

**Catholic Charities
Board of Directors
Minutes of the Meeting of May 24, 2018**

Members Attending: Most Reverend Paul Coakley, Chairman; Rhonda Carretero, President; Vi Le, Vice President; Bob Bates; Ray Haefele; Jerry Krittenbrink; David Madigan; Reverend Rick Stansberry; Maria Wallace; Kathy Williams

Members Absent: Mike Sterkel, Secretary-Treasurer; Connie Burnett; Randy Calvert; Tom Casso; Abe Castillo; Deacon Tony Crispo; Reverend John Metzinger

Others Present: Damon Britton; Bart Ferrell; Ashley Melson; Jane Moon; Monica Palmer; Patrick Raglow; Jessi Riesenber; Jessie Valadez

Pre-Meeting Presentation

The meeting was held at Catholic Charities' Holy Family Home in Midwest City. At 11:45 a.m., before the regular meeting opened, Holy Family Home Director Jessie Valadez presented an overview of residential, life skills and case management services available to homeless women and children at the home.

Call to Order/Determination of Quorum

Rhonda Carretero called the meeting to order at noon with a litany titled "Show Us Your Face." Members recited the mission statement. It was determined that a quorum was present.

Consent Agenda

Archbishop Paul Coakley moved that the minutes of the meeting of April 26, 2018, be approved as submitted. Kathy Williams seconded the motion and it was approved unanimously.

Committee Reports

Finance Committee

April Financial Report

Bart Ferrell reviewed the April financial report, noting that although investment earnings were down in the third quarter, year-to-date investment income remains high at \$398,000. This explains much of the difference between the Actual Net Deficit of \$148,176 compared with the Budgeted Net Deficit of \$569,697.

2018-19 Budget Status

Bart Ferrell reported that staff is drafting the proposed 2018-19 Budget. The Finance Committee is set to review the draft at a special meeting in early June and it will be presented for approval at the June 28 board meeting.

Unemployment Services Trust

Bart Ferrell explained that Catholic Charities does not use the state unemployment insurance program, but instead participates in a self-insurance program called the Unemployment Services Trust (UST), a grantor trust owned by participating nonprofits. Catholic Charities' contributions to its UST account are held in reserve to pay unemployment claims. A reduction in force in August 2017, and the recent terminations of temporary staff members hired to work the 2013 and 2015 storm disasters, have led to a higher-than-usual number of unemployment claims, resulting in a deficit of about \$30,000 in the agency's UST account.

He presented the following options for reconciling the deficit:

Option 1. Pay \$30,000 into the UST account to bring the balance to zero for lower future payments and less stress on the annual budget.

Option 2. Do not pay the \$30,000, and allow UST to cover the deficit, but face interest charges and higher payments going forward.

The Finance Committee has recommended Option 1 to fund the \$30,000 deficit now and begin rebuilding the account balance for future claims. Ray Haefele made a motion to accept the Finance Committee's recommendation. Jerry Krittenbrink seconded the motion and it was unanimously approved.

Accounting/Finance Staffing

Patrick Raglow reported that accounting staff turnover throughout the year has delayed budget work and created a heavy workload for current staff, but the agency recently hired an accountant after several months of strong recruiting. She will begin work in June.

Governance Committee

Proposed Bylaw Revisions

Maria Wallace presented the Governance Committee's recommendation to make eight amendments to the bylaws, including the change approved in April to reduce the number of required board meetings each year. She reviewed a resolution summarizing each of the proposed amendments along with a redline draft of the bylaws showing the changes. Pursuant to Article XIII of the bylaws, the board will vote on the resolution at its June 28 meeting.

Board Retirements and Reappointments

Rhonda Carretero reported that Abe Castillo's and Randy Calvert's second terms expire June 30. Randy Calvert has chosen not to serve a third term. Abe Castillo has agreed to serve a third term. Kathy Williams, current chair of the Long-Range Planning Committee, will complete her first term on June 30 and has agreed to serve a second term. Ray Haefele will complete his first term on June 30 and has agreed to serve a second term. He also begins his two-year term as vice

president of the board beginning July 1. Maria Wallace will complete her specially approved fourth and final term on June 30. No new members will be recruited for terms beginning July 1, as the board has decided to take a one-year strategic pause in recruiting to allow time to further evaluate the board's needs based upon the new strategic plan.

