

Executive Director Board Report 8-11-2020

Preached Retreats:

- Effective July 14, outdoor options only.
- Cancellation: Married Couples Retreat scheduled for July 17 - 19. Six couples registered.
- Retreat team continues to meet about the theme and options for the upcoming retreat season.

Events and Retreats:

- ONLINE Institute for the Study of the Passion “Reflections of Mary Magdalene” presented by Fr. Tom Bonacci C.P. Consistent attendance of approximately 78 guests per session.
 - Next series set for August 18th - Topic: Reflections of the Psalms
 - 2021 Schedule confirmed
- Weekly Celebration of Mass: Held outside at the Marian Grotto under the beautiful redwood trees. Approximately 45-50 guests attend each week, we have received positive feedback. RSVPs are required and we are gathering information for contact tracing purposes. No hospitality is offered after Mass at this time.

CTK Groups:

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

Hosted Groups:

- Postponed Groups (Originally Scheduled for July): St. Stephens in Sacramento-yearly retreat, Diocese of Sacramento-Annual seminarian retreat, Trinity Episcopal Church-first retreat at the Center.
- Reno Deacons moved forward with their scheduled retreat (August 7-9). Approximately 20 attendees. The group met outdoors the entire time and stayed in individual rooms.
- Local Christian Churches: Have used our outdoor space to meet on our grounds. We do hope this trend continues as it allows us to have exposure to other churches, benefactors, and local community members. Groups have provided donations based on the use of the grounds.

COVID-19 Response Committee:

- Met July 15 to discuss current status of Center- second shutdown had occurred on July 14th. Updated the group about staff update, development efforts, online sessions and cashflow.

Development

Fundraising:

- **“Summer Stay at Home Family Fiesta”**
 - Over \$20,000 was raised with raffle tickets sales and donations.
 - Promotional efforts included: Weekly emails focused on multi-cultural highlights from Philippines, Korea, and Mexico; Monday/Friday reflections.
 - Outcome: The online event via Facebook and ZOOM, was cancelled at the last minute due to a city wide power outage that affected the retreat center. The raffle drawing was held the following Thursday after Mass. The grand prize winner of \$1000 donated ½ of winnings to CTK. The Multicultural Family Fiesta 2021 is scheduled for June 6.
- **Diamond Jubilee Campaign:**
 - Capital Campaign committee met on June 2 via ZOOM.
 - The group decided to move forward with the campaign even though the center is partially closed at this time.
 - Messaging to be finalized for the case for support, feasibility questions have been drafted. These will be sent out as an online survey and hard copy to those without email-(select group of people to be chosen).
 - Need to finalize budget and needs of the campaign beyond HVAC and ADA Compliance.
 - Gift Status: As of July 31: Received \$214,814 plus loan of \$500,000.
 - Next meeting to be scheduled for late August.
- **Fall Gala**–Planning Continues. The event is tentatively scheduled for October 3. The Committee decided the event should go virtual. Looking at selling tickets for a drive thru meal package for pick up /followed by an online event. The fund-a-need will be for CTK. Next planning meeting Aug. 12.
- **Fall Newsletter** – The Fall Newsletter will be scaled down to 4 pages this year, we will hold off on sharing the retreat season schedule, at this time. Newsletter to be printed and mailed to those who’ve been active in the past four years. Those who have emails, will receive the newsletter electronically.
- **Fall Appeal**– Scheduled to go out week of September 30; letter will address COVID-19 retreat center status. Additionally, the Retreat season schedule will be provided at this time.

FINANCIAL OVERVIEW: June 30, 2020

Financial Project Status:

- Completed all three phases of the financial project to balance the Quickbooks system, prepare and submit information for an Audit Review for years ended June 30, 2019 and 2018.
- End of year numbers are still being worked on and should be ready by next meeting.

