



Central Washington Catholic Foundation Board of Trustees

Trustee Meeting Minutes

June 1, 2013

The meeting and lunch began at 12:35 with prayer led by Matt Beaton at Meadows County Club in Richland.

❖ **Present:**

Executive Director Dan Fortier, Merle Pedersen, John Riel, Matt Beaton, Ann Sonn, Joe Murphy, Jane Dickinson, Jane Baldock, Tadeo Saenz-Thompson, Evan Jones, and Administrative Assistant Nancy Probst. Guest: Blaine Carr, Petersen Hastings

Kay Gamache, Tom Silva, Matt Anderton, Fr. Dan Dufner and Bishop Tyson were absent.

❖ **Consent Agenda:**

- ◆ Minutes for the April 6, 2013 Board of Trustees Meeting approved unanimously. Motion to approve by Ann; second by Evan.
- ◆ Minutes for the May 29, 2013 Executive Committee reviewed.

❖ **Committee Reports:**

- ◆ **Finance Committee** – Blaine Carr shared the March 31, 2013 dashboard. Q1 was very robust with a gain of \$185,445.77. There has been an 11.89% return this Fiscal Year. We are above the Benchmark. We employ a long-term strategy. There may be a little bit of pull-back this year. Bond returns are low, but add stability to our portfolio. We have 55% in Stocks (equity) and 45% in Bonds (fixed).

Merle shared that he and Matt B plan to streamline the financial reports that will be shared at future meetings; we will track Celebration of Faith separately via Excel; we are spending more than we take in; we need an operating fund; anything not specific to an investment fund should be unrestricted; we are not getting enough unrestricted money. Matt and Merle will figure out how to identify how much to charge to operational from CoF Fund by end of Fiscal Year (June 30) and inform Nancy.

- ◆ **Development Committee** – Ann presented the following slate of officers.

- **President** – John Riel
- **Vice President** – Ann Sonn (one year only)
- **Secretary** – Joe Murphy
- **Treasurer** – Matt Beaton

Evan moved and Jane D seconded that this slate be elected to begin on July 1, 2013. Motion passed unanimously.

Fr. Dan Dufner's term expires on July 1, 2013. He has chosen not to serve another term. We will send him a thank you.

Discussion ensued regarding nomination of new Trustees and Board structure. Major points include:

- Need to develop a process and criteria
- Our sole purpose is to raise money and give it away
- Need a larger board with diverse skill set
- Consider a governance board, plus additional members who are affluent and have connections to others, ex-Trustees, parents
- Consider a small event such as a luncheon to court major donors
- Consider Yakima Valley Community Foundation model of wooing donors and board members (educational event)
- Consider Benevon model of monthly 1-hour presentations, culminating in an ask event at end of 12 months
- Consider including a student and the Champions of C. Education
- Grow the Board of Trustees and an Advisory Board
- Be flexible on criteria, but need to have
 - Understanding and passion for our mission and
 - Availability for meetings and work outside meetings
- Be sure to include people from parishes without schools
- Need to find ways to engage RE programs and encourage parishes to build robust RE programs with paid directors
- Need a Diocesan Director of Catholic Education to oversee both schools and parish programs
- Tadeo will contact an attorney he has worked with and ask him to look at our Board structure and make recommendations (pro bono)

Evan recommended adding Jacquelyn Loynd to the Board. See attached recommendation. Motion was made by John and seconded by Evan that we approve this recommendation, contingent upon approval by Bishop Tyson.

Next target: Priscilla Cadwell

Ask pastors for recommendations.

Dan has talked with Kathleen Ross and Ree Kearns.

Fr. Bill Vogl, SJ, pastor at Zillah could be approached.

A short break was taken here.

- ◆ **Celebration of Faith Committee** – Jane B requested that each Trustee will be a Table Captain, fill at least one table with good prospective donors, and have a target of at least \$6,000 per table. Tables hold 10 people each. Our goal this year is \$250,000. Jane will contact each school re: names of Table Captains. Evan will talk to CK and Fr. Champoux. Each Trustee should give Jane names of people who would be good Table Captains. Nancy will email the Trustees the Save-the-Date mailing list by city.

Our speakers are Fr. Joe Corpora and Mary Herche. We will not need an additional speaker. Will have a slideshow and video.

Underwriting to date is \$21,000. Dan is building relationships with colleges, including YVCC and CWU. Perhaps Gonzaga could be approached by Mary Herche, Rebecca Cates or Phil Raekes.

Next meeting of the CoF team will be July 12, 9:30 AM, at the Palace Café in Ellensburg. Jane will invite Mark Goodnow and Jamie Canape.

- ◆ **Awards** – Joe reported that he is planning on 10 Champions of Catholic Education. The team (Joe, Matt B, Evan) has not decided on names for the several awards. Some names were suggested last meeting: (Bishop's Award, Aquinas Award, John Baptist de la Salle Award, Elizabeth Ann Seton Award). He would like names of potential candidates by July 12. He will modify the nomination form from the Cardinal George Medallion awards and send it out to Trustees. Suggests that Trustees call their pastors and ask for recommendations. Joe will call additional parishes. The categories are: school staff (educators); RE staff (catechists); volunteers, clergy/religious, and major donors. We can use the existing medallions and embed them in a pretty glass or wood plaque.

