Christ The King Passionist Retreat Center

Board of Directors Meeting

October 11, 2017

Present: Dennis Cook, Mary Lopez, Bob Porter, Rich Koppes, Jack Gualco, Giltus Mathias, Jody Aguilar, Chuck Rose, Dominick Anton, Ken Uribe, Robyn Carroll, Mary Myrick

Absent: Rae James, Father Jim Strommer, Jim Fritzsche

The meeting was called to Order by Chairman Cook at 6:00 pm.

Charism Committee/Opening Prayer

Father Giltus advised the Board that we were celebrating the 150 year anniversary of St. Paul of the Cross. The group then read together a Prayer to St. Paul of the Cross.

Chairman Cook asked for a motion to approve the Minutes of the previous meeting. The following corrections/amendments were offered: Jack Gualco- add language that states we are a "fudiciary Board". Rich Koppes – amend dollar amount of reserves being held by the Retreat Center from $70,000.00 to $700,000.00

Moved, Seconded, Approved.

Chairman Cook advised the Board that Jim Fritzche has accepted a Board Member position. He was not able to join the meeting as he had a scheduling conflict. There was a re-introduction of Board Member Anton.

Committee Report:

Nominating Committee

Father Giltus stated that he would like to see more women and diversity on the Board. The Board Orientation planning is in process. The entire Board will be invited. Binders are being assembled for the Orientation and work is progressing on the Drop Box. Chairman Cook reported that the revised By-laws will be sent to the Province after the Province meeting. A question was raised about the reporting structure. "Should both the Retreat Director and the Administrator report to the Board or just the Retreat Director?". Chairman Cook will attend the Province meeting and query other Retreat Centers.

Retreat Director's Report

The Board received a comprehensive report from Father Giltus and he referred the Board to the Google report. The Retreat Center has received a 4.5 star report from Google. Board Member Porter asked how the Parish Coordinators were working with the Retreat Center. Father Giltus advised the Board that the process was working well. The website will provide training tools for the Coordinators. Board Member Gualco asked if there were parishes without Coordinators? The response was "yes". Board Member Koppes inquired about the Priests meeting. Father Giltus replied that it was a good meeting. He also reported that we are seeing an increase in the diversity of communities choosing the Retreat Center for their gatherings.

Ad Hoc By-laws Committee

Report previously reviewed by the Board.

Charism Committee

No report

Finance Committee

Board Member Porter reported that we would begin the New Year in the black due to generous development numbers. He commended the Staff for all their good work. Our budget will remain the same in the coming year.

Governance Committee

Board Member Rose stated that we have received the suggested Board Policies from Mater Delorosa. They have hired their first Lay Retreat Director. Christ The King Retreat Center will need to make some minor changes to comply with the policies of the Sacramento Diocese. When the changes are made the Board will take a vote.

Development Committee

Chairman Cook recommended that the development activities be moved to the Management Team. Chairman Porter agreed. The Board will vote on the change at the December meeting.

Chairman Cook stated that this was the Annual Meeting and the Board needed to approve the Current Officers.

Moved, Seconded, Approved

Father Giltus then asked that the Board join him in thanking Rich Koppes for all his service to the Retreat Center. Rich would not accept the generous accolades without recognizing the efforts of Ken McDonald, Rae James, Father Jim Strommer, Mike Kassis and the Staff.

Closing Prayer

Father Giltus offered a prayer of Gratitude and the presence of Jesus in our lives.

There being no further business, Chairman Cook adjourned the meeting at 7:40 pm.

