

**Catholic Charities  
Board of Directors  
Minutes of the Meeting of October 26, 2017**

**Members Attending:** Rhonda Carretero, President; Bob Bates; Connie Burnett; Abe Castillo; Deacon Tony Crispo; Ray Haeefe; Jerry Krittenbrink; David Madigan; Reverend Rick Stansberry; Maria Wallace; Kathy Williams; Charles Swartz, OU Board Fellow

**Members Absent:** Most Reverend Paul Coakley, Chairman; Vi Le, Vice President; Mike Sterkel, Secretary-Treasurer; Randy Calvert; Tom Casso; Reverend John Metzinger

**Others Present:** Damon Britton; Bart Ferrell; Jane Moon; Monica Palmer; Patrick Raglow

**Pre-Meeting Presentation**

At 11:45 a.m., before the regular meeting opened, Assistant Director Maziel Dani presented an overview of the agency's Family Support Services, which includes distribution of snack packs, hygiene kits, bus passes and community resource lists to walk-in guests; Emergency Rent/Utility Assistance; Family HOPE case management; Transitional Housing; and collaboration with the St. Anthony Prescription Program.

**Call to Order/Determination of Quorum**

Rhonda Carretero called the meeting to order at noon and Deacon Tony Crispo led the opening prayer. Members recited the mission statement. It was determined that a quorum was present. She welcomed new Board Member Connie Burnett and JCPenney/OU Board Fellow Charles Swartz.

**Consent Agenda**

Ray Haeefe moved that the minutes of the meeting of August 24, 2017, be approved as submitted. Maria Wallace seconded the motion and it was approved unanimously.

**Committee Reports**

Finance Committee

*August Financial Report*

The August and September Financial Reports were included in the meeting packet. In Mike Sterkel's absence, Rhonda Carretero reviewed the September report:

- She noted a typographical error in the monthly calculation of assets. Instead of \$211,067,761 in total assets for August, the correct number is \$21,706,761. Assets increased by \$562,740 in September for a total of \$22,269,501.
- About \$1,800,000 in Capital Campaign contributions have been collected this year and most of this revenue was then paid toward the building construction loan. This is the primary cause for the decline in total assets as well as total liabilities.
- Auditors have reclassified balances from current Liabilities to Deferred Revenue to conform the financial statements to reflect clawback provisions in various grants.
- About \$1 million in cash gifts and pledges was received in September through the 2017 Annual Appeal. The budgeted goal for the appeal is \$2.65 million. It was noted that the accounting procedure for budgeting Annual Appeal revenue has been changed. In the past, the monthly appeal revenue for the first six months was budgeted based upon 1/12 of the projected goal, and then the monthly amount for the last six months was adjusted in January based upon actual cash and pledges received as of Dec. 31. Now, however, appeal revenue is budgeted monthly according to when it is expected to be received.
- Employee Wages and Benefits were below budget in September following a staff reduction in August.

#### *Recommendation to Reallocate May 2013-Case Management Funds*

Bart Ferrell requested board approval to reallocate to the 2015 Flood Disaster unused funds in the amount of \$21,854 that were originally restricted by the board for the May 2013 Tornado Disaster. The Finance Committee has recommended that the request be approved by the board. Father Stansberry moved that the board approve the reallocation request as stated. Maria Wallace seconded the motion and it was unanimously approved.

#### *Designation of Cecilia Emery Bequest*

Patrick Raglow reported that the Cecilia Emery Estate requested that the bequest of \$61,000 to Catholic Charities be used for feeding the hungry, clothing the naked and serving the poor. The estate executor specified that the funds be used at Holy Family Home. The Finance Committee has recommended that the entire bequest be used for current-year operating expenses at Holy Family Home, as designated by the donor. Father Stansberry moved that the board approve the Finance Committee recommendation. Maria Wallace seconded the motion and it was unanimously approved.

### Governance Committee

#### *Approval of 2017-18 Committee Assignments*

Maria Wallace presented the Governance Committee's Recommendations for 2017-18 Catholic Charities Board Committee Assignments which were included in the meeting packet. In addition to the stated recommendations, she requested that Bob Bates be assigned to the Facilities Review Committee and named chair of that committee. Father Stansberry moved that the board approve the Governance Committee's stated recommendations for committee assignments along with the

appointment of Bob Bates as chair of the Facilities Review Committee. Maria Wallace seconded the motion and it was approved unanimously.

### *Board Recruitment Update*

Patrick Raglow reminded the board to consider when recruiting for new members that candidates may already be serving on boards of other Archdiocesan organizations. Service on multiple boards can be taxing for the member and less than fruitful for the organizations involved. When this is the case, it is courteous to the candidate as well as the other organization to wait until the candidate's current term ends before recruitment to the Catholic Charities board.