<u>Projected Cash Flows June 2020</u>	<u>Actual Cash Flows June 2020</u>
<ul style="list-style-type: none">• Inflows: \$6,644• Outflows: \$148,267• Net: -\$ 141,643	<ul style="list-style-type: none">• Inflows: \$28,969• Outflows: \$161,602• Net: -\$132,633
<i>*Projected: \$100,000 from HVAC</i> <u>Total PROJECTED Net Loss: -\$41,623.19</u>	<i>*Actual: \$103,492 from HVAC</i> <u>Total ACTUAL Net Loss: -\$29,141</u>

June Income Particulars

- Diamond Jubilee draw of \$100k for HVAC was scheduled for June, transpired in July
- Fiesta raffle and donations collected: \$9,605
- Fr. Tom Institute Series collected: \$2,132
- General donations, pledges collected: \$11,540

June Expenses Particulars

- Salaries \$32,508 (increase) used PPP loan for full time employees
- Quickbooks clean-up paid \$1,500 not projected in June
- Electricity increase by \$627 of projected - due to installation testing/running
- HVAC project acquired additional expenses based on new units (boxes, baseboards, paint, dry wall).
- **PPP Loan:** We have spent approximately \$84k of the \$100k through July 31, 2020. We will continue to capture utility payments as we move forward with the 24 week period of forgiveness, ending mid October 2020.

Operations Report

Staff:

- Nicholas Divine, CP departed from Christ the King Passionist community to begin his new assignment as Director of Ministry at Holy Name Passionist Retreat Center, in Houston. We appreciate all his hard work and dedication. He will be missed!
- Staff Status: In an effort to decrease our overhead, we reduced our overall staff hours and continue to work with a crew of 7 employees (depending upon time of year, we can have up to 25 staff).
 - During the month of July we had 3 full time and 4 part time employees at the center. Natalie Svistoonoff, Executive Director; Michele Ochesky, Operations/ Accounting; Sandra Gill, Development Coordinator; Kathy Smith, Hospitality Coordinator; Tina Castillo, Head of Housekeeping; Gene Nekrassoff, Landscaper; and Al Foley, Maintenance Technician.

Special Projects:

- The HVAC project in the Holy Cross Building is working! Al Foley, our Maintenance Technician, is finishing up with a few items which need to be addressed from the work done by the contractor. The second phase of the project has started in the Chapel Building.
- Fountains Update: The main fountain has been in need of a facelift and replacement of a non-functional pump. A gracious volunteer donated the labor as well as the paint to help re-finish the fountain. Next steps include: replacing the pump and damaged electrical lamps. The same person who painted the main fountain has also worked on the St. Paul Garden fountain pump.
- Marian Grotto Men's Prayer Group: A group of men whose bible study meeting at a restaurant was disrupted due to COVID-19, have been meeting on the grounds -at a distance. They have been very appreciative of the time on the grounds together and decided to provide a donation towards the replacement of the fire doors.
- Station #5 Status: The moving of Station #5 is complete. This station was being pushed over by a large redwood tree and had to be sectioned off for safety. A generous donor paid for the rental of equipment necessary to move this extremely heavy station. Al Foley donated his time over the weekend and with the help of several Knights of Columbus successfully moved the bulk of the station. There was some damage to the top of the station, repairs continue to be a work in progress.

Maintenance:

- Our Fire Inspection checklist is still in the process of completion. The Fire Marshal has extended the deadline to give us additional time to complete the repairs. The major expense will be the replacement of 8 fire doors.
- The front gate is currently not functioning. We believe there may have been some tampering with the electrical wiring due to vandalism. Al Foley will be troubleshooting this issue, as time allows.

Marketing:

- We continue to send bi-weekly reflections from Fr. Jack Conley and Fr. Tom Bonacci, CP via Constant Contact eblast.
- Advertising in the Catholic Herald is on hold during the pandemic crisis.
- Citrus Heights Chamber of Commerce via ZOOM- virtual Coffee networking and luncheons. A great opportunity for us to connect with our local business community and hear what they are doing during COVID-19 as well as promote CTK.
- Providing Giving Brochures with thank you letters to individuals who provided donations.
- Attended the Retreat Center Collaboration which meets two times a month- a group who shares best practices and status on their retreat centers during this time with COVID-19.
- Sacramento Bereavement Network: Invited to participate on their Board. This will serve as an opportunity to continue community partner collaboration and market our in-house bereavement program.

Pictures from: Outdoor Mass, Fountain fixing, HVAC progress



Pictures from: Station #5 Moving



Pictures from: 1st Hosted Group since March 2020

