

Central Washington Catholic Foundation Board of Trustees

Trustee Meeting Minutes

January 26, 2013

The meeting was brought to order at 12:23 p.m. Holiday Inn. 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, Joe Murphy, Matt Beaton, Tom Silva, Tadeo Saenz-Thompson, and Administrative Assistant Nancy Probst. Bishop Tyson joined the meeting at 1:55. Jane Baldock joined by phone at 2:10.

Jane Dickinson and Matt Anderton were absent.

Merle introduced our new Trustee, Tadeo Saenz-Thompson. Tadeo gave a brief history of himself. He was born in northern Mexico and has lived in multiple states in the US. He has worked in both private and non-profit sectors, including Catholic shelters in Southern California. Currently, he is the CEO of the Washington State Migrant Council. He buys into our mission of supporting Catholic education and he knows Fr. Joe Corpora who will be our keynote speaker at the next Celebration of Faith.

❖ **Consent Agenda:**

- ◆ Minutes for the October 13, 2012 Board of Trustees Meeting approved unanimously. Motion to approve by Joe; second by John.
- ◆ Minutes for the January 22, 2013 Executive Committee reviewed.

❖ **Old Business/New Business:**

- ◆ The draft Form 990 and Compilation Report were passed around for review. Tadeo moved to approve both, Joe seconded, motion carried unanimously.
- ◆ Nancy reported that our accountant sent an email indicating that our Trustees do not need to fill out individual Conflict of Interest forms. This issue is covered in the 990 and our by-laws.
- ◆ Merle and John signed Resolution #2012-01 which gives financial authority to Dan and Board officers.

❖ **Committee Reports:**

- ◆ **Investment Committee** – Members include Matt B, Merle, Dan, Matt A and Fr. Dan. Matt B shared that he is the new chair of this committee and that we recently rebalanced our portfolio. The market has been rallying. We put security before high risk. He will have a more thorough report at the next Board meeting.
- ◆ **Finance Committee** – Members include Matt A (Chair), John, Kay, Merle. Kay shared the Celebration of Faith report which shows a balance of \$138,264.23 plus outstanding pledges of \$16,085. Kay also shared the cash flow report through January 24, 2013. The projection for the next five months includes approximately \$18,000 unrestricted, \$5,000 Trustee dues, \$12,000 Admin fees. We need approximately \$40,000 to get to June 30, so are about \$15,000 short.

Discussion ensued regarding distribution of CoF Fund monies as per the stated goal of 2/3 of net proceeds for tuition assistance and 1/3 for parish RE programs. What is definition of net proceeds? Merle will develop a percentage figure to be applied to overhead as we need to use some of the Fund for operations. Dan mentioned that we have embarked on a website upgrade at an estimated cost of \$3500 which should be charged to the CoF Fund. Nancy will be able to make changes to the website at will. The Winter newsletter was all about the new mission of supporting Catholic education and should also be charged to the CoF Fund. Dan is planning to move to year-round fund-raising for Catholic education. Tadeo mentioned that it is important to engage people in our mission and build relationships. John moved and Ann seconded that we distribute \$90,000 (\$60,000 tuition assistance; \$30,000 RE) by Fall, based on the timing per the Grants Committee. Motion passed unanimously. Any remaining monies will be disbursed at a later date after the October 12, 2013 CoF event. Consideration is being given to the future Celebration of Faith event proceeds being designated *Unrestricted*.

Nancy reported that there is still \$7,880.30 in savings left from the 2009 Cardinal George Event and wondered if that should be combined with the CoF Fund. Matt B moved to combine these two funds, Evan seconded, passed unanimously.

- ◆ **Nomination Committee** – Members include Ann (Chair), Evan, Joe, Merle. Ann presented a recommendation for adding Suzanne Siekawitch to the Board. John moved to accept and Joe seconded. Passed unanimously.

