

**Christ the King Passionist Retreat Center
Meeting of the Board of Directors
October 14, 2020**

Retreat Director's Monitoring Report

Introduction

I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF October 14, 2020.

This is the 2nd Board meeting in FY 2020 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this new 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

EL9.2 and 9.3: Asset Protection

EL13: Long Range Planning

EL.9: Asset Protection

The Chief Executive Officer (the "CEO") of Christ the King Passionist Retreat Center (the "Retreat Center) shall protect corporate assets so that they are not inadequately maintained or exposed to unnecessary risk.

Accordingly, the CEO shall not fail to:

- 2. Maintain the Retreat Center's physical facilities, grounds, and equipment in a safe, functional and aesthetically pleasing condition.*
- 3. Maintain a Reserve Study detailing the service life and replacement cost of all facilities and equipment.*

CEO Interpretation

I interpret "Corporate Assets" to include items such as buildings/landscape within the retreat center and grounds.

I interpret "not inadequately maintained or exposed to unnecessary risk" as keeping maintained and in good order items 2. and 3.

A "Reserve Study" is defined as: a long term capital budget planning tool which identifies the current status of the reserve fund and a funding plan to offset ongoing deterioration, resulting in sufficient funds when those anticipated major common area expenditures actually occur. To maintain a reserve study, annual reviews are needed and additional expenses would occur from hiring a third party to conduct the review.

For our purpose, I interpret "Reserve Study" as a combination of an existing list of items which need to be addressed on the grounds and long term items which have been identified from the "Site Assessment" conducted in April 2019. Considering the expense of a full length "Reserve Study", I would suggest we move forward with addressing immediate needs, and moving forward with the items which have been identified as priorities for the Center from the "Site Assessment".

9.2. Compliance with this policy includes: keeping the grounds well maintained and healthy, ensuring all equipment on the grounds work in a safe and efficient manner and are regularly checked for issues.

9.3. Compliance with this Policy includes: Maintaining a plan and schedule for priority items to be addressed

This interpretation is reasonable because the grounds are currently being maintained and efforts are being made to troubleshoot issues. The "Site Assessment" document provides the necessary guidance for the condition of current assets.

Current Situation:

- a.) Our groundskeeper is working part time 3 days a week to maintain the general upkeep of the grounds. Several areas of attention include: mowing of all major areas, watering areas which are visible to the eye, blowing leaves, washing and cleaning patios
 - we have a volunteer who attends to the flower beds and roses on the property
 - another volunteer has been identified to help with the grounds- previous background: landscaper/detailed work on outdoor environments
- b.) In September, the Fountain which has been out of order, has been successfully restored.
- c.) During the HVAC system project, the previous unit was dismantled leaving a hole in the roof. The roof was recently fixed with a commercial grade skylight. Additionally, the old Chiller and cooling tower were both removed from the grounds at the time the new system was being placed.
- d.) Groundskeeper has identified and recorded many of the sprinklers and irrigation units throughout the ground.
- e.) An Arborist was recently brought to the center to identify sick and trees which may pose an issue to buildings. One tree was identified as needing immediate attention, another two trees have been identified as needing attention. The estimate for the work done: \$4900 (including permit for oak tree). Additional suggestions include: Tree inventory to assess the overall condition of all trees on the property.
- f.) Elevator Inspection occurred 9/2020. Two items have been identified for fixing in order to receive certification: Maintenance Man is working on issues
- g.) Sac Metro Fire Department- many issues have been identified and need to be rectified. The extension has been given to allow for expensive items to be addressed at a later time when business is back. The next phase of the capital campaign fundraising will focus on the funds needed to address all the expenses for the Fire safety issues.
- h.) Current grounds truck is in need of major work. It is more costly to fix, than the worth of the vehicle.
- i.) Tractor is old and non-functional- options to sell are being reviewed
- j.) 3 door freezer issue: non-functional motor, replaced and addressing a couple more issues. Not in use.

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

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 continuation of the Passionist Charism, and spirituality to the various stakeholders and community members.

The interpretation is reasonable because we are currently including lay people in our administration and ministry. The business model for hosted groups continues to expand.

Current Situation:

- a.) December 2019, the transition of Executive Director from Vowed to Lay person occurred.
- b.) A "blended ministry" continues to be present with the retreat team, which consists of 3 Lay people and 3 Vowed Passionists.
- c.) During December 2019-March 15, 2020, The Retreat center was thriving with hosted groups and Passionist programs.
- d.) On March 20th, a worldwide pandemic significantly affected the business by government mandated closures of non-essential businesses. As a result, the retreat center has decreased the staff by 75%. However, has adapted many of the Passionist programs to ONLINE. This expanded reach has allowed participants to attend from various parts of the Country.
- e.) The Executive Director currently attends charism education/formation sessions with the board to become more familiarized with the Passionist charism.
- f.) The Director of Ministry and Retreat team continues to work on the Passionist Parish retreat program offerings.
- g.) Additionally, the staff has received one session about charism.
- h.) Director of Ministry and Executive Director continue to discuss options for Charism education and formation for a focused group of individuals at the center.
- i.) Local community partnerships are present and continue to grow: Bereavement Resource Network of Sacramento (Executive Director serves on Board of Directors), and The Retreat Center is a member of Citrus Heights Chamber of Commerce.
- j.) Dialogue with the Diocese of Sacramento on the Young Adults Ministry Collaboration has begun
- k.) Young and Married and Hispanic Ministry continues with limited resources.
- l.) Long range planning for the financial and ministerial plans are on hold (temporarily). However, short range planning has occurred during COVID-19 through the various ZOOM programs and government guidance about opening up.

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