

Catholic Charities of the Archdiocese of Oklahoma City
Board of Directors Minutes
April 22, 2020
Electronic Meeting

Members Attending: Most Reverend Paul S. Coakley, Chairman; Vi Le, President; Ray Haefele, Vice President; Michael Sterkel, Secretary-Treasurer; Bob Bates; Connie Burnett; Rhonda Carretero; Tom Casso; Abe Castillo; Deacon Tony Crispo; Nick Dell’Osso; Jerry Krittenbrink; David Madigan; Reverend John Metzinger; Michael Milligan; Reverend Richard Stansberry; Kathy Williams

Members Absent: None

The meeting was conducted by email. Board members received the following request for action:

TO: Catholic Charities Board of Directors Members

Pursuant to Article IV, Section 13, of the bylaws, the board will conduct an electronic meeting by means of this email to vote on the three separate items below, each of which has been approved by the Finance Committee. After reviewing all three items, please **Reply-All** to this email with your vote on each item – Aye, Nay or Abstain – by **Friday, April 24, at 10 a.m.** If you have questions or concerns before voting, please state them by **Reply-All** to make the discussion available to every board member. Thank you.

ITEM 1

Background

At the March 24, 2020, meeting of the Finance Committee, Patrick Raglow reported that the May 2015 flood disaster recovery is complete. The \$20,814.62 balance in Fund 13 for May 2015 Floods is what remained from the portion of funding “for future disasters” that the board allocated for May 2015 Floods. Patrick Raglow proposed that this balance be reallocated for May 2019 storm disaster recovery which is now underway for the 800 households affected by storms in multiple counties throughout the Archdiocese of Oklahoma City. It was moved and seconded that the Finance Committee approve the reallocation of the balance of May 2015 Flood disaster funds to the May 2019 disaster recovery. The motion was unanimously approved.

Requested Board Action

The Finance Committee now recommends board approval for the reallocation of the Fund 13-May 2015 Flood balance to the May 2019 disaster recovery.

ITEM 2

Background

Following the close of the 2013 Tornado Disaster recovery, the board designated some of the remaining 2013 disaster donations, received from the Catholic community, to be

used for storm shelters at Catholic schools in the area affected by the 2013 disaster. Some parishes applied for and received funding for storm-shelter construction. To date, \$13,620.78 remains in the Catholic School Storm Shelter fund. At the April 21, 2020, meeting of the Finance Committee, Patrick Raglow presented a letter (see attached) from Father Rex Arnold, pastor of St. John Nepomuk Parish in Yukon, requesting up to \$25,000 in funding to construct a FEMA tornado-rated safe room in a new classroom building on parish/school grounds. It was moved and seconded that the Finance Committee approve granting St. John Nepomuk Parish \$13,620.78 – the balance of funds designated for Catholic School Storm Shelters – and then closing the storm shelter fund. The motion was unanimously approved.

Requested Board Action

The Finance Committee now recommends board approval for granting to St. John Nepomuk Parish the remaining balance of \$13,620.78 in the Catholic School Storm Shelter fund, and then closing the fund.

ITEM 3

Background

At the April 21, 2020, meeting of the Finance Committee, Michael Milligan introduced newly hired Staff Accountant Amanda De Arman whose various duties will include day-to-day administration of the accounts for Catholic Charities' purchasing cards (P-cards), issued by Arvest Bank and assigned to designated staff members for purchases approved for agency operations. The P-card accounts are managed through Security Bankcard Center (SBC) in an online expense reporting program at CenterSuite.com. As required by SBC, Finance Director Karen Kreger requested the Finance Committee's approval to name Amanda De Arman as an administrator for Catholic Charities' SBC CentreSuite operations. It was moved and seconded that the Finance Committee approve naming Staff Accountant Amanda De Arman as an SBC CentreSuite administrator with all the rights, privileges and responsibilities necessary to manage the purchasing-card accounts of Catholic Charities of the Archdiocese of Oklahoma City.

Requested Board Action

The Finance Committee now recommends board approval for naming Staff Accountant Amanda De Arman as an SBC CentreSuite administrator with all the rights, privileges and responsibilities necessary to manage the purchasing-card accounts of Catholic Charities of the Archdiocese of Oklahoma City.

The board voted unanimously to approve Items 1, 2 and 3 as submitted.