- ◆ **Development Committee** – Members include: Evan (Chair), Joe, Matt A, Fr. Dan, Jane B, Tom, Dan and Merle. Evan shared that he is exploring how to restructure the Board and Committees, but has limited experience with this. Should we have tiers? Should we reduce the number of committees? We have changed to a fund-raising and disbursement board. Evan would like suggestions from others, especially Tadeo. Evan and Merle will meet together and present a proposal next Board meeting. Joe pointed out that our direction now is similar to Fulcrum’s; perhaps we should look at how they are organized. We need to reach out to parishes and generate interest in our mission. Tadeo knows of an organization that helps Boards with board development and formation. Bishop Tyson mentioned that the Bill and Melinda Gates Foundation has a couple of tracks and provides some help with grant-writing. Perhaps we could look at helping schools write grants. Kay suggested a diocese-wide grant-writer. Bishop Tyson said that Alma has experience in this area and may be able to do some.

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

- ◆ **Scholarship Committee** – Members include: John (Chair), Kay, Tom, Merle. John reported that it is time to begin advertising the Chott-Mahre and Kranz Scholarships. Applications are due April 1. Nancy will work on getting the word out.

- ◆ **Celebration of Faith Committee** – Members include: Jane B (Chair), Dan, Ann, Jane D, John, Joe, Nancy, Merle. Jane reported that following discussion with Bishop Tyson, we are going to do the Celebration of Faith event yearly and have dates locked in with the Yakima Convention Center for the next 3 years. The date this year is October 12 and the keynote speaker is Fr. Joe Corpora. Jane shared that she is willing to Chair the event again and would appreciate it if the subcommittee chairs would also serve again. Bishop Tyson suggested that the Chairs each have a trainee (not necessarily a Board member) that could take over the role in future years. Evan suggested developing a notebook/checklist of each committee. Fulcrum has gifted us with their procedural notebook and we can use their timeline and responsibility descriptions as our model.

Discussion ensued regarding the Cardinal George Medallion Awards. Consensus was that we need to drop these and shift to awards that focus on education. These should be well-defined and come from us, not diocese-wide nominations. Bishop Tyson suggested one award in each category: School principal/teacher; Catechist; Volunteer; Clergy. Kay suggested that these awards be incorporated into the CoF event and not be given at a separate ceremony. Bishop Tyson mentioned that he is developing standards of excellence for the schools and parishes and that could give us a tool to use when developing criteria. He would be happy

to help with this; we would just need to set up an appointment through Cathy Fritsch. Joe suggested changing the title of the Medallion Committee to the Awards Committee and that it be a subcommittee of the CoF Committee. He indicated he is willing to chair this subcommittee again. Bishop Tyson shared his view that our first event was very impressive and much better than the early Fulcrum events. To date, we have Fr. Joe Corpora (speaker), Mark Goodnow (producer), Jamie Canape (coordinator) and the Yakima Convention Center all lined up. The diocese's Catechetical Congress is scheduled for October 11 and 12, 2013, so many of our Catholic school teachers and parish catechists will be in town and available to attend the CoF event. We could recognize them at the event and import pictures from the Congress and use them that night.

- ◆ **Grants Committee** – Members include: Ann (Chair), Evan, Jane D, Tom, Joe, John, Matt B, Merle. The proposals for the Tuition Assistance Program (TAP) and the Parish Religious Education Program (PREP) grants as well as the draft PREP grant application form were passed out and time given to review them.
 - **TAP:** Concern was expressed that some schools, such as Christ the King, do not have nearly the need as other schools. Nancy shared that Fulcrum allows schools to “opt out” of their TAP, but they still can use the online application to determine Adjusted Available Income (AAI) and use it within their own tuition assistance program. It was suggested that Trustees each take a school and sit down with the principal and explain our TAP and ask for buy in or opt out. We want to encourage diversity to match the local community for each school. Focus is on new families. Tadeo wondered if the Bishop is mandating pastors to encourage Catholic education. Bishop Tyson responded that it is a process and standards are being developed. He recommended that we have a meeting with pastors and principals. There is a meeting of principals on February 5, beginning at 10:00 at St. Joe's in Yakima. Bishop Tyson will ask Fr. Tom Kuykendall if we can present at that meeting. There is also a follow-up meeting of the previous meeting with Fr. Joe Corpora for Yakima Catholic schools and pastors on February 20, 2013, that we are invited to and will present at.

