

# Christ the King Passionist Retreat Center

Meeting of the Board of Directors

October 13, 2021

## Retreat Director's Monitoring Report

### Introduction

**I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF October 9, 2021.**

This is the 2nd Board meeting in FY 2021 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this model, the Retreat 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, all the Ends, Governance Process and Board-CEO Linkage policies:

### **EXECUTIVE LIMITATION POLICIES**

#### **EL13: Long Range Planning**

#### 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 of the Passionist Charism, and spirituality to the various stakeholders and community members, local and abroad.

The interpretation is reasonable because we are currently including lay people in our administration and ministry. Hosted groups continue to expand and Passionist programs continue to be developed based on the current times.

In March 2020, the retreat center experienced the COVID-19 pandemic which caused a major shutdown of operations. Since then, the retreat center has continued to move forward with operations with the pandemic present.

**Current Situation:**

- a.) The retreat center is fully operational with Hosted groups and Passionist offerings held onsite. COVID-19 policies include: following directives from Local public health orders and Diocese of Sacramento. Currently, requesting masks to be worn inside.
- b.) **Open Positions continue to be promoted:** Lead Groundskeeper, Maintenance tech, part time housekeepers and dining room staff.
- c.) **Grounds:** Clearing out of the grounds due to homeless camps, increased vandalism on the property has caused us to move forward with an updated hard wired camera system for security purposes. Gate is functional and Diocesan Security company is in contact with the Executive Director.
- d.) **Preached Retreats:** Online Day of Spirituality for people in recovery approximately 15 people attended, upcoming: Bereavement day of reflection, Advent day of reflection. The Director of Ministry and Retreat team continues to work on the Passionist Parish retreat program offerings and upcoming season.
- e.) **Hosted Groups:** Hosted groups associated with High Schools (5 groups with 297 attendees); Groups associated with Diocese of Sacramento and Reno (6 groups with approximately 170 guests); Various Hosted Groups: Chamber Music (34); Lay Carmelites (25 guests); Mercy Peddlers (30 guests); Two groups canceled due to COVID-19. Approximate total number of guests between the months August and September= 672.
- f.) **Community Events/Diocese Collaborations:** Release your grief Mass in collaboration with Catholic Cemeteries and Funeral Services (100+ guests in attendance), Fr. Jack Conley celebrated Mass and promoted our upcoming Nov. Bereavement Day of Reflection. Additionally, CTK served as the background for the Annual Catholic Appeal with Bishop Soto.
- g.) **Parish Coordinators Meeting:** Positive feedback provided, well attended and receptive to the change in the organizing of the weekends (open to all parishes).
- h.) The Executive Director currently attends charism education/formation sessions with the board to become more familiarized with the Passionist charism.
- i.) Hispanic Ministry continues with limited resources.

**Fundraising/Development efforts continue**

j.) **4th Annual Gala status:**

	<ul style="list-style-type: none"><li>a. Silent/Live Auction - \$5591</li><li>b. Fund a Need – \$28,000 (will continue to promote online)</li><li>c. Board Sponsorship gifts came to: \$15,098</li><li>d. Additional Sponsorship gifts: \$6000</li></ul> <p><b>Approximate Total: \$54,600</b></p>
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- k.) **Diamond Jubilee Campaign** efforts have come back: Phase two, need to get a consultant to guide the committee for the last two phases.
- l.) **Fall Appeal:** \$40K Matching Gift Challenge made possible by the generosity of an anonymous retreatant and donor, now through December 31, 2021. The matching funds will apply to gifts received through Fall Appeal, Giving Tuesday (Nov 30) and the Christmas Appeal. Dollar for dollar, gifts will be matched up to \$40,000. Gifts will be unrestricted.

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