

## Central Washington Catholic Foundation Board of Trustees

### Trustee Meeting Minutes

October 13, 2012

The meeting was brought to order at 12:30 p.m. Zesta Cucina. Fr. Dan Dufner led the opening prayer.

❖ **Present:**

Executive Director Dan Fortier, Merle Pedersen, Kay Gamache, John Riel,, Fr. Dan Dufner, Ann Sonn, Evan Jones, Jane Baldock, Joe Murphy, Matt Beaton, Tom Silva, Matt Anderton and Administrative Assistant Nancy Probst. Bishop Tyson joined the meeting at 3:40.

Jane Dickinson was absent.

- ❖ Prior to the business meeting the Celebration of Faith Event was discussed. Discussion led by Jane Baldock. Jane gave a recap of the event and the debrief meeting (see notes of 9/25/12). She suggested that we host smaller events in several of the smaller communities next year. General agreement that we cannot do the large event every year. Matt shared the budget report which shows total revenue (underwriting/sponsorships, tickets, collected pledges, uncollected pledges) of \$213,535.25 and expenses of \$51,259.06 with a net revenue of \$162,276.19. There was some discussion regarding the Medallions with the general consensus that we need to keep doing this part (at least once more) as that is what filled a lot of the seats. Next time we need to research whether nominees had been nominated before; multiple nominations should get extra points. Consider changing the focus of the Medallion nomination process to Catholic education (schools and RE programs). Instead of general stewardship, change it to stewardship of our Catholic heritage. Tom suggested we mount a campaign for Catholic education. Matt cautioned that we shouldn't forget our broader vision and we need to convey that people can still give to other causes.
- ❖ Ann led a discussion regarding grants and how to disburse the C of F Fund monies. We have \$162,276.19 as net revenue at this point, although we may take out more overhead. Will this be for one year or two? We must keep in mind that we announced that 2/3 would go to tuition assistance for new enrollees and 1/3 for parish religious education programs. There are many options for how to design a process for distribution of the funds. The Grants Committee will meet in mid-November to plan. Add Joe, Tom, Matt B and John to the Grants committee. Consider asking Susanne Siekawitch to assist this committee and perhaps to join our Board.
- ❖ Business meeting began at 2:20
- ❖ **Consent Agenda:**
  - ◆ Minutes for the August 17, 2012 Board of Trustees Meeting approved unanimously. Motion to approve by Joe; second by John.
  - ◆ Minutes for the October 8, 2012 Executive Committee reviewed.

❖ **Old Business/New Business:**

- ◆ Merle shared a Memorandum of Understanding between the Bishop and CWCF. Discussion regarding item #1. Decided to leave it as is. Discussion regarding item #6. Motion was made by Tom and seconded by Joe to authorize Merle and Dan to take this to the Bishop for amendment and possible deletion of the second sentence.

❖ **Committee Reports** – Committee list was passed around for Trustees to review and make changes for themselves. Nancy will produce a revised list and email to all.

❖ **Investment Committee** – Members include Jane, Matt, Merle, Dan, Matt B and Fr. Dan. Merle shared the 9.30.12 Dashboard prepared by Petersen Hastings. The Cash flow and Earnings box shows an increase of \$111,973.07 after fees. Balance as of 10.8.12 is \$3,513,791.04. Discussion regarding possible investment of the Celebration of Faith Fund. Decision is to leave it in checking for the time being.

❖ **Finance Committee** – Members include Matt (Chair), John, Kay, Merle. Matt shared the cash flow report through 9.30.12. We do not have enough unrestricted funds coming in. The Committee will meet to work on this issue. John mentioned that there is a new law requiring that Form 990 be approved by the Board and that each Trustee must sign a conflict of interest form. Nancy will discuss this with our accountant.

❖ **Nomination Committee** – Members include Ann (Chair), Evan, Joe, Merle. Tom Mahoney has resigned. Dan presented a recommendation for adding Tadeo Saenz-Thompson to the Board. John moved to accept and Evan seconded. Passed unanimously. There was some discussion regarding what to do when Trustees resign. It was suggested that we invite them to dinner after a Board meeting for an exit interview and thank you. It was suggested that we consider a thank you letter and certificate.

❖ **Development Committee** – Members include: Evan (Chair), Fr. Dan, Jane B, Joe, Merle, Dan. Evan asked that each Trustee bring one name of a potential Board member to the next Board meeting. Today's packet includes a list of names of those who donated/pledge at the C of F Event.

❖ **Grants Committee** – See above.

❖ **Policy and By-laws Committee** – No current business

❖ **Scholarship Committee** – No current business

❖ **Cardinal George Event Committee** – See above

❖ **President's Report** –

- Merle asked that there be an item under New Business at the next Board meeting regarding Board Composition. What should the Board look like? How many on it? What skill sets are needed? Personalities? Evan and Merle will meet before then to develop a draft and email it to all.
- Merle reported that the Spokane event which was the same night as ours raised \$400,000; not sure if that was money taken in or pledged that night or if it included money received or promised earlier. He asked Dan to contact someone from that Foundation and learn more.
- Merle noted that we need to continue to push our identity/mission/vision as well as grow the Board and that we need to keep open communication with Bishop Tyson.

❖ **Director's Report** – Dan expressed his appreciation of Nancy and the Board. He noted that Bishop Tyson is our biggest champion. Bishop Tyson introduced Dan at the Catechetical Conference and he supports the Central Washington Catholic Foundation wherever he is. Dan believes that the Celebration of Faith

event really increased our visibility and that we need to stay with the momentum. He noted that we have a significant number of monthly pledges and would like to increase these. He is calling donors to personally thank them for their C of F Fund donations and perhaps to ask for unrestricted donations as well.

- ❖ **Bishop Tyson joined the meeting at 3:40** – Merle apprised Bishop Tyson of our discussion regarding #6 on the MOU. Bishop made clear that this is a canonical agreement, not a civil contract and that Canon Law requires that every member of the Board and the Executive Director have canonical clearance from him. Discussion ensued on how to reword the second sentence in #6. John moved and Joe seconded this wording: “The Board will work with the Bishop to ensure that each Board appointee and the Executive Director enjoy canonical clearance.” Pass unanimously.

The Meeting was adjourned at 3:55 with closing prayer by Bishop Tyson.

Respectfully submitted,

Nancy Probst  
Note-taker

Following the business meeting, the Board continued to visit with Bishop Tyson. Bishop thanked the Board for the beautiful, smooth Celebration of Faith event. He reported that St. Rose of Lima was thrilled with the event and they were not alone. The little places are crucial. Are we going to do this again next year? Tim McGree suggested and Bishop has scheduled the Notre Dame workshop *To Nurture the Soul of a Nation*; on November 7 in Yakima. The purpose is to assist Catholic schools to increase Hispanic enrollment. All the Catholic schools in the diocese will become accredited over the next few years. They are moving to data-driven instruction. Gregg Pleger is taking the lead in snagging federal money and tools for teacher in-service, etc. Need to use data to show student progress in the next CWCF video. The stories are in the numbers. Every school is on an improvement plan.