There was much discussion regarding how much each tuition grant should be. How much is necessary to get new enrollees into the schools? Matt B moved that we allocate \$500 per TAP grant. No second. More discussion. Joe moved that we allocate \$750 per TAP grant. John seconded. Motion carried with one dissension. Nancy will email the principals with an introductory letter to be followed up with personal visits by Board members. Assignments will be sent out to Trustees.

- **PREP:** Nancy shared that the ideas for this proposal came from Fr. Tomas Vasquez, Religious Education Director/Hispanic Ministries. He is also doing a survey of parish religious education programs that he will send the result of to the office in February. Bishop Tyson suggested a matching grant model: 1/3 CWCF; 1/3 parish; 1/3 ACA funds that Fr. Tomas has access to. Tom moved that the PREP proposal be approved as written. Evan seconded. Motion carried unanimously. Nancy will communicate with Fr. Tomas, then the pastors.

- ❖ **Director's Report** – Dan highlighted our new direction and new mission resulting in a new market: Catholic education. He reiterated that we are booked three years out at the Yakima Convention Center, all coinciding with the diocesan Catechetical Congress. He noted that Nancy has applied for two grants for tuition assistance dollars. Dan recommended that we have five Board meetings this year instead of four.

- ❖ **President's Report** – Merle reviewed the transition period since Fr. Sam left. We have re-branded, developed a new logo, have a new Bishop, approved new vision and mission statements, held a marquee event. It is time to re-structure the Board. We need a robust, vibrant Board with more diversity in skill sets, aptitude, and personality. It is time to prime the pump and keep it flowing. Goal is a Catholic education for every Catholic child regardless of ability to pay.

Tom added that the ember is lit, let's fire it up and really get it going. It is up to us (the Board) to get the fire going and keep it going.

Bishop Tyson thanked the Board, and especially Merle, for our leadership.

The Meeting was adjourned at 3:37.

Respectfully submitted,

Nancy Probst
Note-taker

Action Items:

1. Matt B: Develop an investment report for next Board meeting.
2. Merle: Develop a percentage rate for operational expenses to be charged to the CoF Fund.
3. Nancy: Charge the Winter newsletter and website upgrade to the CoF Fund.
4. Nancy: Contact Fulcrum and request TAP online application, algorithm and software.
5. Nancy: Put TAP and PREP processes in action, including notifying pastors, principals and RE coordinators.
6. Dan: Move \$90,000 from checking to savings, combining with old Cardinal George Fund.
7. Dan and Nancy: Notify Suzanne that she is now on the Board.
8. Evan and Merle: Develop a proposal to restructure the Board and committees.
9. Nancy: Notify schools of scholarship applications and deadlines. Other publicizing.
10. CoF Committee: Begin planning. Consider chair trainees. Develop notebook/checklist.
11. Awards Committee: Develop proposal for new awards, criteria and process. Schedule meeting through Cathy Fritsch when Bishop Tyson can attend.
12. Bishop Tyson: Ask Fr. Tom K if Dan can present at the principals' meeting on Feb 5.
13. Dan and Nancy: Present at Feb. 5 principals' meeting regarding TAP.
14. Dan: After the Feb 5 meeting, determine if there is a need for Trustees to meet with school principals. If not, skip to #16. If so, Dan will communicate the specifics to Trustees.
15. Trustees: Meet with school principals, if assigned as per #14.
16. Bishop Tyson: Let Fr. Tomas know that Nancy will be contacting him regarding PREP.
17. Nancy: Communicate PREP plan to Fr. Tomas and pastors.
18. Dan: Schedule next four Board meetings.
19. Everyone: Stoke the fire!