The next Board meeting will take place on December 13, 2017

Respectfully submitted:

Mary Myrick, Board Secretary

Christ the King Passionist Retreat Center
Board of Directors Meeting
August 9, 2017
Minutes

Present: Dennis Cook, Chuck Rose, Jack Gualco, Ken Uribe, Rae James, Dan Haverty, Mary Lopez, Robyn Carroll, Bob Porter, Jody Aguilar, Rich Koppes, Giltus Mathias, Jim Strommer, Mary Myrick
Absent: Dominick Anton
Guest: Jim Fritzsche

The meeting was called to order by Chairman Cook at 6:00PM.
Charism Committee/Opening Prayer
Father Jim presented an overview of the purchase of the CTK property and then offered a prayer of Blessing.
Chairman Cook asked for a motion to approve the Minutes of the previous meeting. Father Jim offered an amendment to correct the language of "Provincial Chapter meeting" to Provincial Assemble meeting" as that is the correct title for the meeting. Board Member Porter offered a correction to the previous Minutes that stated that CTK was awarded a contract in the amount of $17,000.00 a year. The actual amount is $17,000.00 a month. The corrected Minutes were:
Moved, Seconded, Approved
Chairman Cook offered a welcome to our new Board Member JodyAguilar. Father Giltus introduced a guest and potential Board member, Jim Fritzsche. Mr. Fritzsche has made CTK his spiritual home for 20 years. He is a CPA and serves the non profit segment of our community. Chairman Cook advised the Board that a Board Orientation training was being planned and that our Strategic Plan could be accessed by a Drop Box.
Retreat Directors Report
Father Giltus handed out a comprehensive report to be reviewed by the Board. Father Giltus stated the many thanks go to Ms. Carroll and her team for all the "good news" in the report. The Board had several questions about the report that included:
*what is the status of the Donor Wall? The wall has been updated
*what is the Precious Blood group? A prayer group
*how will the celebration of Paul of the Cross being marketed? Normal channels
*what is the Young&Married group? A group started by Christie Young that is a Faith-sharing gathering
Father Giltus discussed the success of the morning of prayer and learning

about the Passionist Charism.
Chairman Cook reported on the work of the By-laws Committee that includes Chairman Cook, Jack Gualco, Rich Koppes, and Ken McDonald. There was an explanation given as to the process that led to the current CTK by-laws. While our local Board does not have "final say" on the by-laws. The Provincial Board does ask for our review and recommendations. The changes being recommended by our Board are:
*reduce Board membership from 22 positions to 15 positions
*inclusion of language that authorizes the use of electronic voting/polling
*recognition that the Retreat Director is the final decision maker(ie the Board has their "arms around not on" the administration of the Retreat Center).
Chairman Cook will conduct an electronic vote regarding the proposed changes and send the results to the Province.
Moved, Seconded, Approved
Board Member Porter asked about the Boards' D&O Liability policy and Ms. Carroll will research the issue and present the findings to the Board. He also asked for a clarification of the Treasurers duties and Board member James provided the necessary details.
Chairman Cook suggested that the Board have an audit every three years. There was much discussion and the conclusion was that an audit would take place in 2018.
Committee Reports
Charism-accomplished in the Opening Prayer and report from Father Jim.
Finance-Board Member Porter reported that this years financials are significantly better than last years. "We should break even this year". Board Member Koppes reminded the Board that we have $70,000.00 in reserves. Father Giltus advised the Board that we have had an increase in hosted groups/revenue due to the excellent service we have been providing and the well maintained facilities. The Board expressed their gratitude.
Governance-Board Member Rose reported that he was a participant in a conference call with Province re: current policies at the Provincial level. Board Member Rose is conducting the same review for CTK and will bring the results to the full Board.
Development-Chairman Porter "no report"
There being no additional business, Chairman Cook adjourned the meeting.
Moved, Seconded, Approved
Respectfully submitted,

Christ The King Passionist Retreat Center
Board of Directors Meeting
June 26, 2017

