**RIDGEWOOD SCHOOL ASSOCIATION**

**Board Meeting**

**November 17, 2022**

The meeting was called to order at 6:36 p.m. by President Adam Russell.

**Present:** Corwin Georges, Adam Russell, Bill Brougher, Humera Umerani, Heather Cunningham Afshan Syed, Scott Thacker, Rob Young, Melinda Reardon, Tariq Rizvi (7:10), Margaret Roark (7:38), Aliya Ranginwala (Head of School)

**Absent:** Marta Wojcik, Jeanne Lampe, Heather Cunningham

The September minutes were approved with the following correction

Corrected spelling of Gettysburg.

***Motion to approve made by Corwin Georges and seconded by Bill Brougher, motion carried.***

**Finance:** Treasurer, Rob Young reviewed the quarterly report generated from quickbooks. He pointed out that the endowment amount listed is just the cash amount. The right side of the report has the value of our investments. The investments are down the last two (2) quarters due to market fluctuation. We have notified the Springfield Foundation not to send the cash distribution due in December, but rather to leave it invested.

**Development/Alumni Relations:**  Both development and alumni relations reports were emailed to the board members in advance. The goal for this year’s Ridgewood fund is $30K, which is coming along. The goal for this Business Partners in Education is $20K, and requests to business will be mailed soon. The date for the 2023 Hearts and Hands Auction is being discussed and is not yet finalized. It was reported that 137 Thanksgiving cards were sent to the Centennial donors, and those who have donated to the Ridgewood Fund this year. We have new donors this year because of the “touches” Corwin has made to the Alumni. Scott Thacker reported he has a lunch planned with Greg James and will encourage him to give this year. Also, he has a meeting scheduled with Scott Krizner on Dec 2 to work on the legacy giving brochure. This brochure should have just enough information, but not too much, and the current layout is looking good. Corwin, Afshan, and Aliya met with the Sarah McPherson at the Springfield Foundation to review the brochure and see if they had any input. The Springfield Foundation indicated they will display our legacy brochures in their lobby. Aliya also asked Sarah about potential grants from the foundation. We plan to invite her to a board meeting to educate us on the Springfield
Foundation. We also met with “Bloomerang”, a CRM, to discuss the possibility of implementation at Ridgewood to replace our Access database, and better manage our Alumni and Donations. Based upon discussions with the company this program seems to be capable of meeting our needs and appears to be user friendly. The cost is a little over $5K per year, and requires a 2-year contract. After the first year we should be able to remove the training cost of about $2K. Scott Thacker is willing to talk with them directly, and possibly negotiate a better price. We are going to try and schedule a meeting with Bloomerang for next week.

**Head of School Report:** Head of School, Aliya Ranginwala emailed her report in advance. She noted we still haven’t received the Form 990 from our accountant, but we have filed for an extension. She worked with Kristian (accountant) and Rob to develop the quarterly financial report. Aliya stated she is pursuing an updated website. We have decided to proceed with “Huckabuck” from Springfield. The initial meeting is scheduled for tomorrow, November 18, to discuss how we would like our website to look. The goal is to have the new website up and running in January 2023 to be ready for next year’s enrollment. The cost of the website design is $7,500. The desire is to have a “one-stop” place for parents to get information, an expanded alumni section, plus more. Aliya reported a slight enrollment decrease as one family is moving to Lancaster, and one family moving to Columbus.

**Facilities:** The furnace in the gym is currently not working. Adam noted that any major facility expense can be submitted to the Springfield Foundation to be paid from our facilities endowment.

**Governance:**  Bill Brougher reported that we are going to review the makeup of the board next fall to insure we have the skillsets we need on the Board of Trustees. He will be asking Humera, Scott, and Heather to complete their skills checklist.

**Board Member Goals:** Each board member’s personal goals should demonstrate an invested interest in the school. Some examples are: Pursue donations, sponsor a table at the Hearts & Hands auction, host or co-host a private event, send thank-you notes or make thank-you calls, follow-up after a school event, share social media posts, help at the Hearts & Hands auction, attend our school events, visit the school during the day, encourage friends and family to donate to the Ridgewood fund, and make personal touches to our Business Partners in Education. Afshan agreed to compile a list of goal ideas and send it to each board member.

**Old Business:** None.

**New Business:** There will be no meeting in December. The next meeting is scheduled for January 19, 2023 at the school. We also need to start thinking about next years’ tuition and budget.

***A motion to adjourn the meeting was made by Rob Young and seconded by Corwin Georges.***

**The meeting was adjourned at 7:45 p.m.**

Respectively Submitted,

Christine Reynolds