

Christ the King Board of Directors Meeting (via ZOOM)

April 9, 2020 MINUTES

Attendees: Deacon Jack Gualco(Chairman), Bob Porter(Vice Chairman), Deacon Dan Haverty(Treasurer), Mary Myrick(Secretary), Fr. Jim Strommer, Jack Conley, Natalie Svistoonoff(Executive Director), Chuck Rose, Angel Perez, Vicky Alonzo, Mary Lopez, Ken Uribe, Mike Jones, Dennis Cook

*Quorum requirement met

Chairman Gualco convened the meeting at 11:00AM.

Opening Prayer-Fr. Jim led the Board in a prayer written by a Passionist Priest about the pandemic.

Approval of the Minutes-the Board reviewed the Minutes and three corrections were offered By Ms. Svistoonoff.

*all salaried staff have been furloughed

*personnel on site include the Executive Director, the Operations Manager/Bookkeeper and the Development Coordinator.

*estimated payroll of \$33,000.00 a month

Motion to approve the Minutes with the stated corrections

Moved, Seconded, Approved

Status of the Loan Agreement-the Loan Agreement has been signed and notarized via electronic mail. Ms. Svistoonoff offered the following details about the Loan Agreement.

*the Loan agreement included a request of \$100,000 for the Retreat Center.

*the 1%interest rate has increased

*the Loan Agreement states that up to 25% of the loan can be used for utilities

Governance Committee Report-Board Member Rose reported that the Committee has a slate of proposed new officers. He noted the Vice Chairman position is vacant and if any Board Member is interested to please contact him. The new slate includes Bob Porter (Chairman), Vacant(Vice Chairman), Deacon Dan Haverty(Treasurer), Mary Myrick(Secretary).

Financials-provided by Ms. Svistoonoff. Notable items for consideration by the Board include the following:

*\$1 million dollars in reserve at this time

*can burn rate of \$54,000.00 a month be reduced?

*Fr. Jim advised the Board that the investment strategies utilized by the Retreat Centers are determined by the Province Financial Office.

Executive Directors Report-Ms. Svistoonoff reviewed her written report with the Board. She provided the Board with additional details:

*the Easter Appeal has been sent out

*a letter has been sent out to all staff employees re: the submission of the Loan Agreement to the SBA

*Ms. Svistoonoff is reviewing historical documents regarding audit findings and the status of the findings. If corrective measures require a financial commitment, Ms. Svistoonoff may include these needs in the Fundraising Plan.

*Chairman Gualco asked that Board Member Haverty contact the Fire Marshall as to our required "next steps" to be in full compliance. Board Member Haverty agreed to contact the Fire Marshall.

* the Retreat Center will not have to draw on reserve dollars until July

Board Member Jones suggested that we consider offering Virtual Retreats

Status on HVAC Project

*project is 75% complete

*project is over budget at this time

*Ms. Svistoonoff will contact Fr. Giltus about the details of the contract

*Ms. Svistoonoff will follow up with contact offered by Vice Chairman Porter

Policy Governance Board Self-Assessmen

*general consensus by the Board that we are meeting all requirements

*we are maintaining a presence with our Passionist family due to the generous commitment of the Passionist Priests by the offering of the Reflections on line, the celebration of our sacred Liturgy by Fr. Jack on Thursday mornings via Facebook and the check-in calls by all to our retreatants and donors.

*Fr. Jim requested that we engage in collaborative efforts with the other Retreat Centers.

Next meeting dates:

May 14, 2020

10:00AM via ZOOM

June 11, 2020 TBD

Closing Prayer-offered by Vicky Alonzo

Chairman Gualco adjourned the meeting at 12:40PM.

Respectfully submitted, Mary Myrick Secretary