Minutes

Present: Dennis Cook, Fr. Jim Strommer, Fr. Giltus Mathias, Robyn Carroll, Jackson Gualco, Rae James, Mary Myrick, Bob Porter, Rich Koppes, Chuck Rose, Mary Lopez, Dan Haverty, Jody Garnett(guest)
Absent: Ken Uribe, Dominic Anton
The meeting was called to order by Chairman Cook at 6:00PM.
Formation/Charism Committee/Opening Prayer
Fr. Jim reported on the Provincial Chapter meeting at Sierra Madre. The focus of the meeting was on visioning. A part of the visioning was for the attendees to reflect on the concept of abundance rather than scarcity(Appreciative Inquiry). The result would be a Vision Statement that would be one of appreciation. Fr. Jim then offered the Prayer for Visioning.
Motion to Approve the Minutes
Board member Gualco requested an update on the contract status that was discussed at the previous board meeting. If signed, the contract would add an additional $17,000.00 annually to the proposed budget. Ms Carroll stated that the contract has been signed. Board member Koppes offered an amendment to the Minutes that would include his name and the name of Ken McDonald to serve on the By-lays Committee The Minutes were then Moved, Seconded and Approved with the appropriate changes.
Introduction of potential new Board members
Fr. Giltus introduced a potential new Board member, Jody Garnett. Ms. Garnett and her family have been coming to the Retreat Center for many years. She is currently employed by PG&E and one of her many skills is event planning. Chairman Cook welcomed Ms.Garnett and asked that each Board member introduce themselves with a condensed bio.
Fr. Giltus introduced Jim Fritzsche(in absentia) as a potential new Board member. Each Board member received a copy of Mr. Fritzsche's resume.
Retreat Directors' Report
Fr. Giltus provided the Board with an extensive and detailed written report for their review. Fr. Giltus added that the Retreat Center is welcoming many more young people to the Retreat experience. Ms. Carroll and Fr. Giltus offered a special thank you to Board member Lopez and her husband for all their good work on the Fiesta celebration. A part of Fr. Giltus's report included an explanation of the Marketing report re:social media and the internet. Chairman Cook asked about the Retreat Team for the coming year and how we advertised the Team. The Team is the same as last year and their profiles are available on the website.
Review and Appointment of Board Officers
Chairman Cook listed the new officers for the Board:
Chair-Dennis Cook, Vice Chair-Jackson Gualco, Secretary-Mary Myrick, Treasurer-Bob Porter
Committee Reports
Nominating-Fr. Jim advised "no report"

Charism-Fr. Jim and Fr. Giltus reported on the upcoming Passionist Charism event to be held on July 19,2017. The Board is invited to attend.
Finance-Board member Porter stated "no report" as the Retreat Center's financials have just been issued. Chairman Cook asked about the Auditing process. Fr. Giltus reported that he has requested a meeting with the Province tax expert and that meeting is being scheduled.
Development-Chairman Porter advised the Board that the Committee has not met as of this date. Board member Koppes asked that the Board receive a copy of the financial and Ms Carroll will comply with that request. Chairman Cook thanked Father Giltus on behalf of the Board for his commitment to the task of development. Ms Carroll also thanked and recognized Ms. Gill for her daily development activities.
Governance-Chairman Rose reported that his review of the current Governance policies do not warrant any changes at this time. Chairman rose reported that he will be scheduling a new Board member Orientation per the request of Board member Koppes.
Chairman Cook advised the Board that the Communications Committee and the Buildings/Grounds Committee are now management committees.
Review of By-laws-Chairman Cook stated that this is an Ad Hoc committee and will meet before the next Board meeting.
Closing Prayer
Fr. Giltus closed the meeting with a prayer that invited all to reflect on gratitude and asked for safe travel for all sojourners.
The next meeting will be held on August 9, 2017 at 6:00PM.
There being no additional business, Chairman Cook adjourned the meeting at 7:30PM.
Moved, Seconded and Approved

Respectfully submitted:

Mary Myrick
Secretary

Christ the King Retreat Center
Board of Directors meeting
April 12, 2017
Minutes

The meeting was called to order by Chairman Cook at 6:00PM.

