

**MINUTES OF THE ANNUAL MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Loos Center, South Campus
August 17, 2021
7:00 p.m.**



These minutes are for informational purposes only.

PRESENT: Asikainen, Samantha; Beckwith, Martha; Blackmer, Robert; Duvall, Nancy (C); Higgins, Edwin; Kelly, Paul; Larrow, Jeff; McGinn, Walter; Quinn, Eric; Rhynhart, Hans; Rich, Matthew; Samborowski, Len; Swenson, Christine; Young, Scott

ADMINISTRATION: Favreau, Amy; Favreau, Brad; Harten, Michael; Hughes, Karin; Musumeci, Joe; Rigney, John; Sandford, Chris; Sturdevant, Jon; Susi, Michael; Woodland, Julie

ABSENT WITH NOTIFICATION: Bentley, Cary; Carabeau, Garry; Ellsworth, Robert; Livernois, Jay (Ex-Officio); Morse, David; Paquette, Philippa; Perkins-Banas, Melissa; Trivella, Joan; Tuttle, Brent (P)

GUESTS: Carolyn Otto

1. Call to Order

The meeting was called to order by President Swenson at 7:01 p.m.

2. Community Participation – None.

3. Board and Foundation Term Recommendations

a. Term Renewal/Appointment – Trustees of the Corporation

MOTION: (Kelly/Higgins) To move to renew Paul Kelly and David Morse as Trustees of the Corporation to six-year terms which end in 2027. Unanimous

MOTION: (Kelly/Young) To move to appoint Matthew Rich as a Trustee of the Corporation to a six-year term which ends in 2027. Unanimous

b. Term Renewal/Appointment – Trustees of the Community

MOTION: (Kelly/McGinn) To move to renew Garry Carabeau and Edwin Higgins as Trustees of the Community to six-year terms which end in 2027. Unanimous

c. Term Renewal/Appointment – Trustees of the Sending Towns

MOTION: (Higgins/Larrow) To move to appoint Robert Ellsworth as a Trustee of the Sending Towns. Unanimous

d. Term Appointment – President of the Alumni Association as Ex-Officio of BOT

MOTION: (Kelly/Higgins) To move to appoint the President of the Alumni Association, Jay Livernois, as an Ex-Officio member of The Woodstock Academy Board of Trustees for the 2021-2022 school year. Unanimous

e. Term Appointment – Slate of Officers for Board of Trustees for 2021-2022

MOTION: (Larrow/McGinn) To move to accept the slate of officers for the Board of Trustees for the 2021-2022 school year as presented. Unanimous

President	Christine Swenson
Vice-President	Edwin Higgins
Secretary	Philippa Paquette
Assistant Secretary	Hans Rhynhart
Treasurer	Joan Trivella
Assistant Treasurer	Paul Kelly

f. Term Renewal – WA Foundation Directors

MOTION: (Blackmer/Rhynhart) To move that the Board of Trustees accept the term renewals of the Foundation Directors, Martha Beckwith, John Rauh, and Jonathan Wakely as presented, which terms shall expire in 2024.

Unanimous

g. Term Appointment – Honorary Trustee

MOTION: (Kelly/McGinn) To move to appoint Barbara Child as an Honorary Trustee and to name conference room AH156 as the Barbara Child Conference Room.

Unanimous

4. Board Reports

a. Secretary’s Report

i. Minutes of Annual Meeting of August 18, 2020

MOTION: (Blackmer/Young) To move to approve the Minutes of the Annual Meeting of August 18, 2020.

Unanimous

ii. Minutes of Regular Meeting of June 15, 2021

MOTION: (McGinn/Rhynhart) To move to approve the Minutes of the Regular Meeting of June 15, 2021.

Unanimous

b. President’s Report

i. Correspondence—Head of School Sandford provided an overview of the correspondence included in the packet. Highlights included a letter of condolence, letters acknowledging resignations/retirements, a letter to the Woodstock Board of Education acknowledging the end of its contract, a letter allowing the Woodstock Agricultural Society to use our parking lots if needed during the Woodstock Fair, letters welcoming Melissa Perkins-Banas and Eric Quinn to the Board of Trustees, assorted incoming and outgoing thank you letters, and a letter from Board Secretary Paquette expressing appreciation to Barbara Child for her 50 years of dedicated service.

ii. Board of Trustees and Staff Reception—Wednesday, August 25, 2021 at Grill 37 in Pomfret.

iii. Update: Board of Trustees Retreat on Tuesday, September 21, 2021

President Swenson encouraged the group to attend both the Trustee and Staff Reception as well as the Board Retreat.

iv. Annual Approval of Committee Charters

MOTION: (Higgins/McGinn) To move to approve the committee charters as presented.

