

## **Executive Director Board Report 5.14.2020**

### **Preached Retreats**

- ZOOM Session: Retreat Team discussed next season's topic and options

### **Events and Retreats**

- ZOOM Sessions: May 21, 28, June 7th- Institute for the Study of the Passion presented by Fr. Tom Bonacci, CP.
- Live Stream Mass: Mass in the chapel continues every Thursday, at 9 am with Fr. Jack Conley celebrating the Mass! It is greatly appreciated by the supporters of Christ the King reaching an audience of up to 220 people on Facebook.
- Tentative June Groups: The Stockton Deacons (June 21) annual retreat (25 - 30 guests) . New Hope Church from Galt (June 26) scheduled for their annual retreat (15 guests).

### **Young Adult/Youth**

- April Session held through ZOOM. Group is doing well, they want to continue meeting during their regular day/time via ZOOM until further notice.

### **Rescheduled/Cancelled Groups**

- Sacred Heart Cathedral Preparatory School canceled their March 2020 retreat, interested in rescheduling in early fall 2020. They are one of our largest and consistent hosted groups. We appreciate their unwavering support of the Center.
- Silent Directed Retreat has been cancelled for June 8-12, 2020, possibly reschedule retreat for a different month. It is usually directed by Fr. Tom Bonacci.

### **Formation:**

- Director of Ministry to develop formation sessions for Staff upon arrival. Topics to be determined.

## **Development**

- Phone calls: Check-in calls and donor thank you calls – particularly for the Spring /Easter Appeal continue. Staff, board members, volunteers and Passionist Community are all involved in these efforts. Very positive feedback. We also have a prayer request list based off of these calls which are being forwarded to our Passionist Community.
- The Spring Easter Appeal: The message was directed towards the current COVID-19 situation. More gifts received than in previous years. Online gifts are up this year too.
- St. Paul of the Cross Memorial Garden: Bricks are still being purchased. 15 Spaces left. Will continue until spaces are filled. Next order goes in June 3, 2020.

## **Capital Campaign:**

- Continues to be on hold. ZOOM committee meeting to be scheduled.
- Strategic direction is still needed
- Limited amount of staff/resources
- Current timing

## **Future Fundraising Opportunities include:**

- Multicultural Family Fiesta (Possibly Virtual Raffle)-rescheduled July 26th (have not publicized date)
- Planning for the Fall Gala –On hold for now.
- Light a Candle - an online Non-event fundraiser. Goal to have the details developed by the end of June to capture graduations and Father's Day.

## **Marketing CTK**

- Submission made to April and May Provincial Newsletter
- CTK to host Citrus Heights Chamber Networking June 23 (TBD).
- Emailing bi-weekly reflections on Monday and Friday from Fr. Jack Conley and Fr. Tom Bonacci.
- All other types of marketing have been placed on hold at the moment.

## **Financial Overview April 30, 2020**

**Finance Project: Continues-preparation for FY2018 Audit, next phase will be preparation and balancing of FY2019-present**

<b><u>Projected Cash Flows for April 2020</u></b>	<b><u>Actual Cash Flows for April 2020</u></b>
<ul style="list-style-type: none"><li>● Inflows: \$35,705</li><li>● Outflows: \$215,298</li><li>● Net: -\$179,593</li></ul>	<ul style="list-style-type: none"><li>● Inflows: \$44,667</li><li>● Outflows: \$66,482</li><li>● Net: -\$21,815</li></ul>

### **Income Particulars**

- Easter Donations: received \$13,020
- General Donations, Pledges, scholarship: received \$5,135

### **Expenses Particulars**

- Provisions and Linen charges: paid \$6k April (owed from March)
- Newsletter and mailing fees: paid \$3,833 (Newsletter/Easter Appeal)
- Retreat refunds: paid \$4k

## **Operations Report**

### **Staff**

- PPP LOAN: \$100,000 received to fund 14 of our employees. These funds will allow staff to be paid through June 15th.  
Terms of the loan: Furloughed staff needed to be back to 100% of their salaries, staff who are not onsite working, are receiving an average pay during this time.
- Families First Coronavirus Response Act (FFCRA) a two week sick pay to any employee who applies. The funds from this program are offered through the federal government and are fully reimbursed after the close of the affected quarter.
- We currently have 5 staff members working on and offsite.
- Gene N., our part time landscaper is working on priorities mowing, watering, and blowing the grounds.
- Al F., our maintenance man, focuses his efforts on the HVAC system remodel and upgrade.

