Committee Members: Mike Burns, Joe Ennis, Mindy Humphrey. They will join board committees in August, 2019.
- Election of Officers for the 2019-2020 school year:

Chair – Millie Judge
Vice Chair – Jeff Cymbaluk
Treasurer – Larry Moore
Secretary – Sue Adams

- Discussion of Committees/Chairs for 2019-2020: The Chair announced the appointment of committee chairs for 2019-2020 and thanked them for their service. The board approved the creation of a new committee to encompass matters relating to alumni relations. Committee chairs will be:

Governance Committee – Millie Judge

Finance Committee – Jeff Cymbaluk

Advancement Committee (MarCom, Admissions, Development) – Shannon O’Kelley

Innovation and Planning Committee – Pat Sievers

Spirituality and Wellness – Duane Schireman

Alumni Relations Committee – Talia Mahnke

Finance Report – Larry Moore

The board reviewed the following items and took action:

- Amended Financial Policies – The board reviewed and adopted the amended financial policies.
- Security risk insurance - The board approved the purchase of insurance at the \$3 million coverage level.
- Pension plan amendments- The board approved the pension plan amendment to eliminate members who had left school employment and whose accounts were below a certain dollar threshold.
- International student tuition for non-Cambridge students - The board adopted the following tuition rates for non-Cambridge international students:

\$23,765 for students needing language support services

\$19,800 for student that do not need language support services.

The board did not have time to review the monthly/year-end financial statements, however, they were provided in the packet for board members to review. It was noted that we are ending the year with a projection of over \$500,000 in funds that will be placed into reserves. \$400,000 will be placed in to the operating reserve fund and \$100,000 will be placed into the capital improvement reserve fund.

Spirituality and Wellness Report – Duane Schireman reported on the recent meeting with school officials and Providence Health & Services to discuss a potential partnership in support of our Spirituality and Wellness program. We will follow up on opportunities with Providence and other community partners to evaluate the possibility of an on-site mental health professional, upgrades to the school nutrition program, and identifying grants to support the program.

Advancement Report – Shannon and Steve updated the group on the international admissions numbers and the international admissions video. Our marketing team is focused on project work this summer relating to the Annual Report and making a video for next year’s auction relating to the Fund-a-Need items, the Spirituality and Wellness Program. Steve shared the early work on the 2019 DREAM auction—a Save-the-Date reminder was recently sent out to the school community. The Auction will be held on November 22, 2019 at Angel of the Winds in Everett.

New Business and Closing Remarks – Millie Judge

Millie thanked the Board, President and staff for everyone’s hard work to improve the school over the past year.

Note: The *Summer Social for Trustees, Committee members and their families* will be held on August 17, early afternoon, at Rich Bacigalupi’s Whidbey Island Farm near Langley. *Please RSVP* as soon as possible.

The next board meeting will be on August 28, 2019 (No July Meeting)