- ◆ **Grants Committee** – Nancy reported that we have made 45 awards totaling \$60,500 and we have two additional applications on hold. School breakdown is:

Christ the King	1
La Salle	10
St. Joseph/Marquette	10
St. Joseph Wenatchee	9
St. Paul	4
St. Rose of Lima	6
St. Joseph Kennewick	5

Grade breakdown is:

K	15
1	2
2	4
3	4
4	2
5	6
6	2
9	10

- ❖ **Director's Report** – Dan thanked Merle for his two years of service as President of the Board of Trustees and presented him with an engraved globe.

Dan reported that his weekly eNewsletter includes a link to our online donation page. Dan and Nancy attended a planned giving conference last month and Dan attended two additional ones. We have upgraded our Crescendo planned giving section of our website and we now have access to much electronic and printed information. A typical progression: one-time donation → multiple donations (donor) → major gift → planned gift. Most people write multiple wills (make changes as needed). All bequests begin with a relationship. Donors are our best bequest prospects. We are getting about one response per week regarding information for wills. About 10% of people who receive our eNewsletter open the planned giving link. What we need from Trustees:

- More email addresses – send us names and email addresses of your family and friends
- Indicate age brackets of above
- Emails of professional advisors who help people with wills
- Open the planned giving link on the eNewsletter and explore
- Think of who needs help with wills or planned giving and provide their contact information

- ❖ **President's Report** – Merle reported that the Board held an Executive Session prior to the start of this meeting. Outcomes are:
 - John and Merle are to meet with the Bishop and ask him to reduce the amount of Dan's time that he is consuming
 - John and Merle are to meet with the Bishop and explore a plan for developing a position of Director of Catholic Education (schools and parish programs)

Committees are to be consolidated as follows:

- ◆ Finance and Investment to become the Finance Committee
- ◆ Development and Nominations to become the Development Committee
- ◆ Scholarships and Grants to become the Grants Committee
- ◆ Celebration of Faith to remain with Awards as a subcommittee
- ◆ Bylaws to become an Ad Hoc committee as needed to do a yearly review

Membership of each new committee will be decided at the next Board meeting.

Next meeting is scheduled for September 6 in Yakima at 3:00. Location tbd.

The meeting was adjourned at 4:06.

Respectfully submitted,

Jane Dickinson
Secretary

Old Action Items not yet completed:

1. **Board** to pledge \$25,000 towards 2013 CoF sponsorship. **Each Trustee** should email the amount he/she is pledging to **Nancy** who will compile.
2. **Trustees** to approach various people/entities regarding sponsorship, utilizing the partner letter and chart.
3. **Jane B** to form the Table Recruitment Team (TRT).
4. The **TRT** to recruit 45 Table Captains who will fill tables with appropriate people.
5. Consider concept of an Honorary Chair or Chair Couple and possible names.
6. **Awards Committee** to determine name(s) of awards, number of awards, criteria for awards.
7. **Each Trustee** to suggest names for Awardees to Joe after consulting with schools and parishes in their areas.
8. Membership of new committees to be determined by or at next meeting.
9. **Merle/Matt B** to select a few financial reports for presentation at Board meetings.
10. **Each Trustee** to talk with their parish RE Director regarding the PREP grants. See website for particulars.

New Action Items:

1. **Matt** and **Merle** will figure out how to identify how much to charge to operational from CoF Fund by end of Fiscal Year (June 30) and inform Nancy.
2. **Tadeo** to contact attorney re: recommendations for new Board structure.
3. **Merle** and New Development Committee to develop proposal for new Board structure to be presented at next meeting.
4. **Each Trustee** to invite people to their Table(s) and give names to Jane B.
5. **Each Trustee** to give Jane B names of people who would be good Table Captains.
6. **Jane B** to contact each school re: names of potential Table Captains.
7. **Jane B** to invite Mark Goodnow and Jamie Canape to July 12 CoF team meeting in Ellensburg.
8. **Each Trustee** to ask their pastor for new Trustee recommendations.
9. **Nancy** to email the Trustees the Save-the-Date mailing list by city.
10. **Dan** to ask Mary H, Rebecca C or Phil R to contact Gonzaga and ask for sponsorship.
11. **Awards committee** to decide on names for awards.
12. **Each Trustee** to ask their own pastor for names of potential candidates.
13. **Joe** to call additional pastors. **Nancy** to send him contact information.
14. **Joe** to modify nomination form and send to Trustees via email.
15. **Each Trustee** to send to Dan:
 - a. Email addresses and age brackets of family and friends
 - b. Email addresses of professional advisors
 - c. Names and contact information of people who need help with wills or planned giving
16. **Each Trustee** to explore planned giving pages on our website
17. **John** and **Merle** to meet with Bishop Tyson re: Dan's time and Director of Catholic Education position

Nancy Probst
Note-taker