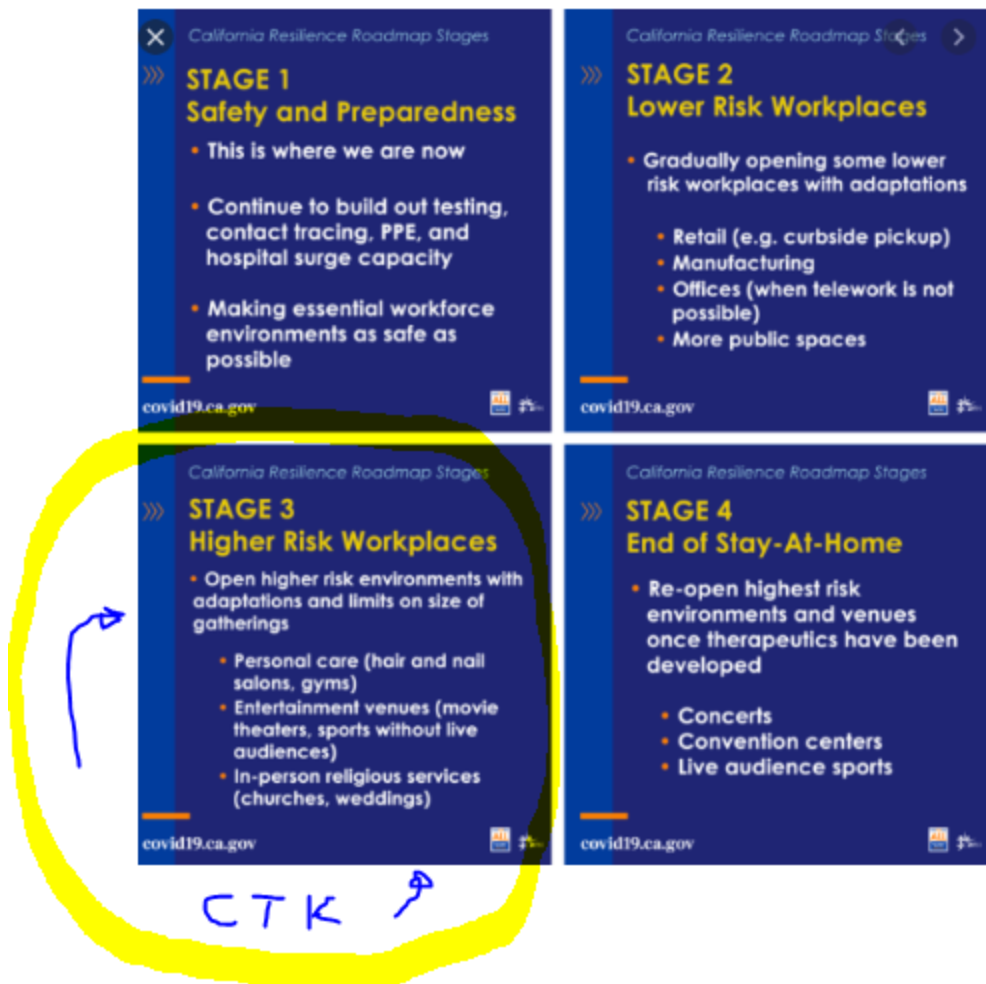
## Special Projects

- HVAC system upgrade: The Holy Cross Building approximately 85% complete. 3rd floor completed. The first and second floors are in process. We are anticipating the completion of the Holy Cross Building bedrooms by May 30.

## Maintenance

- Our front entrance gate continues to malfunction. We have put this project on hold.
- Sacramento County Fire District: We have completed several of the items on the checklist including our 5 year sprinkler inspection, inspecting all fire extinguishers, inspecting our fire hydrants, and inspecting and replacing batteries in all of the smoke detectors in the Chapel building. Many more items need to be addressed.

### COVID-19 RESPONSE:



# Young and Married ZOOM Session



# HVAC PROJECT (3rd floor Holy Cross Building)