Present: Dennis Cook, Rae James, Fr. Jim Strommer, Fr. Giltus Mathias, Robyn Carroll, Chuck Rose, Dominic Anton, Rich Koppes, Bob Porter, Dan Haverty, Mary Lopez, Mary Myrick, Ken Uribe
Opening Prayer/Formation-Fr. Jim deferred to a later time
Introduction of new board members-Fr. Giltus provided an introduction of both Dan Haverty and Dominic Anton to the board. His welcome included their service to the Retreat Center and their commitment to many Catholic Social Justice movements in the Diocese. Chairman Cook advised the board that approval votes for our proposed new members will be conducted via email.
Opening prayer/Formation-Fr. Jim began with a prayer and invited the board to reflect on the sacredness of our Triduum experience.
Retreat Director's Report-Fr. Giltus provided the board with a written report and then presented the information with comments. He reported that the financials are more positive as they reflect a decrease in projected losses. There is a new pricing structure in place for Hosted Groups which has been needed for some time. With the assistance of one of the Retreat Center's volunteers, all retreat registration is available to all staff. Fr. Giltus reported that our marketing efforts have been enhanced as he is serving as a guest celebrant at many parishes in the Diocese. Fr. Giltus then transitioned to a discussion about the financials and Robyn Carroll added to the discussion with her report. Robyn explained the current budgeting process and stated that each department supervisor is responsible for presenting a budget for their department. This new process will improve accountability for expenses. Robyn explained that the proposed budget does not reflect an additional $16,00.00 a month from a group in San Francisco as the contract has not been signed. Chairman Cook questioned the inclusion of the contract revenue in the 2017-18 budget as the contract has not been signed and the expenses are not reflected. Chairman Cook as for a motion to approve the proposed budget with the changes.
Moved, Seconded and Approved
Fr. Jim asked about the status of the LOC. The total amount due is $140,00.00 and repayment does not begin until 2021.

Committee Reports:
Nominating Committee-Fr. Jim will be chairman of the committee and he asked for volunteers to assist the process
Formation Committee-Fr. Jim asked that the name of the committee be changed to the Charism Committee. The board was in agreement. Moved, Seconded and Approved
Finance Committee-Rae James asked that the board review the budget in 6 months.
Moved, Seconded and Appoved
Governance Committee-Chuck Rose reported that he will work on changing the Governance Policy.

Development Committee-Bob Porter provided comments on the Easter Appeal and reported on ongoing activities of the Development Committee.
Communications and Building/Grounds Committees-Chairman Cook requested that the board discontinue these two committees per the PRCB structure guidelines. Moved, Seconded and Approved
A discussion ensued regarding the need for a committee to review the By-laws. Moved, Seconded and Approved
Chairman cook asked that the board review their personal Board Poster information, sign the Disclosure Form and return the requested updated information to Robyn.
Other Business-Chairman Cook advised the new board members that he will schedule an Orientation Meeting for them in the near future. Dan Haverty asked about the possibility of a Drop Box for pertinent documents of the Retreat Center. Fr. Giltus stated that one is currently available to board members.
Fr. Giltus closed the meeting in a prayer that asked each of us to have courage, deep Faith, trust and to have joy in the Paschal Mystery.
The next meeting will be held on June 26, 2017 at 6:00PM.
Chairman Cook adjourned the meeting at 7:50PM.

Respectfully submitted by:

Mary Myrick
Secretary

# Board Meeting February, 2017
# MINUTES

**Present:** Dennis Cooke, Bob Porter, Rae James, Mary Lopez, Ken Uribe, Fr Jim Strommer, Mary Myrick, Chuck Rose, Ken Uribe, Father Giltus Mathias, Robyn Carroll

**Apologies:** Jack Gualco, Richard Koppes

**Guest Presenter:** Father Joe Moons

**Prospective Board Members:** David Streeter, Dan Haverty

Prayer: Father Giltus

1. Introduction of Board members to familiarize prospective members.
    - o vote of thanks by Fr Giltus to the new people
    - o Informal discussion with new candidates re role of the Board.

2. Presentation by Father Joe Moons; Holy Cross Province
    - Passionists present in 59 countries, 2,200 memb34w, divided into provinces and vice provinces
    - Structure of the Province
    - Challenges for the Province
        - o Dimished numbers so working with the lay community
        - o Financial challenges
    - The Retreat center is part of the province
    - Boards were established in 2003 to assist with the transition to lay leadership
    - Holy Cross Province Visioning Committee
        - o Looking to the future of the Province
        - o 3 year program, Fr Jim is a member
        - o Planning the future financial, personnel, vocation and laity areas
        - o Retreat center boards are major stakeholders in the future of the Province
        - o Important to keep the connection between the Board and the province
        - o Financially, the reserves from here are invested at Province level
        - o The province has 3 sources of income: investments, ministry revenue, and development.

