



Our mission is to support Catholic education.

Central Washington Catholic Foundation Board of Trustees

Trustee Meeting Minutes

May 7, 2016

Board of Trustees Meeting – Saturday, May 7, 2016 – Meadow Springs Country Club

Present:

John Riel, Ann Sonn, Celia Butterfield, Terry Sliger, Tom Silva, Jane Baldock, Jacque Loynd, Matt Beaton, Kathleen Wilmes and Nancy Probst. Sandi Hays and Fr. Brooks Beaulaurier participated by phone.

Jim Feeney, Debra Graaff and Jane Dickinson were absent.

Strategic Planning meeting called to order at 10:15 AM.

Kathleen and John lead the discussion following the items on the handouts titled “2016 Strategic Planning” and “2016 Goal Planning.” A PowerPoint was shown indicating unrestricted contributions before and after the advent of the Celebration of Faith events as well as the gross revenue and disbursements from each of the CoF events.

Discussion highlights include:

- The mission and vision statements do not need revision.
- There is much better clarity both within and without the Board. However, we still need to do more work on getting the word out to those who are not familiar with CWCF.
- A more effective marketing strategy is needed.
- We need to keep our focus on Catholic education.
- Perhaps we could use a subtitle such as “education for life”.
- Matt proposed an initiative to encourage parishes to put choices on their weekly collection envelopes such as is done at St. Joseph, Kennewick and Christ the King. This is a great way to build up parish endowment funds or the CoF fund.
- Suggestion: include a piece in the CoF video regarding the RE Congress participants.
- Agreement that the current focus needs to be the 2016 CoF.
- Kathleen will connect with Jim to work on developing a plan for regional Table Recruitment. Need to work hard on getting the right DONORS in the seats.
- Invite \$1,000+ donors to Thank You events.

- Suggestion: develop a GoFundMe page highlighting the fact that 10 parishes don't have RE programs. Ask for help to get programs established in some of these parishes. Have a conversation with Bishop Tyson and ask if the problem is financial. If so, commit to raising the money to fund the start up of RE programs in these parishes.
- Unanimous agreement to not support the establishment of a separate 501(c)3 for seminarians.

2012 goals were: Increase fund to \$5M and endow a fund of at least \$2M in tuition assistance for low-income Catholic children wishing to attend Catholic schools. These are still good goals, but no consensus on whether we want to establish a CoF endowment or just continue to raise money annually for TAP and PREP grants and CoF scholarships.

Kathleen requested that each Trustee fill out the SMART goal matrix and Strategic Planning and Goal Setting page and return them to the office. The Board Matrix was sent around the table and each Trustee marked the appropriate boxes.

11:50 – 12:30 Lunch

Board of Trustees Meeting

12:35 PM – John Riel called the meeting of the CWCF Board of Trustees to order. Matt Beaton led the opening prayer.

New Business

Slate of Officers: President – Ann Sonn; Vice President – John Riel; Secretary – Jane Baldock; Treasurer – Matt Beaton. Jacque moved and Tom seconded that the slate be approved as presented. Approved. Before accepting the nomination, Matt suggested that we purchase a good phone speaker system for the benefit of those who cannot attend a meeting in person, yet still wish to participate by phone. Also, use a hosted webinar system on a regular basis. Kathleen agreed to ensure these systems are available by next meeting. Jacque suggested that a good pool of potential Trustees are former parish RE directors.

Consent Agenda

Minutes for January 30, 2016 approved as written.

Kathleen proposed that, beginning next meeting, a new format for the consent agenda be utilized. Items would be listed and each approved. If not approved as written, the item would be moved to the meeting agenda. Committee meetings would be held at least two weeks prior to the Board meeting with the Minutes of each provided at least a week ahead. If revisions are needed, they would be marked Revision #1, Revision #2, etc. Matt moved that this proposal be accepted, Ann seconded. Approved.

Nancy Retirement

Nancy has announced her plans to retire as of June 10, 2016. Trustees thanked her for five years of service as Administrative Assistant and presented her with a card and monetary gifts as well as a beautiful arrangement of plants in an old fishing tackle box which was perfect as fishing and gardening are two of her hobbies.

Committee Reports –

Celebration of Faith – Kathleen indicated that the 2016 CoF is scheduled for October 8 at the Yakima Convention Center. Jamie Canape will not serve as Event Coordinator this year, but will be available to assist during the week of the event. Sandy will assist locally; Debbie and Jane D will manage decorations. Anyone who assists and expects to be paid will do so under a contract. Marlo has provided us with the design work she did previously in Adobe Illustrator. We will subscribe to

Adobe Illustrator at \$19.99/month so that we can modify and create in the same program. Steve Campbell will again produce the videos and be the on-site production manager. Jane B will assist with sound planning. Nancy has volunteered to serve as wrangler.

The keynote speaker will be Fr. Patrick Howell of Seattle University. Video filming will be completed by mid-May with final product completed in September.

Efforts need to be re-doubled to get the right donors in the seats and/or achieve a donation goal for each table. Example: If an individual buys a table for a group such as the Jesuit Volunteers, ask for \$2,000 instead of the \$1,000 table ticket price to compensate for the lack of contributions by the JVs.

