



# Central Washington Catholic Foundation

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## Board of Trustees February 19, 2008 Meeting Minutes

Meeting brought to order at 3:05 p.m. in the Meeting Room of the Yakima Country Club, Yakima, WA. Rev. Robert Siler led the opening prayer.

### ❖ Trustees Present:

Chairperson, **Evan Jones**; Secretary, **Rick Rutherford**; Treasurer, **Kay Gamache**; Executive Director, **Rev. Sam Bellino, S.J.**; Board Member, **Merle Pederson**; Board Member, **Most Rev. Carlos Sevilla, S.J.**; Board Member, **Rev. Robert Siler**; new Board Member, **Patti Donovan**.

Vice Chairman, **Dan Fortier**, arrived at 3:50 p.m.

Board Members absent: **Jane Baldock**; **Rev. Dan Dufner**; **Phil Raekes**; **Thomas Mahony**.

### ❖ Consent Agenda:

- Minutes for October 23/24 Board Retreat: Fr. Sam moved to accept them as amended, Kay seconded, and all approved.
- Minutes for Executive Board Meeting, February 2, accepted.

### ❖ Introductions:

- Board welcomed new member, Patti Donovan.
- All members introduced themselves.

### ❖ Financial Committee – Kay

- How should the proceeds from the sale of the house be managed?
- Placed in the unrestricted fund at least for a calendar year?
- Placed in a reserve fund or simply held in reserve for emergencies?
- Create a new named fund to invest the income strictly for Board use?
- Wait until a new director is on scene to decide?
- Invest in a CD or money fund? CD's not paying well at this time.
- The house sale will close in early March.
- Proper investment of house proceeds should grow and advanced the Foundation. (Evan)
  - ◆ **Consensus appeared to be to hold the income from the house in reserve at this time.**
  - ◆ That money may be needed to help defray salary of new director.
  - ◆ That money may also be needed for budgetary items.
  - ◆ The donation is an anomaly and not recurring; thus should be treated differently.
- Can we have publicity regarding the donation of the house and the subsequent good accomplished with the proceeds?

- Donor insists on remaining anonymous. His wishes must be respected. However, an announcement will be made regarding charitable bequests made thanks to a generous gift from an anonymous donor.

#### ❖ Budget – Kay

- Unrestricted funds collected this fiscal year are down 32%. These funds in addition to the administrative funds and are used to pay budgetary items, of which there will be two new ones in the next fiscal year: office salary and priest/clerical reimbursement.
- Proposed keeping income from house sale in reserve to be available to augment unrestricted funds in defraying expenses of Foundation's annual budget particularly if the current trend in donations continues the remainder of the fiscal year.
- We need to be realistic about expenses and income. Items in the Profit and Loss Statement exceeding 100% will need to be adjusted.
- She will propose sample budgets at the next Board meeting in May. **Action: A new budget for 2010/2011 must be approved at that time.**

#### ❖ Reports from Fr. Sam

- Fr. Sam's comments regarding these documents:
  - ◆ Every year there was enough money to pay operating expenses for the coming year. With a new director with new fundraising ideas, more money should be forthcoming. If not, search for the reason.
  - ◆ Donations are lower in the summer months when the majority of expenses come due.
  - ◆ After a major event such as the Cardinal George Medal awards, more money is donated to named funds than the unrestricted.

#### ❖ Nominating Committee – Rick

- New members: Patti Donovan present; Jane Dickinson will attend the August meeting.
- Follow-up on persons nominated in October:
  - ◆ Dennis Sweeney – he cannot serve; it would be a conflict of interest
  - ◆ Pam Molner – cannot serve at this time, perhaps next year
  - ◆ George DeRuyter – Fr. Robert was not yet able to contact him. **Action: He will continue his attempts to make contact.**
  - ◆ Mark Peterson – status unknown due to absence of Fr. Dan. **Action: Rick will call Fr. Dan to inquire about the possibility of Mark serving.**
  - ◆ Jerry and Michelle Abrams – they have not been contacted, but would make excellent members; they received the Cardinal George Medallion. **Action: Evan will contact them.**
  - ◆ Betsy Owczarski – she also received the Cardinal George Medallion. **Action: Evan will contact her also.**
  - ◆ Bud and Sue Schwaegler – traveling at this time
- **Action: Evan asked Patti to research persons in the Moses Lake area who would be candidates for the Board.**

