

**Christ the King Passionist Retreat Center  
Meeting of the Board of Directors  
April 14, 2021**

**Executive Director's Monitoring Report**

**Introduction**

**I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF April 7, 2021.**

This is the 4th Board meeting in FY 20-21 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this new model, the Executive Director's monitoring report to the Board is to be based on a selection of the policies that have been designed to govern the retreat center and have been approved on the Annual agenda by the Board of Directors. Therefore, this report will be formed around the following selected Executive Limitations policies:

**EXECUTIVE LIMITATION POLICIES**

**EL 9 (1,4): Asset Protection (Insurance Coverage)**

**EL13: Long Range Planning**

***EXECUTIVE LIMITATION POLICIES EL 9: Asset Protection (Insurance Coverage)***

***The CEO shall protect corporate assets so that they are not inadequately maintained or exposed to unnecessary risk.***

***Accordingly, the CEO shall:***

- 1.) Insure against theft and property losses up to 100% replacement value (if commercially reasonably available) and against liability losses of the board members, staff, and the organization from normal Retreat Center activities, up to the maximum available offered by the Christian Brothers Risk Pooling Trust or other Board approved Insurance company.***
- 4.) Protect the organization, the board or staff to claims of liability***

**CEO Interpretation:**

**I interpret this policy as setting insurance standards which will cover property loss, the organization, the board and staff at the retreat center from liability.**

**Current Situation:**

Christ the King Passionist Retreat Center continues to be fully insured.

- 1.)** The cost to replace property due to theft or loss is based on the cost to replace the property minus depreciation. We recently increased the coverage of the personal property. Previously \$45K, currently increased to \$580K, per the suggestion of Christian Bros and Province Finance Director.
- 4.)** Our general Liability coverage is at \$1,000,000 per occurrence, Errors & Omissions Liability is covered at \$1,000,000 and Directors & Officers Liability is covered at \$250k with an additional \$250K for sexual misconduct liability.

**I report that the Retreat Center is in Compliance with this policy.**

EXECUTIVE LIMITATION POLICIES EL.13: Long Range Planning

***The CEO shall consider the elements of the Ends Policies when developing a plan for the long-term viability of the Retreat Center. Furthermore, the CEO shall report to the Board on the work conducted in this regard. Reporting shall occur no less than two times per year.***

**CEO Interpretation:**

The long term viability of the center is important to the future continuation of the Passionist Charism, and spirituality to the various stakeholders and community members.

The interpretation is reasonable because we are currently including lay people in our administration and ministry. Marketing plans and strategic planning and futuring continue to be discussed among lay and vowed members. However, due to the COVID-19 Pandemic, immediate and short term planning is necessary to get us through this challenging time. Long term planning will resume in the coming months, as the pandemic subsides.

**Current Situation:**

- a.) PPP Loan usage status: As of January 22, we have used approximately \$42,900 (11 weeks).
- b.) Current COVID-19 Status at Center: Sacramento County- Red Tier (25% capacity inside)
- c.) All staff are working onsite with the majority of staff having increased hours.
- d.) Staffing moving forward: Additional kitchen and hospitality staff are needed, job postings have been provided to the Diocese.
- e.) ONLINE Offerings in February and March included: Institute for the Study of the Passion Winter Series, Ash Wednesday, Men's Parish Retreat, Women's Parish Retreat, Weekly Thursday Mass ( Serving approximately 180 people)
- f.) Hosted Groups: Diocese of Sacramento Priests are moving forward with their retreat. AA Meetings and Marion Grotto Men's Prayer group continue to meet on the grounds. Additional Hosted groups are inquiring about hosting their events at our retreat center
- g.) HVAC System Update: System is completely installed, final tests and adjustments are being made with the contractor.
- h.) Fire Inspection 2021: Door locks in the Holy Cross building have been identified as items which need to be fixed. The most cost effective replacement is to order the missing parts of the existing locks. We have received additional bids on the fire rated doors and will make a decision on the vendor.
- i.) Marketing/Development: We have continued efforts for email updates, biweekly reflections, Spring newsletter, Gratitude card to mark 1 year anniversary of COVID-19, Easter appeal. Monthly Giving promotion acquired two new monthly commitments. Donor calls will be scheduled for April. Planning process of the Fiesta is in the beginning stages.
- j.) Grants: Koch Grant eligibility criteria is being reviewed for 2022-2023 submission.
- k.) Online Parish Retreat Season has ended. The retreat team is starting to discuss next year's retreat season.
- l.) Diamond Jubilee Campaign: Campaign is on hold, however, we are moving forward with the next area of focus "Fire Safety Compliance" which is in process using current funds available. Once the pandemic subsides, efforts will resume.
- m.) CTK Marketing Pilot : FaithCatholic Consultant provided a marketing plan on marketing efforts which the Retreat Center will begin to implement in the upcoming year.

- n.) The Executive Director continues to attend Charism education/formation sessions with the board to become more familiarized with the Passionist charism.
- o.) Director of Ministry and Executive Director continue to discuss options for Charism education and formation for a focused group of individuals at the center.
- p.) Hispanic Ministry continues with limited resources and the group is excited to come back to the center.

**I report that the Retreat Center is in Compliance with this policy.**