Cardinal Wuerl is scheduled to speak at the Catechetical Congress on October 14, 2017 and could be available to be our speaker as well if we have our event on the same night. This may require a move to the Sundome if the convention center is not available. Kathleen will check on this.

Champions of Catholic Education – Jane B suggested that Fr. John Shaw and Fr. Bill Shaw be the Champions this year. They are well-loved across the Diocese and may be a significant draw. This suggestion was enthusiastically received. We will still likely search for at Champion in each of the other two categories (school and benefactor).

Finance – Matt presented the dashboard and the P&L report, explaining changes over the past year. Discussed initiating a Simple IRA plan to meet the retirement plan needs. Company contributions are limited to 3% of wages. Staff who work a minimum of 5,000 hours in the past year are eligible to participate. Kathleen and Nancy were asked to leave the room while this discussion was held. Upon their return, the motion was made by Matt and seconded by Jacque that a Simple IRA be established with a company contribution of 3% for Kathleen and a 4% raise effective June 1, 2016. Approved. Ann and John will do her performance appraisal.

John proposed that Nancy serve after her retirement in a consultant role for a transition period. This would include, but not be limited to, reviewing quarterly financials. Matt moved and Tom seconded that this proposal be accepted with John and Ann determining an equitable rate. Approved.

Typically, the Finance Committee would present a budget for the coming fiscal year at the May meeting. This year they will prepare one by the second week of June with a vote by teleconference or email being taken by the end of June.

Kathleen shared the request from Jim Perko for a change in quarterly reporting format for Holy Family Parish. Blaine indicated to the Finance Committee that it could be done, but would require extra time and effort. Board decided not to agree to this request.

Kathleen shared the request from Christ the King School to receive payouts from the Sweeney Fund on a semi-annual basis. Previously, they had received payouts on a quarterly basis (as did the Diocese for the seminarian funds), but last year both agreed to move to an annual basis. Board decided to agree to this request.

Grants – Ann shared the recommendations of the Grants Committee for the college scholarships. Recipients are: Jenna Brewington of Naches for the Chott-Mahre Scholarship; Elizabeth Valencia for the Kranz Scholarship; Konnor Sauve, Megan Glenski, and Hannah Jilek for the CoF Scholarship which will be at \$1,000 each this year. Jane B moved and Jacque seconded that these recommendations be accepted. Approved.

Nancy reported that we have received 66 eligible TAP Renewals (\$82,500). A few of these have small items to be completed. There are an additional ten that have an AAI over our limit of \$20,000. The AAI amounts ranged from \$20,382 to \$48,520. Jacque moved and Tom seconded that those

with an AAI up to \$26,500 be awarded \$750. Approved. The amount allocated is \$120,000. Any of these funds not used for renewals will be used for new students. The deadline for new students is August 15. Processing of these applications will be completed by August 16 and rank-ordered according to AAI. Grants will be awarded in order of AAI, starting with the lowest number until funds are exhausted.

Ten PREP grants for the RE Congress have been disbursed for a total of \$7,500. The deadline for additional grants is May 30. Nancy will send a reminder email to RE Directors.

Development – Terry indicated the need to clarify the purpose and responsibilities of each committee. The Nominations Committee is required by the By-Laws. Currently, Jim and Celia need to renew for second Terms by July 1. Jacque has tendered her resignation due to the difficulty of being an active member when she is living in Arizona half of the year and traveling besides. Kathleen will collect names and screen with Bishop Tyson for canonical clearance. It would be helpful to have an attorney and a CPA or financial person added to the board. Names suggested at the meeting include: Fr. Richard Sedlacek, Denny Colleran, Beau Ruff, Russ Mazzola, Ron St. Hilaire, Scott Eshbach and Terry Zavalney. It was also suggested that individuals who are not Trustees could serve as committee members, including former Trustees.

Terry shared that he, Kathleen, Sandy and Debbie attended the Boards in Gear training. They see the need for a thorough orientation for new members and mentoring by those leaving the board.

Kathleen shared that there is a lot of excitement about the End of Life Planning Seminars. These are not an “ask”, but rather a place to introduce a conversation about planned giving. We are working on the possibility of Spanish interpretation for this first season. It would be good to ask pastors in the various regions to promote these seminars from the pulpit.

President’s Report – John shared that he and Kathleen met with Bishop Tyson and Bill Alsdurf. Much of the meeting was regarding the End of Life Planning Seminars. Bishop Tyson agreed to this year’s plan as a pilot project. He emphasized that we must be sure to present the Catholic stance on issues such as the spreading of ashes and be sure that the local pastors are involved.

Executive Director’s Report – The meeting was running significantly overtime, so these items were not addressed.

The meeting adjourned at 3:40 PM.

Future Board Meeting Dates:

August 20, 2016 – Wenatchee

October 29, 2016 – Yakima

Additional Winter Planning Meeting? – Possible overnight/part social

January 7, 2017 - Yakima

Respectfully submitted,

Note-taker: Nancy Probst

Jane Baldock, Secretary