#### ❖ Strategic Planning Committee – Evan

- Talking Points sent by Fr. Sam are fine; he would like a Vision Statement. **Action: Fr. Sam will provide a Vision Statement at the next meeting.**
- Job description: Fr. Sam has one; it can be discussed and/or amended at the next meeting.
- Evan attended a meeting of the Christ the King School Advisory Commission:

- ◆ He described the Foundation, discussed his role, and introduced Fr. Sam.
- ◆ He stressed the independence of the Foundation from the Diocese.
- ◆ He plans to meet with the parish Finance council also.
- ◆ He would like to see a comparison of the best fundraising practices at various schools and share ideas. **Action: Evan asked board members to visit school commissions/boards and parish finance councils in their vicinity to explore their fundraising activities.**
- Evan said we need to focus on a new director and on growing the restricted funds to increase the bottom line of the Foundation.

❖ **Policy & By Laws Committee – Tom**

Tom was not present; Evan said that he reported all is okay in a phone call.

❖ **Old Business/New Business – Grants – Merle**

- 18 grants were requested in the amount of \$21,900 and most were well written.
- The grant committee proposes to fund 14 of the requests totaling \$16,500:
  - ◆ Catholic Charities Housing Services – gang awareness education and vandalism abatement in the various housing services. Alex Santillanes has been hired by CCHS to coordinate this program. Each grant is for \$1000.
  - ◆ Catholic Family and Child Service – foster care program and their outreach program
  - ◆ St. Aloysius Parish – religious education textbooks and materials
- Grant requests denied: K of C of Kennewick, Right to Life Conference; CCHS for a surveillance system; Elijah Family Homes (not Catholic); and CCHS for a financial analysis program.
- **Vote: Rick moved to fund the requests accepted by the committee; Merle seconded the motion. Motion passed unanimously.**

❖ **Old Business/New Business – Scholarships – Dan**

- Rodriguez-Kranz Fund – valued under \$20,000 – gives a \$500 annually
- Chott-Mahre Fund – valued about \$150,000 – gives \$1000 – 6000 annually, with a grant of \$4500 in 2009
- Fr. Sam has redesigned the application with a new deadline of February 1 in 2011.
- Rotary is going to award scholarships which will compete with ours.

❖ **Old Business/New Business – Diocese Proposal – Fr. Sam**

- Jim Perko, CFO of the Diocese, has proposed an investment of \$85,000 belonging to the diocese into a named fund (Royal City Parish) which will pay a strict return of 4% in place of a dividend or interest. It is a possibility, but may set a precedent. Fr. Sam would like a legal opinion.
- Foundations are under increased scrutiny and Bill 1119 will change the way non-profits will handle their endowments.
- Jim has asked Merle to serve on the diocesan finance committee. Merle has accepted per approval by the Board. No nays given.

❖ **Old Business/New Business – Transition Preparation – All**

- Plan the search for a new director
- Discuss long term goals which will lead to the qualifications of new director
- Fr. Sam requests keeping the need for new director confidential as news of the transfer may decrease his effectiveness and/or contributions.

- The transition needs to be swift and complete with assurance to donors that their funds will be used wisely and the future is secure.
- Expects to be relocated in June or July of 2011.

❖ **Chairman's Report – Evan**

- Next meeting: May 21, 3 p.m. to 6 p.m. – extra hour is needed – at Meadow Springs Country Club in Richland
  - ◆ There will be no review of grants.
  - ◆ Look over scholarships
  - ◆ Jim Perko will attend
  - ◆ Long term goals
- Peterson – Hastings will present report – representative, Josh Chittenden
- New officers will be elected.
- New board members will undergo a background check.

❖ **Director's Report – Fr. Sam**

- The foundation will now do background checks on all new employees and new board members.

**Meeting was adjourned at 5:15 p.m.**

Respectfully submitted,

*Rick Rutherford*

Rick Rutherford, Secretary

Barbara Calhoun  
Note-taker