



Central Washington
CATHOLIC FOUNDATION

Fundación Católica de Washington Central

Board of Directors Special Meeting

Meeting Minutes

Tuesday, June 14, 2016 12-1pm

The meeting was called to order at 12pm by Ann Sonn.

The conference meeting was attended by Ann Sonn, Jane Baldock, Matt Beaton, and Kathleen Wilmes. Terry Sliger, Celia Butterfield, Sandi Hays, and Debbie Graaff voted in absence as indicated below.

Ann Sonn started the meeting with several suggested revisions for the proposed Employee Handbook.

- A few grammatical corrections
- Performance Appraisal – Add appraisal after 6 months first year and annually thereafter
- Retirement Contribution – “carrier” is confusing, will change to custodian
- Corrective Action – CWCF dropped, states “The Board President and/or Executive Director reserve the right...”
- Discharge heading changed to Dismissal to match the line item description.
- Retirement – restated – “eligible for and is considering retirement, he or she...”
- Expense Reimbursement – correction “work for CWCF will be reimbursed”

Corrections were accepted and the handbook was approved by members present. Terry, Celia, Sandi and Debbie voted in absence to approve the handbook.

Kathleen reported on the proposed budget and provided details regarding line items with a significant variance.

- 6026/6027 Friends of the Foundation and End of Life line items were added for new events. The End of Life events were co-sponsored with Catholic Charities and several Knights of Columbus groups provided assistance with underwriting.
- 6160 Kathleen proposed the board consider making an allowance in the budget for Rotary. After some discussion, the board decided to wait at least another year given the fact that the budget is tight.
- 6241 The training allowance will provide for local training and webinars and one out of town conference.
- 6246 An allowance of 300 would allow Kathleen the opportunity to participate in local fundraising events that would foster improved community relations (i.e. – Rod’s House, Nuestra Casa, etc.)

- 6270 Professional fees are for the CPA as well as covering Nancy as an independent contractor to review quarterly financials and bank reconciliations. It also covers Sabra Nelson who is paid \$50 month to assist with media marking and posting.
- 6591 The newly established Simple IRA plan will only be effective for Kathleen at this time. Part-time employees are eligible to participate if they have earned more than \$5,000 in the previous year.
- 6670 Allows an increased budget for advertising in an attempt to reach out through radio and print media.
- 6580 Staff wages will cover Vicki at \$14, allowing for a small increase after 6 months. It will allow for the temporary worker, Alex, to return for 25 hours at \$11 to clean up some issues with Raiser's Edge. It will also allow for Nancy to continue to work a decreasing number of hours for the next six months to allow a smooth transition for Vicki.

Matt expressed that it is necessary to consider where the budget may be trimmed if the \$300,000 goal is not met. Kathleen stated that the majority of the extra expense for wages will be spent in the next few months and that the more likely place to cut expenses would be in training and travel.

Kathleen reviewed the Celebration of Faith Proposed Budget. The budget allows for increases in decorations, food and marketing, with a decrease in expenditures for coordinators, awards, and design. It also allows for a stipend for an intern from Heritage, which has not yet been confirmed.

Kathleen reported that the budget hinges on the \$300,000 goal for Celebration of Faith. She stated that she has often heard "more people, more money". She asked what will be done differently for 2016 to ensure the goal is met Kathleen stated that adding 7 new tables and adding one new partner in each region would bring the goal into reach.

John has requested that 70% of the money be raised before the night of the event. Kathleen stated that the Kickoff Social events will include a request for an advance pledge commitment. She stated that a regional planning meeting has been scheduled for the Tri-Cities board members to meet and prepare a plan. She also stated that she would like to commit to visiting each regional area multiple times to meet with board members and donors.

Ann called a vote for the members present. The operational budget was approved without the allowance for Rotary and the COF budget was approved as submitted. Terry, Celia, Debbie, and Sandy voted in absence to approve the budgets.

The meeting was adjourned at 1:00pm.

Respectfully submitted,
Kathleen Wilmes