3. Executive Director's Report: tabled, including list of Special Projects for donors

4. Committee reports:

**Development – Bob Porter**

Ken MacDonald and Bob have called over 100 people which has generated a great deal of good will.
Bob is disappointed with the Christmas Appeal results but acknowledges that these were cold calls and overall can be assessed as a positive exercise.
Bob and Ken are willing to do this again working with Sandra Gill in the Development Office.

**Finance Committee – Rae James**

- Gather Giltus has presented most of the financial information in his report.
- A $14,000 ytd loss is so much better than the $78,000 loss we had 6 months ago
- We are optimistic for the future.
- The reformatting of the Hosted Group process and reinvigorating of the AA programs will also improve our revenue
- We are going to investigate a new auditing firm with the view of having another full audit conducted which could be followed up by annual reviews for 2 years before another audit. We will clarify the requirement with Chicago.
- The last full audit revealed 27 points to be addressed. Rae will distribute these.
- The 2017/18 Budget will come to the board in April
- The Finance Committee will work with Fr Giltus and Robyn to produce a zero deficit budget in line with the Province Governing Board expectations.

**Formation - Dennis Cooke**

- Fr Giltus distributed the "Transformed by Love" booklet as well as his Charism Workbook which he uses with staff.
- Father spoke of John Gonzalez as a potential board member
- John has 30 years experience in the diocese in supervision building and maintenance projects
- Fr has also recruited Dominick Anton the president of the Catholic Forum and a financial advisor.
- Dennis will distribute a summary of the potential new board mambera
- We will discuss via email or conference call
- This will then go to the vote.

**Building and Grounds – Dennis Cooke**

- Robyn has supplied this information in the summary.
- This should not be a board committee but a center committee which interested board members could be welcome to join

- This committee would then report to the Board
- We will vote on this in April
- Ken Uribe expressed that he had trouble contacting the gate contractor
- Approximately $9,000 has already been paid to American River Fencing

Communications Committee

- This committee has not met recently and is no longer required

Governance – Chuck Rose

- The sample handbook from Mater Dolorosa is written in a deficit model
- We should review and put into positive language
- Eg Executive Limitations Policy should be renamed to Executive Policy.
- The document includes 3 handbooks but has actually been updated since this version (distributed to members0

Review of Committees – Dennis Cooke

- Each person should be on a committee so please nominate yourself on the form and submit
- Rae is stepping down as Chair of the Finance Committee: this role is also the Treasurer of the Board
- Nominating Committee work has been done by Fr Giltus who could use some assistance
- A Secretary of the Board is needed to take minutes and attend to other administrative jobs
- Dennis would like to ask Chuck to chair the Governance Committee and this Committee has a lot of work.
- Our Bylaws need refreshing
- Many don't make sense to Dennis
- We have grown outside of the bylaws and need to review so that they reflect our reality.
- We need to look to the future to ensure that we have a Vice President that will be willing to step up to the Chair when Dennis' term come to an end.

Meeting concluded at 7.50pm
Next Meeting: Wednesday April 12, Dining Room

Christ the King
Passionist Retreat Center

**Meeting of the Board**
**December 15, 2016**

**Present:** Dennis Cook, Chuck Rose, Richard Koppes, Deacon Jack, Bob Porter.
**Apology:** Rae James, Mary Lopez, Ken Uribe, Fr Jim Strommer

There being only 5 members present which does not constitute a quorum, the meeting proceeded as that of a Committee of the Board.