### Development and Outreach Committee

Ray Haeefe reported that the 2017 Annual Appeal had raised \$1,544,000 as of October 19 from 4,861 donors, 450 of whom are new donors. Fifty-eight percent of the donors are new or have increased their gifts from previous years. The average appeal gift has risen from \$217 last year to \$261 this year. Although early results appear to be better than last year, it is too soon to know whether the trend will continue or if it is merely due to better planning that led to earlier gift collection. Staff is preparing a follow-up mailing to past donors who have not yet responded to the appeal. The Development and Outreach Committee will meet again before Thanksgiving.

### **New Business**

#### *Strategic Planning*

Patrick Raglow presented for the board's information the annual update to the current 2015-18 Strategic and Operational Plan, which was included in the packet.

Regarding upcoming development of the 2018-21 Strategic Plan, he asked the board to consider a new timeline. Rather than rushing the process for the customary completion in February in order to tie the plan to the next year's budget, he suggested a longer-term in-depth review of service gaps, community partnerships and agency facilities. He proposed that the 2018-19 budget process move forward as usual, while the board undertakes a thorough 6-month strategic-plan development process concluding in May or June for final approval in August. He recommended that the process begin with an assessment of service needs, followed by fund development, and finally program planning.

The board agreed that a February deadline is too soon to develop a meaningful 3-year strategic plan, especially if the eventual plan is not expected to greatly influence the 2018-19 budget. Therefore, it was decided that the strategic planning process will begin in November with a projected completion in June.

Patrick Raglow further proposed that the process begin with a Finance Committee review of agency operating reserves and revenue, and a Facilities Review Committee assessment of all

agency facilities. He also asked the board to consider drafting a new agency mission statement. He has begun interviewing possible consultants to facilitate the planning process.

#### *Property Appraisal for Elizabeth House and Seton House*

Patrick Raglow presented the summary of the property appraisal for the transitional housing property of Elizabeth House, 2244 N.W. 16<sup>th</sup> St., and Seton House, 1612 N. Youngs Blvd., in Oklahoma City. Staff requested the appraisal for consideration by the board in weighing whether to sell the property to avoid the \$60,000 annual cost of maintenance and utilities. Market values in the area have increased recently. The property appraised for \$348,000. Patrick Raglow made no specific recommendation, but he suggested that the board remain aware of sale options as they develop the 2018-21 strategic plan.

#### *Executive Session*

At 1 p.m., the board entered an executive session to discuss a program proposal. Those present who were not voting board members or essential staff members left the room. No formal action was taken. At 1:15 p.m., board ended the executive session, and the regular business meeting was reopened.

#### *Proposed New Time Frame for Meeting Packet Distribution*

Currently, board meeting packets are distributed to members via BoardMax on the Friday evening before the regular Thursday meeting. Bart Ferrell proposed changing this distribution to the Monday morning before the meeting to ensure adequate time for the accounting staff to reconcile monthly financial statements. The change would still meet the bylaw requirement that meeting materials be distributed at least three days before the meeting. The board agreed to the change as requested.

### **Old Business**

#### *Proposed Changes to Accounting Policies/Procedures*

Bart Ferrell reported that staff is systematically reviewing the policies and procedures and will continue to recommend changes. This item will remain on Old Business until the review is complete. Staff currently is working on a banking Request for Proposal to ensure that banking relationships are beneficial to the agency.

#### *Status of Columbia Square Inc. – Limited-Partner Buyout Option*

The Board of Directors of Columbia Square Inc. is working with Gorman Property Management toward an agreement with Enterprise, Limited Partner. Patrick Raglow will keep the board informed as negotiations progress.

### **Executive Director's Report**

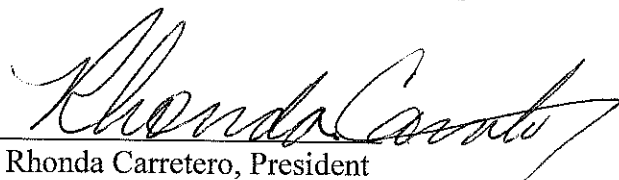
In addition to his written reports to the board, Patrick Raglow announced the following:

- Board members' completed and signed annual Conflict of Interest Disclosure forms are due. The form and the Conflict of Interest Policy were included in the meeting packet.
- The Oklahoma City Community Foundation's 2017 Fund Report for Catholic Charities was included in the meeting packet for the board's information.
- Patrick Raglow and the Development and Outreach staff attended an inexpensive but informative two-day fundraising conference in San Antonio. The team is focusing on donor relations and major-gift cultivation.
- Patrick Raglow was invited to present information about Catholic Charities to priests attending the annual Clergy Days.
- Board members are invited to attend the annual Fall Festival on Oct. 27 at the Sanctuary Women's Development Center in Oklahoma City.

### **President's Remarks**

Rhonda Carretero again welcomed Connie Burnett and Charles Swartz to board service. She encouraged them to ask questions whenever necessary, so they may become acclimated to Catholic Charities.

The meeting was adjourned at 1:20 p.m. with the Lord's Prayer.

  
Rhonda Carretero, President

11/30/2017  
Date