

Christ the King Retreat Center
Minutes of the Board of Directors Zoom Meeting
December 9, 2020

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

Chairman Porter called the meeting to order at 6:00PM
Opening Prayer offered by Fr. Jack Conley
Minutes of October 14, 2020 meeting Moved, Seconded, Approved

Executive Director's Report

Items of note:

- Cash flow projections submitted to the Province through June of 2021 were reviewed. The projections assume no major business or income. Expenses have been substantially reduced. Major sources of cash for the year has come from the \$500K loan for HVAC, \$100K federal PPP, and the continued generosity of contributors. All but \$12,000 of the PPP loan has been forgiven. The reserve account has not been needed, but a \$50,000 draw from reserves is anticipated in April 2021. It is hoped and anticipated that by the summer, some regular business will be allowed to resume. There is still good interest from hosted groups for future meetings.
- The audit of the 2019/2020 financial reports have been satisfactorily approved. There will be some changes to accounting procedures based on recommendations in the report, otherwise everything is in order.
- The HVAC installation is 97% completed. Only some final testing is left to be done.

Request from Province - All four retreat centers are being asked to incorporate specific historical financial procedures into their Governance Policies. Copies of the procedures will be sent to the Finance and Governance Committees for consideration at our next business meeting.

Recognition of staff - The Executive Director requests that each board member send a personal note of recognition and thanks to a member of the staff, both those still working and those furloughed. Members approved. Staff names with a brief description of their contribution to the center will be sent to each board member. Notes are to be returned to the center within the following week.

Recognition and Thanks to Mary Myrick - Mary's nine year term on the board has been completed. This is her last meeting. The board members each expressed their thanks to her verbally. A gift will be given to her in person at the retreat center in the coming days. We thank Mary for her dedicated service.

Meeting adjourned at 6:45 with a Closing Prayer by Fr. Jack Conley.

Future Meetings:

- Formation Meeting, via ZOOM, Wednesday, January 13, 2021 at 6:00PM (Zoom)
- Business Meeting, via ZOOM, Wednesday, February 10, 2021 at 6:00PM (Zoom)