

## **Executive Director Board Report 6-11-2020**

### **Preached Retreats:**

- CTK Retreat Team continues to work on next season's topic- relevant to the current times.
- Electronic Survey to be developed for Parish Coordinators to provide feedback about upcoming season and recruitment.

### **Events and Retreats**

- ZOOM Institute for the Study of the Passion lecture series: Presented by Fr. Tom Bonacci C.P. Approximately 70-90 attendees, along with several people who received the recording at a later time. A special thank you to Fr. Tom Bonacci and CTK Staff for coordinating and hosting this special three week event. The series ended June 4. Great feedback about the sessions.
- Public Celebration of Mass for our CTK friends began on Thursday, June 11. The Chapel capacity will be limited to 25%. We are taking RSVPs via email at this time until guidelines are updated or revised. We will not be offering live streaming nor hospitality until further notice.
- 12 step (AA) meetings will begin Monday, June 15. Following the protocols of state and county, these 12 step groups are now considered "essential".
- Sunday, June 7- Nicholas Divine, CP professed Perpetual Vows in the Passionist Congregation. Over 70 people attended via ZOOM and Facebook live stream. His next steps will include Diaconal Ordination in September 2020. It is likely that he will receive a new assignment and has expressed his appreciation for his year long pastoral internship at the Retreat Center!
- Tentative Retreat: Passionist program for married couples retreat is scheduled for July 17 through July 19. We have not canceled as of yet, and are hoping we may be able to move forward with this retreat.
- Canceled Retreat: Passionist Directed Silent retreat. It was scheduled for June 8 through June 12, with approximately 10 participants.

### **CTK Groups**

- Young and Married: May Session held through ZOOM. The group decided to have a rotating leadership for the couples.
- Hispanic Ministry: Weekly meetings are occurring through ZOOM. The group looks forward to the days they can meet at the retreat center.

### **Hosted Groups**

- Canceled Groups in June: Stockton Deacons-Canceled June 21 through June 26, However, they have pledged to join us in 2021. Sierra Pacific Synod has canceled their retreat for June 5 through June 6. They typically have 25 guests.
- Tentative Groups: June 26 and 27, New Hope Church from Galt scheduled for their annual retreat, with 12 - 15 guests. We are waiting to move into Stage 3 (higher risk workplaces and business) which allows for overnight guests.
- Rescheduled Groups: ACA Sunlight group was scheduled for June 26 through June 28, but they have rescheduled their retreat to 2021. The ACA Sunlight group typically has 40 guests.

### **Formation:**

- Staff meetings on the calendar. Our Director of Ministry led the staff through a time of reflection upon their return to the retreat center.
- CTU Summer Session (June 8-12)- Natalie attending.

### **Development**

- Spring Easter Appeal giving has slowed down. Over \$17,000 has been received.
- St. Paul of the Cross Memorial Garden: Bricks are still being purchased. 3 more ordered in June. Will continue until spaces are filled. 14 Spaces left.
- Thank you calls being made for non-pledge gifts received in May for all amounts; opportunity to check in again with friends of CTK. Will be asking for help with these calls.

## **Fundraising**

- Diamond Jubilee Campaign: Capital Campaign committee met on June 2 via ZOOM. Items to address: Define the message for case for support; define the needs of the Campaign (aside from the HVAC and ADA Compliance), send out feasibility survey to the CTK community and finalize a timeline for the prospective Capital Campaign.
  - Gifts received as of May 31: \$211,924 plus loan of \$500,000.
  - **Newest Gift:** \$250,000 (over a period of 5 years)
- Summer “Stay at home” Fiesta – This event will replace the onsite Multicultural Family Fiesta this year since we are not able to do an onsite event. Mailing scheduled to go out June 15. Promoting raffle tickets sales for fundraising. Online option will be available. We are planning for Mass/raffle drawing live streamed online and/or onsite for Sunday, July 26. Details are being finalized.
- Planning for the Fall Gala –Event scheduled for Oct 3 pre-COVID19. (To be determined) as CTK moves more towards having people onsite again.

## **FINANCIAL OVERVIEW: MAY 31, 2020**

Finance Project Status: Audit Review for FY 2018 started. Phase 3 for preparation and balancing of FY 2019- Present

<b><u>Projected Cash Flows May 2020</u></b>	<b><u>Actual Cash Flows May 2020</u></b>
<ul style="list-style-type: none"><li>● Inflows: \$7,219.47</li><li>● Outflows: \$154,015</li><li>● Net: -\$146,795</li></ul>	<ul style="list-style-type: none"><li>● Inflows: \$18,551</li><li>● Outflows: \$103,992</li><li>● Net: -\$85,441</li></ul>

- PPP Loan was added in April

### **Income Particulars**

- Easter Donations: \$4600
- Institute for the Study of the Passion: \$4090
- General Donations, Pledges, scholarship: \$6465

### **Expenses Particulars**

- Salaries: \$31K
- Payment on Refunds projected \$4K, paid \$1K
- HVAC Project Currently on a payment schedule based on work completed (\$152K broken down in 3 payments of \$50K)

## **Operations Report**

### **Staff**

- As we move into Stage 3 of the COVID-19 pandemic, we have been able to bring back 3 additional staff members to work on site at the Center! (For a total of 7 employees on site)
  - Sandra Gill, Development Coordinator.
  - Kathy Smith, Hospitality Coordinator.
  - Tina Castillo, Head of Housekeeping.
- Gene Nekrasoff, our landscaper, continues to keep up with the mowing and watering of our 29 acres. He has help from CTK Passionist Community members with many of the other general landscaping duties.
- PPP Loan Update: (New Rules for the PPP loan)
  - Extended timeline from 8 to 24 weeks
  - 60% payroll costs vs previously 75%
  - 5 year loan maturity (agreement will need to be discussed with bank)
  - Deadline to rehire employees extended December 2020
  - CARES Act provision permits deferred payment of the employers share of Social Security taxes due on wages paid through the end of the year
  - Exemption for re-hiring employees based on a reduction in the level of business activity due to COVID-19 and governmental response
  - Addition of extension of the payment deferral period

### **Special Projects**

- The HVAC project is moving along as scheduled.
  - phase-1 is 99% complete
    - Phase-2 will begin next week
- In preparation of reopening the Retreat Center to a few select groups, Deep cleaning is being done in the meeting rooms, chapel, and public areas.
- COVID-19 Response Committee- Discussed several policies/protocols for CTK such as liability waiver, symptom checklist and building entry protocols

## **Maintenance**

- Our front entrance gate is working! Al Foley is now focusing his efforts on completing our Fire inspection checklist.
- We continue to work with Sacramento County Fire District on their inspection checklist. We have completed several of the items on the checklist, and are currently working on the fire doors. The Fire Marshal has extended the deadline to give us additional time to complete some of these repairs and modifications.
- We are also getting bids on resurfacing the large fountain in the patio area. We would like the fountain up and running when retreat season begins in November 2020.

## **Marketing**

- We continue to send reflections from Fr. Jack Conley and Fr. Tom Bonacci on Monday and Friday of each week via Constant contact eblast.
- We continue our connection with the Citrus Heights Chamber of Commerce. We've been attending the Chamber coffee networking via ZOOM. We were originally going to host this event at the Retreat Center on June 23, 2020, however it has been postponed.
- Advertising in the Catholic Herald is on hold during the pandemic crisis.