

**Hillcrest Christian School
Board of Directors Meeting Minutes (Approved)
August 30, 2007**

Members Present: Melissa Dundas (MD)
 Mark Wiemann (MW)
 Greg Regier (GR)
 Doug Hume (DH)
 Rick Stabile (RS)

Staff Present: Head of School Stephen Allen (SA)

Meeting was opened in prayer at 1:20 p.m. by SA followed by lunch. The meeting was then called to order.

Minutes review: Motion to approve the Minutes of January 16, 2007, meeting was seconded and unanimously approved by MD and MW. Motions to approve Minutes of June 21, 2007, and July 31, 2007 meetings were seconded and unanimously carried.

Head of School Report: SA presented a report to the board. The board discussed and affirmed the need for SA to interview and hire a business manager, and it was moved, seconded and unanimously carried to give a specific directive to SA to make best efforts to have a business manager in place no later than November 1, 2007.

Old Business:

(a) Officer Job Descriptions: The Board next discussed the creation of officer job descriptions and a draft description of board offices was presented to the meeting for review and discussion. After discussion the following actions were moved, seconded and unanimously carried:

- (1) DH to revise and present final board office descriptions at the next meeting for consideration.
- (2) The following board officers were elected:
 President – MD
 Vice-President – MW
 Treasurer – RS
 Secretary – DH
- (3) Board officers would serve one year terms commencing on July 1st and ending on June 30th of each year.
- (4) With regard to the Treasurer office, the Board President must be involved in any discussions between RS and SA involving the landlord/tenant relationship between HCS and The Rock Church as it relates to the financial aspects of lease negotiations and budget and financial reporting.

(b) Training Session: MD and SA were directed to correspond with Phil Greybeal regarding pricing and dates for a training session for the board on the policy governance model.

(c) Capital Campaign Proposal: No reports were made regarding fact-finding on the capital campaign. Each member who was assigned a duty on this item was instructed to continue to gather facts for discussion at the September meeting. Previous assignments included:

Cost estimating: Melissa Dundas
Enrollment/retention information: Steve Allen
Parent Survey results: Steve Allen
City feasibility issues: Greg Regier

Board members encouraged each other to commit to pray regarding discussion of the capital campaign.

New Business:

(a) Articles of Incorporation Revision: The board discussed the need for the Articles of Incorporation for the school to be revised to reflect the nature of the school's operations. DH to work with SA to revise the articles.

(b) Attendance at Upcoming Events: The board was encouraged to attend the upcoming back to school nights at the school.

Next Meeting: The next meeting was scheduled for 12:15 p.m., Thursday, September 20, 2007.

Motion to adjourn at 3:40 p.m. M/S/C.