



Central Washington Catholic Foundation Board of Trustees

Trustee Meeting Minutes

August 19, 2011 – Amended 10.22.11

The meeting was brought to order at 3:13 p.m. in the Women's Card Room of the Wenatchee Golf & Country Club in East Wenatchee. Fr. Dan led the opening prayer.

❖ Trustees Present:

Director Dan Fortier, Jane Baldock, Kay Gamache, John Riel, Rick Rutherford, Merle Pederson, Ann Sonn, Evan Jones, Ben Soria, Fr. Dan Dufner, and Bishop Joseph Tyson.

Matt Anderton, Tom Mahony, Jane Dickinson, and Marie Connolly were absent.

New member Ben Soria from Yakima and new Administrative Assistant Nancy Probst were introduced. Guests were Ed and Amy Flynn and Lois Rutherford. Each member introduced themselves.

❖ Consent Agenda:

- ◆ Minutes for the May 20, 2011 Board of Trustees Meeting read and approved. Motion to approve by Kay; second by Evan.
- ◆ Minutes for the August 3, 2011 Executive Committee Meeting reviewed and amended as follows: Strike the sentence "Jane said she has a friend that does this for a living." Replace with "Jane recommended that we engage a professional to design a new logo." The minutes were approved as amended. Motion to approve as amended by Kay; second by Evan.

Board of Trustee's Minutes

August 19, 2011

- ❖ **Old Business - Ed Flynn presentation** – Recommends forming a team with Diocese, Catholic Charities, CWCF. What are Bishop’s goals? Seminarians; Priests’ Retirement; Develop strategy. 25% of Diocese budget is designated for these two areas. Sees the foundations role as holding funds for endowments. **Recommendation:** figure out how to get those funds to where they should be and be managed by CWCF. Board members should help with this process. Who knows who in the Catholic community? Qualify prospects. Who asks them. Have they been asked? What is their potential? Engage in a way that makes people feel part of the mission. In October there will be a meeting in Yakima with the Bishop and about 10 prospects to kick off the strategy; then we will “take the show on the road.” **Recommendation:** Make Bishop Tyson a full member of the Board with voting privileges. He can open doors for us. We need the Bishop to help define the need and strategy, sell it to the priests and education the congregations. Research shows that education results in increased giving in all areas. When people know what is needed and how it will be used, they give more. **Recommendation:** Move some of the Diocese’s Funds to CWCF to manage and disburse. **Call to Action: 1) Invite the Bishop to join the Board of Trustees as a full voting member; 2) Invite Bishop to move the Seminarian and Priests’ Retirement Funds to CWCF.**
 - ◆ **Discussion:** Legal opinion; separation of assets protected by separate 501(c)3 status and does not depend on who sits on the Board; require change of bylaws; increase sense of team; caution: the “no vote” for Bishop was proposed by a Judge as appearances count (ex. CWCF office is in Diocese building); Canon Law implications can be resolved; future remedies can be made if necessary; Funds are protected as donor funds; only our cash would be susceptible if Diocese were sued; a Motion to change the bylaws must be read twice before a vote is taken
 - ◆ **Motion:** Evan made a motion to direct the Bylaws Committee to draft a change to the Bylaws to allow the Bishop to be a full voting member of the CWCF Board of Trustees. Rick seconded. Motion passed. The change to the Bylaws will be read at the October and February meetings, and then voted on at the February meeting.

- ❖ **Bishop Tyson arrived at this point in the meeting – 4:13 PM.** Merle introduced the Bishop and each attendee introduced him/herself to the Bishop.

- ❖ **Strategic Planning/Development Committee** – Evan thanked and acknowledged committee members: Merle, Ben, Fr. Dan, Jane, Tom, Dan, Marie. At end of presentation Ann was added to committee. Evan reported that he plans for regular monthly meetings with the goal of building endowments, both new and existing. Committee will develop a strategy to get the message across

and will need names and stories. He plans to start with Christ the King School. Bishop Tyson indicated that we need incentives to begin or to add money to endowments and that his goal is that every Catholic child who wants to attend a Catholic school can do so regardless of income/financial ability of family. He shared that Catholic schools should access federal Title funds and other grants. John mentioned the need to balance immediate needs with future needs.

- ❖ **Investment Committee** – Members include Tom (Chair), Jane, Matt, Merle. Dan reported (in Tom's stead) that this committee's work is an outgrowth of a conference he attended at Notre Dame. They plan quarterly meetings. Blaine Carr of Petersen Hastings has been asked to develop a one-page summary of a strategy "to get the account" and present at the October Board meeting. Bishop Tyson commented that we need to focus on socially-responsible investing. Evan added that we need to complete development of a policy on socially-responsible investing.

