

Christ the King Retreat Center  
Board of Directors Meeting  
October 14, 2020  
(via ZOOM and In Person)

Minutes

Attendees: Bob Porter(Chairman), Chuck Rose(Vice Chairman), Deacon Dan Haverty(Treasurer), Mary Myrick(Secretary), Fr. Jim Strommer, Fr. Jack Conley, Natalie Svistoonoff(Executive Director), Jay Barry, Mary Lopez, Mike Jones  
Absent: Vicky Alonzo, Angel Perez  
Guests: Elizabeth Velarde  
\*quorum requirement met

Chairman Porter called the meeting to order at 6:00PM

Opening Prayer/Charism Reflection  
Offered by Fr. Jack Conley

Approval of Minutes 10-14-2020  
Moved, Seconded, Approved

Governance Presentation

Ms. Velarde provided an overview of the Policy Governance model. Pertinent items to be considered by the Board were the following:

- The Board will review the Executive Directors report and provide questions/comments to the Executive Director. The Vice Chairman of the Board(Chuck Rose) will oversee the report and any subsequent feedback comments.
- Agenda planning is the role of the Board and is the most effective tool for a successful meeting
- When asked about the level of detail that should be included in the Executive Directors report.
- Ms. Velarde advised the Board to refer back to the Governance Committee' work on the approved Ends Policies.
- Ms. Velarde suggested that the Board amend the Ends Policies due to the disruption in the normal operation of the Retreat Center because of COVID-19.
- Ms. Velarde recommended that the Policy Governance Committee establish a process to provide feedback fro the Board to the Executive Director.
- 

Chairman Porter asked that Chuck Rose(Chairman of the Governance Committee)establish that recommended process. The proposed process guidelines will be reviewed by the full Board for their approval.

Chairman Porter asked that the Board review the Long Range Planning goals twice a year.

#### Executive Directors Report

Ms. Svistoonoff reviewed her written report with the Board.

Items of note:

- Per the request of the Province office, Ms. Svistoonoff has submitted a Cash Flow report for the Retreat Center.
- The Retreat Center cash flow fluctuates based on the activity of Hosted groups
- Cash flow reserves have not been drawn upon at this time

#### Governance Committee Report

Chairman Rose stated that 2 meetings of the Committee have taken place. Chairman Rose will provide the work of the Committee prior to the next Board meeting.

#### PRCB Meeting Report

Chairman Porter advised the Board that he had attended the meeting via ZOOM. Mr. Porter complimented Ms. Velarde on her presentation to the attendees regarding the history of the PRCB. Mr. Porter will send the Minutes of the meeting and the Vision document to all Board Members for their review.

#### Open Items

- Fall Harvest Gala(via Zoom) Ms. Svistoonoff asked that the Board assist in the effort to secure sponsorships and to make calls to our Passionist community to invite their participation in the festivities.
- Formation Meeting, via ZOOM, Wednesday, November 11, 2020 at 6:00PM
- Business Meeting, via ZOOM, Wednesday, December 9, 2020

#### Closing Prayer

Offered by Fr. Jack Conley

Chairman Porter adjourned the meeting at 7:15PM

Respectfully submitted:

Mary Myrick  
Secretary