Unanimous

c. Committee Reports—questions/discussion on reports provided in packet

There were no questions or comments.

5. Woodstock Academy Administration Reports

a. Associate Head of School for Finance and Operations Report

i. 2021-2022—Budget Update

Associate Head of School for Finance and Operations Susi reviewed a budget summary handout, saying that with the time and effort already spent on our software, we have a good picture of our financial situation, and we should be on track for the new year without any major surprises.

ii. 2020-2021 End-of-the-Year and Audit Update

Associate Head of School for Finance and Operations Susi stated that 2020-2021 closed in the black with an accurate picture of the year’s spending.

iii. Academy Building Project and Summer Projects Update

Associate Head of School for Finance and Operations Susi said the first phase of the Academy Building project was successful—ending early and under budget. The next phase starts next month.

Summer projects included tech upgrades on both campuses and a partnership with UCONN Health to rent space in the former Head of School's house. Energy audits have been completed.

iv. Other – None.

v. Board questions/discussion – None.

b. Associate Head of School Report

i. Beginning of School Year Report

Head of School Sandford reviewed the handout Associate Head of School Singleton created for the meeting, saying the daily schedule has returned, spectators will wear masks for indoor sporting events, our NEAS&C 2-year report has been submitted, 1,088 total students are expected to return to campus, and our new special education program, STRIVE, will welcome eight new students in its first year. A list of new hires and their positions was provided.

ii. Other – None.

iii. Board questions/discussion – None.

c. Associate Head of School for Advancement

i. Golf Tournament and Future Events Update

Associate Head of School for Advancement Jon Sturdevant thanked Brad Favreau and Sean Saucier for their hard work making the recent golf tournament such a success. There was better sponsorship, better raffle participation and the event sold out early. Even though it was a hot day, everyone had a great time and over \$30k was raised.

Future events include Alumni Weekend, various regional alumni events, Giving Day (10/26), gallery shows, concerts, and over 15 other events already booked at the Loos Center.

ii. Inspire150 Update

Associate Head of School for Advancement Jon Sturdevant stated that over \$532k has been raised so far for the Academy Building project and approximately \$270k is the total to date in "asks." He has spoken to nearly all the Trustees so far and hopes to have a conversation with the entire Board by the end of the month. He will speak to faculty and staff next. This year's Giving Day will focus on the InSpire150 campaign.

iii. Other – None.

iv. Board questions/discussion – None.

d. Assistant Head of School for Enrollment

i. 2021-2022 Enrollment Report

Associate Head of School for Enrollment Amy Favreau provided a comprehensive handout detailing the numbers of students by grade, day/boarding status, and where they are coming from (such as local, which international countries, and/or which prep program they intend to participate in.) Total enrollment numbers have jumped from 1,088 to 1,096 over the last three days mostly due to local families moving into our sending towns. Despite the challenges with complicated international travel, she expects to be able to travel to recruit students after the new year.

ii. Other – None.

iii. Board questions/discussion – None.

e. Head of School Report

i. 2020-2021 Annual Report

Head of School Sandford hoped the group will enjoy the copy of the Annual Report included in their packet.

ii. Organizational Chart and Staffing Update

An updated organizational chart and personnel list were provided for information and reference.

iii. Theory of Action

Head of School Sandford provided an overview of this year's Theory of Action, saying how proud he is about increasing diversity within the staff and student body. He praised the work of the administrative team who have continued to work hard to get ready for students to return to school. The Board was urged to send any feedback about the document directly to him. He will provide an update to the Board in January.

iv. Other

v. Board questions/discussion – Brief discussion included creative ways to help international students cross the borders to arrive at The Academy.

6. Other Items

President Swenson thanked Head of School Sandford for his hard work, saying the Board was lucky to have him. She also thanked her fellow Trustees for their service during a very tough year.

7. Adjournment to the Annual Board of Trustee Photo

MOTION: (Blackmer/Larrow) To adjourn the meeting at 7:32 p.m.

Unanimous

8. Reception to Honor Barbara Child at 7:45 p.m.

Respectfully submitted,

Julie Woodland

Julie Woodland

Board Clerk

The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.