- ❖ **Financial Committee** – Members include Kay (Chair), John, Matt, Merle, Tom. Kay reported that the change of Executive Director has had the expected result of a decrease in donations. Through 6/30/2011, 81% of revenue budgeted was actually collected and expenses were overspent by 25%. Expenses were about \$23,000 over unrestricted income. The Rainy Day Fund was used to make up the difference. We need to focus on increasing income. Kay indicated that monies in the Cardinal George Grant Fund are designated for use for grants and suggested that we consider setting up a Savings Account for these funds. Kay shared that the \$1,000 annual donation by each Board member is intended for the purpose of sponsoring the bi-annual Cardinal George Event, but it appears that this money is comingled with other cash so that it is not obvious whether there was money left over from the last event and, if so, whether it was moved into the Cardinal George Grant Fund. She suggests we set up a separate fund in order to better track this. Kay emphasized that the changes that need to be made take time and that we need to begin NOW to work on ideas to increase unrestricted funds. Merle talked about the need to develop a budget spreadsheet with trends and forecasting adjustments so decisions should be made based on good information. We should also have a cash flow report. He and Kay will work on this together. Other ideas presented: John suggested that the Bishop write a short letter to go in the CWCF newsletter that is due out the first of September. (Bishop will consider this alongside other appeals that are coming out soon.) Ann suggested that we track the money that comes in from each Appeal. Dan indicated he will be calling people who used to be big donors, but have fallen off; ask what's going on in their lives? Dan will also look at increasing fees and donations. Bishop Tyson said "*When the pie gets smaller, the table manners change.*"

- ❖ **Nominating Committee** – Members include Rick (Chair), John, Fr. Dan. Jane nominated **Joe Murphy of Wenatchee as a Board Member**, and Kay seconded. The nomination of Joe Murphy was approved unanimously.

- ❖ **Policy and By-laws Committee** – Members include Matt (Chair), Ben, Tom. No report today, but Committee is charged as indicated above to draft new language regarding status of the Bishop.

- ❖ **Grants Committee** – Members include Ann (Chair), Evan, Jane, Rick. Two grant applications have been received. Ann suggested that a notice be placed in the Weekly Mailing from the Bishop regarding the September 15 deadline for the next round of grants. Nancy reported that she made that request of David yesterday. Bishop said he will approve it.

- ❖ **Scholarship Committee** – Members include John (Chair), Ben, Jane, Kay. John reported that the two scholarship winners have been selected. Dan indicated that they will be featured in the upcoming CWCF newsletter. Suggestion was made that they also be featured in the Bishop's Weekly Mailing.

- ❖ **Cardinal George Event Committee** – Members include Jane B (Chair), Merle, Dan. Jane reported that the next event is scheduled for September 22, 2012 and the committee is meeting to rethink the format/timing, including having the event every year. Bishop Tyson indicated that he will invite Jane to join a meeting with St. Joseph, St. Paul, and LaSalle regarding Title Funds and grants. Jane indicated that she plans to invite Fr. Spitzer as speaker and Bishop Tyson said he supports this invitation. Another idea is Pat Conroy, US House of Representatives Chaplain. Bishop Tyson indicated that he will encourage nominations for the Cardinal George medallion and asked Jane to write a blurb for him.

- ❖ **Annual Retreat** – Jane reported that the annual retreat is scheduled for October 22 and 23 in Leavenworth. It will commence with dinner on Friday evening; Saturday morning will be the meeting with the afternoon free, followed by Mass at Our Lady of the Snows (celebrated by Bishop

Tyson), and dinner. Those who wish to stay over Saturday night may do so, but there is no agenda for Sunday.

- ❖ **President's Report** – Merle shared with Bishop Tyson that the Board intends to change the Bylaws to make him a full voting member of the Board of Trustees.

- ❖ **Bishop Tyson** reported that ¼ of all revenue of the Diocese of Yakima covers 16 retired priests and 11 seminarians. The priests' pension fund is 50% underfunded. The current trend indicates that this will require all of the Diocese's income in ten years. His priorities are: Pension/ Seminarian Fund, Catholic Schools, and Catholic Charities. He is working with a team to map out what is happening now regarding these priority areas and to coordinate efforts, eliminating duplication and maximizing efforts. He is considering hiring a common Development Director. He believes in building relationship – start with donors, learn their passions, then build a relationship with those passions as the foundation.

- ❖ **Director's Report** – Dan expressed appreciation for working with Bishop Tyson and Ed Flynn and the recent efforts at coordinating development efforts. He will be looking at donor lists, coordinating calls with the Bishop and working to discover people's passions.

President Merle adjourned the meeting at 5:52.

Respectfully submitted,

Rick Rutherford,

Secretary

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Nancy Probst

Note-taker

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