



## Central Washington Catholic Foundation Board of Trustees

### Trustee Meeting Minutes

March 2, 2012

The meeting was brought to order at 3:12 p.m. at the Yakima Country Club. Matt Anderton led the opening prayer.

#### ❖ **Present:**

Executive Director Dan Fortier, Kay Gamache, John Riel, Merle Pederson, Matt Anderton, Tom Mahony, Jane Dickinson, Fr. Dan Dufner, Ann Sonn, Bishop Joseph Tyson and Administrative Assistant Nancy Probst

Evan Jones, Jane Baldock, Joe Murphy, Ben Soria and Marie Connolly were absent.

Guest: Chris Gamache

- ❖ **Scholarship Committee:** Members include John (Chair), Ben, Jane B, Kay, Merle. John Riel introduced Chris Gamache representing the Mary Ellen Chott-Mahre Scholarship. Chris reviewed the original intent of the scholarship fund, i.e. that it goes to a parishioner of St. John's Parish in Naches who is or will be attending a Catholic University. She reviewed the changes that were made due to an IRS ruling requiring the scholarship to be given every year whether or not there was an applicant from St. John's. She then asked that CWCF return to the original intent with an addendum that allows it to go to a parishioner/Catholic school student from the Yakima area if there is no applicant from St. John's. Matt indicated that this can be done with a new document that is signed by all the siblings. Merle directed the Scholarship Committee to produce this.

#### ❖ **Consent Agenda:**

- ◆ Minutes for the October 2011 Board of Trustees Meeting approved unanimously. Motion to approve by Kay; second by Ann.
- ◆ Minutes for the February 16, 2012 Executive Committee approved unanimously. Motion to approve by Kay; second by Ann.

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- ❖ **Financial Committee** – Members include Kay (Chair), John, Matt, Merle, Tom. Kay reported that as of July 1, 2012 the Administrative Fee will be calculated at .7% of the balance at the end of each quarter. Kay also reported that as of July 1 Trustee donations will be moved to Operational Profit and Loss (Unrestricted). Kay submitted the proposed budget for 2012-13. Any shortfall in Operational is to be made up through the Cardinal George Event. Merle asked for line items to be added in revenue and expenses as placeholders for the CGE. Kay will email the revised budget proposal to the Board of Trustees.
- ❖ **Nomination Committee** – Members include Ann (Chair), Ben, Evan, Joe, Merle. Ann submitted the following nominations for officers: Merle, President; John, Vice President; Jane D, Secretary; Matt, Treasurer. Dan and Merle submitted the name of Matt Beaton to become a Trustee and provided information about him. John moved and Tom seconded to accept Matt as a Trustee. Motion passed unanimously.
- ❖ **Policy and By-laws Committee** – Members include Matt (Chair), Ben, Tom. Matt reported that there will not be a second reading of proposed bylaw regarding Trustee Emeritus today. This is tabled until the May meeting.
- ❖ **Investment Committee** – Members include Tom (Chair), Jane, Matt, Merle. Tom reported that the committee met with Petersen Hastings and that there will be adjustments made to return to the 60% limit for stocks. No change in social responsibility policy. A suggestion was made that a poster be designed to hang in parish foyers showing how much money we have distributed.
- ❖ **Grants Committee** – Members include Ann (Chair), Evan, Jane, Merle. Ann reported that twenty grant applications were received, mostly from Catholic Family & Child Service and Catholic Charities Housing Services. After some discussion the following was unanimously approved after a motion by Matt and second by John:
  - CFCS: Child Care Resource & Referral, Yakima -- \$1,000
  - CFCS: Child Care Resource & Referral, Wenatchee -- \$1,000
  - CFCS: Carroll Children's Center, Yakima -- \$1,500
  - CFCS: Tri-Cities -- \$1,000
  - CFCS: Volunteer Chore Services -- \$1,000 with Burrows Tractor adding \$500 if the purchase is made there
  - CCHS: \$1500 for arts & crafts materials to be used by all sites
  - CCHS: \$1200 for Wi-Fi installation at 3 sites
  - CCHS: \$810 for digital cameras
  - Total: \$9,010

Trustees agreed that we need to define the focus more clearly and spread the word more effectively. Ann plans to re-design the application form. Bishop Tyson invited CWCF to host a table at the October Catechetical Event and the Priest Convocation. He also indicated that he would like to advise on applications.

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- ❖ **Cardinal George Event Committee** – Members include Jane B (Chair), Merle, Dan. Dan provided some history on this event and put forth the question of how to transition from the Medallion Event to a Fulcrum-type Event focusing on Catholic Education.
- ❖ **Bishop Tyson** – Bishop Tyson presented his Circle of Love poster and said that it came out of a discussion at our October Retreat. He also presented his 10-year plan for moving the Diocese to Best Practices and suggested that the Foundation's role be uplifting high players by supporting their initiatives where they need help.
- ❖ **Director's Report** – Dan shared from the article "On Board" by Tom Suddes and challenged us to begin thinking at the 30,000' level and define who we are. Nancy shared some thoughts on branding and the need to clearly define who we are, what our focus is, what our goals are, and a strategy to achieve our goals. Merle asked that we divide the Board into two teams to work quickly on the Branding piece and the Cardinal George Event. The teams are:
  - **Cardinal George Event:** Jane B (Chair), Merle, Ann, Jane D, Marie, Joe
  - **Branding:** Evan (Chair), Merle, Matt, John, Fr. Dan, Kay, Tom, Ben
- ❖ **Director's Evaluation** – Merle passed out Evaluation forms for Dan's job performance as he has just completed his first year as Executive Director. These should be turned in to Nancy to compile the results.

The Meeting was adjourned at 5:35 PM.

Respectfully submitted,

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Nancy Probst  
Note-taker

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