Audit Committee Appointments

Jerry Krittenbrink has agreed to serve as Audit Committee chairman when the current chairman, Randy Calvert, steps down from the board July 1. The Governance Committee expects to announce in June a new Audit Committee member who has no affiliation with the board, Finance Committee or staff.

Long-Range Planning Committee

Kathy Williams reported that the Long-Range Planning Committee met immediately before the board meeting to review the draft of the Strategic Plan. The committee and senior staff will spend the next few weeks refining the draft. They hope to present a final draft to the board at the June 28 meeting and roll it out formally at the Annual Meeting on August 30.

Development and Outreach Committee

Ray Haefele reported the following:

- The job description is complete for the new position of Director of Annual Giving, and recruiting has begun.
- United Way of Southwest Oklahoma has awarded Catholic Charities \$21,000, which is \$6,000 more than last year's awarded. The funding is for services available through the Lawton office.
- The Inasmuch Foundation grant has awarded a lower amount for the renewal of its grant for Immigration Legal Services, pending a review of its giving focus.
- Staff is awaiting replies regarding six other grant applications, including one to the Priddy Foundation for funding for services through the Lawton office.
- Staff continues its focus on increasing regional donations, with a special emphasis on the Lawton and Enid areas this year.
- The agency recently hosted a small group of donors for an informal presentation on the Classen building veranda. The event, called "Patío with Patrick," was designed to increase donor awareness of Catholic Charities' programs and services. Similar efforts to nurture donor relations will continue.

Senior Director Jessi Riesenbergh presented the following example to illustrate the steps she takes to cultivate donors:

To raise an additional \$200,000 –

1. Begin with a portfolio of 130 people who altogether may have the capacity to give \$2 million.

2. Over a 12-month period, set a top goal to meet personally with 12 of the people per month to educate them about Catholic Charities programs and how they might make a financial gift.
3. Between face-to-face meetings, continue contact through phone calls, notes and invitations to agency events.
4. If contact with 50% of the people is achieved, the donation return rate is typically 10% on the portfolio.

The Development and Outreach staff met with 12 people in the past six weeks. It is hoped the newly created position of Director of Annual Giving will allow more time for Jessi Riesenberg to focus on this process.

Sponsored Housing

Villa Isenbart/Trinity Gardens

Patrick Raglow reported that Villa Isenbart and Trinity Gardens are operating well. Although both properties are currently experiencing slightly more vacancies than usual, management is processing resident applications and the occupancy rate is expected to increase soon.

Trinity Gardens' recent annual audit resulted in an unmodified opinion.

Columbia Square Inc./Villanova Apartments

Patrick Raglow reported that the process continues for Catholic Charities to buy out – for \$1 plus the cost of the transaction – Enterprise's interest as limited partner in the Lawton Apartments Partnership for Villanova Apartments, and thus become sole member.

New Business

No new business was raised for discussion.

Old Business

No old business was raised for discussion.

Executive Director's Report

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

- The Annual Appeal in parishes across the Archdiocese has been scheduled for the weekend of Sept. 8-9, which is one week earlier than usual to accommodate the Archdiocesan event calendar.
- Gwen Johnson, director of the agency's nationally recognized Disaster Services, visited American Samoa, at CCUSA's request, to provide training in long-term disaster recovery following last year's typhoon.

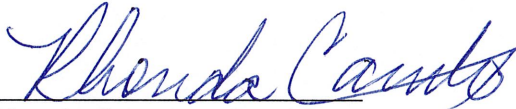
- Director of St. Joseph's Counseling Amy Shipman and Director of Social Work Aimee Ryan have been asked by CCUSA to conduct a Mental Health First-Aid Train the Trainer workshop in August for network employees from across the nation.
- Staff has produced an orientation video about Catholic Charities for use in recruitment of board members and volunteers. Staff also is developing ways to prepare board members to inform others about Catholic Charities in their daily lives.
- Refugee arrivals remain well below normal, but the agency has recently engaged in an agreement with the Trafficking Victims Assistance Program (TVAP) for USCCB funding to help trafficking clients.
- BKD has begun the annual Catholic Charities audit process.
- Four of six stained-glass windows were installed in Catholic Charities' St. Teresa of Calcutta Chapel in early May. The remaining two windows will be installed after donors are identified to sponsor them.

President's Remarks

Rhonda Carretero reminded the board that its next meeting is set for June 28 at Catholic Charities.

Chairman's Remarks

Archbishop Coakley closed the meeting with a prayer at 1 p.m.



Rhonda Carretero, President



Date