2. PRAYER: Fr Giltus

3. APROVAL OF PREVIOUS MINUTES: to be passed at next meeting.

4. PRESENTATION BY FR JOE MOONS ON THE PROVINCE:
   - Father Joe was stranded in Chicago because of bad weather.
   - Father Giltus delivered the presentation which highlighted the current structure and financial status of the Holy Cross Province

   Discussion:
   - This indicates to us that each Retreat Center needs to be financially responsible for its own viability and can no longer rely on the Province to financially support its existence.
   - One monastery was sold.
   - Can CTK become financially viable?
   - The message is that we must achieve this.
   - All board members need to see this presentation
   - The questions posed set the tone and goals for us
   - The Passionists also need to articulate their long term vision.
   - The order does want us to stay in existence but are unable to financially support us in the future.
   - The observation that direct mail is no longer an effective way of reaping funds has been recognized here where the Development Committee have adopted the personal contact approach.
   - CTK has only 17 retreats at the moment and 66% of the budget is generated from hosted groups.
   - Fr Giltus is confident that he will be able to increase retreat attendance and reinvigorate the ministry in the next 18 months to 2 years.
   - While our current clientele is >50 yrs old he will also be targeting a younger market.
   - Father has the Young and Married Ministry as well as significant contacts in youth groups associated with different parishes and cultural groups which will be a further resource market for retrets.
   - The Hispanic Ministry is also growing and has potential to create a further retreat market
   - Father Clemente is connecting with the Hispanic groups.

5. DIRECTOR OF MINISTRY REPORT: Father Giltus (attachment)

6. ADMINISTRATIVE REPORT: Father Giltus (attachment)

Discussion:

- Father's move to front office is a very positive move making him more accessible and the public face of the center.
- The Marketing Plan and Information Packs are an excellent initiative
- Father is doing some outstanding foundation work for the centre

7. COMMITTEE REPORTS:

- Development: Bob Porter
  - Report tabled. (attachment)

- Finance: Dennis Cook
  - $7,000 off budget, $31,000 deficit but plans to bridge this gap.
  - We will start the 2017/18 Budget at the February meeting.
  - We will present a no deficit budget in keeping with the Governance Board ruling.
  - We are moving in the right direction.
  - The Line of Credit repayment plan has been extended to 2021 and the committee has signed off on this.
  - The Treasurer is pleased with our current progress in the financial area.

- Building and Grounds: Deacon Jack
  - Followed up with the Joint Rules Committee regarding the gate progress
  - There will be an event with the Retreat Center at the Capital concerning pillars.
  - We need to consider lighting at the gateway entrance

- Formation Committee: Fr Jim absent
  - Father Don Webber from the OME would like a list of those people on our Charism Committee
  - Dennis will be looking at the Committee structure
  - Dennis suggested a mass and dinner for the Board
  - Father Giltus has written a series of Modules based on Passionist charism which he has been working through with the staff

- Communication: Mary Myrick absent
  - Bob Porter thanked Fr Giltus and Robyn for the new Marketing Plan and Information Pack

- Governance: Chuck Rose/Dennis Cook
  - At the recent PRCB meeting an insight into the new Governance Policy model was given.
  - Policy Governance sample policy handbook from Mater Dolorosa was tabled.
  - We need to change some of the language to reflect a positive rather than negative model.
  - We will discuss this at the next meeting so our homework is to read through this document.
  - The governance committee will meet in January to discuss.

  **ACTION:** Chuck to let Robyn know the date and she will book a room and arrange Dinner.

  - A copy of the Constitution of St Paul of the Cross needs to be read by everyone.

  **ACTION:** Robyn to provide

Dennis pointed out that the Policy Governance model asks us to define what kind of Board we are.

- "Ownership one step down not management one step up"
- The board should have its arms around the organization with out its fingers in the organization.

iii. Committee Assignments

- PRCB suggests less committees.
- Dennis will call people to establish interest.
- By laws say only 2 committees.
- This is a conversation the Board should have.
- Perhaps less but better committees is an option.

**Note for the record:** Fr Giltus and Robyn are to be applauded for the work they are doing to improve the Center.

Meeting concluded at 7.55pm

**Next meeting:** Wednesday February 8
5.30pm for 6.00pm