

# Christ the King Passionist Retreat Center

Meeting of the Board of Directors

April 13, 2022

## Retreat Director's Monitoring Report

### Introduction

**I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF April 13, 2022.**

This is the 5th Board meeting in FY 2021 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this 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:

#### **EXECUTIVE LIMITATION POLICIES**

**EL1: Global Executive (Constraint)**

**EL2: Relationships with the Congregation of the Passion, Holy Cross Province and the Diocese of Sacramento**

**EL3: Public Relations**

**EL7: Financial Planning/Budgeting**

#### **EXECUTIVE LIMITATION POLICIES EL1: Global Executive (Constraint)**

***The Chief Executive Officer (the "CEO") of Christ the King Passionist Retreat Center shall at all times support and promote policies, practices, activities, retreats, events, and decisions which are aligned with the spirit, traditions and mission of the Congregation of the Passion of Holy Cross Province. The CEO shall support the teachings of the Magisterium of the Church, in accord with the principles in the Code of Canon Law which govern the relationship between the Local Ordinary and the Congregation of the Passion, Holy Cross Province; and is lawful, prudent and is ethical by standards of Roman Catholic, business and professional practice.***

#### **CEO Interpretation:**

I interpret this policy to mean the CEO shall remain aware and vigilant when leading the organization with the internal policies and procedures that do not compromise or break our mission, spirit or traditions of the Congregation of the Passion of Holy Cross Province. At all times, the teachings and principles of the Magisterium of the Church and Code of Canon Law should be prioritized and ensure it is legal, sensible and ethical in business and professional standards. We should be aware of all groups we host, ensuring all guests act appropriately. And be knowledgeable of current human resource standards and training sessions for staff.

#### **Current Situation:**

At this moment, the retreat center continues to present favorable behavior and is not negligible with any of its actions. All of our hosted groups fit within our mission and are very appreciative of our grounds and facility. In the past year, our staff have attended several training sessions including a CPR/First aid certification, protection against mass shootings, HR issues, pandemic updates and standards. We distribute biweekly reflections, at times, messages can share very strong topics, but always follow the teachings of the church. The Director of Ministry is knowledgeable in the teachings and traditions of the church, including Catholic ethics, and is committed and obedient to the rules and regulations of the Congregation of the Passion. **I report that the Retreat Center is in Compliance with this policy.**

**EXECUTIVE LIMITATION POLICIES EL2: Relationships with the Congregation of the Passion, Holy Cross Province and the Diocese of Sacramento**

**The CEO shall maintain a positive, mutually beneficial relationship with Congregation of the Passion, Holy Cross Province and the Diocese of Sacramento. The CEO shall cooperate with the Congregation of the Passion, Holy Cross Province by maintaining the presence of priests and brothers of the Congregation of the Passion of Holy Cross Province, or those Roman Catholic priests, brothers, sisters, and deacons who are sanctioned by the Congregation of the Passion to minister to the Retreat Center.**

**CEO Interpretation:** I interpret this policy to mean the CEO will continue to foster a positive relationship with the Congregation of the Passion Holy Cross Province and the Diocese of Sacramento. Vowed Passionists (priests and brothers) are present and available to all hosted groups, and guests, upon request. When a vowed Passionist is not available, the Diocese of Sacramento is called upon.

**Current Situation:**

We currently have a very positive relationship with the Diocese of Sacramento and the Congregation of the Passion, Holy Cross Province. Last September, the Retreat Center grounds was used as the backdrop for the Annual appeal for the Diocese. In May, the annual Priest retreat will be held at the Retreat Center. Throughout the pandemic, the Diocese utilized the retreat center when COVID-19 pandemic public health orders allowed for in person meetings. We have many retired priests who visit the retreat center on a regular basis. A member of our preaching team began the process to outreach to various parishes in the Diocese of Sacramento, serving as a substitute for parish priests and connecting with a variety of ministries throughout the Diocese. During the past year, the retreat center has provided information in a timely manner to the Province and continues to engage in Diocesan news and updates. As an ongoing effort the CEO/Executive Director continues to participate in the Holy Cross Province visioning process.

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

**EXECUTIVE LIMITATION POLICIES EL3: Public Relations**

**The CEO shall provide and maintain conditions, activities and communication within public relation programs that positively affect the Retreat Center's public image and credibility, particularly in ways that accomplish its mission and the achievement of its ENDS policies.**

**CEO Interpretation:** The CEO shall maintain the positive reputation of the retreat center in the community and with hosted groups with a variety of public relation efforts.

**Current Situation:**

Our reputation in the Diocese of Sacramento is excellent. Guests and Retreatants continue to reserve spaces at the retreat center and are excited to share about the retreat center once exposed to the grounds. Weekend retreat evaluations and social media ratings are very favorable. Last August, the retreat center was highlighted as a recipient for a COVID-19 grant through the Citrus Heights Chamber of Commerce. Additionally, the retreat center hosted a "Release your Grief" ritual and Mass with the Diocese of Sacramento, Catholic Funeral and Cemetery Services. The event was widely spread throughout the Diocese in their weekly update emails and throughout all parishes. Based on the continued efforts to connect with our retreatants, donors and friends through emails and constant printed communications, we have had several individuals re-connect to the retreat center. Their overall view of the retreat center has been very positive especially during the pandemic. The CEO/Executive Director continues to participate in the Bereavement Resource Network of Sacramento (BNRS) board of directors; this effort helps bring awareness to CTK. **I report that the Retreat Center is in Compliance with this policy.**

EXECUTIVE LIMITATION POLICIES EL7: Financial Planning/Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's ENDS policies, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Accordingly, the CEO shall not allow budgeting which:

- 1.) Fails to include a credible projection of revenues and expenses; separation of capital, restricted, and operational items; cash flow; and disclosure of planning assumptions;
- 2.) Plans the expenditure in any fiscal year of more funds than are reasonably projected to be received in or set aside for that period;
- 3.) Provides less for board prerogatives during the fiscal year than is set forth in the Cost of Governance policy;
- 4.) Fails to provide a contingency fund of at least 5% of budgeted revenues.

**CEO Interpretation:** I interpret this policy to mean the capital project and operation budgets should be realistic, and followed throughout the fiscal year. Guidelines will be followed for any non-budgeted items in order to receive the appropriate approvals. Cash flow will be reviewed and adjusted as needed to make financial decisions. **However, it is unclear about the third point stating: Accordingly, the CEO shall not allow budgeting which:**

3.) Provides less for board prerogatives during the fiscal year than is set forth in the Cost of Governance policy.

**The CEO/Executive Director requests additional clarification to this particular item.**

**Current Situation:**

We are currently experiencing smaller groups for our Passionist retreat season. Additionally, several programs such as the Recovery retreat, and Triduum are going through a revamping process in order to re-vitalize the groups that usually attend these programs. Based on the past couple years with the pandemic, several grounds and maintenance issues were put on hold. However, we can no longer hold off if we want to keep items throughout the center in working order. Finally, we have been experiencing price increases with many of our vendors such as the cost of foods, cleaning supplies, linens and other items.

Below is the following:

- 1.) Proposed FY 22/23 Budget
- 2.) CASH FLOW

## Proposed FY 22/23 Budget

<b><i>Budget 22/23</i></b>	
<b><i>INCOME</i></b>	
Development/Fundraising	\$434,150
Passionist Retreats/Programs	\$178,150
Hosted Groups	\$414,500
<b>TOTAL INCOME</b>	<b>\$1,026,800</b>
<b><i>EXPENSE</i></b>	
Operational/Administrative Costs	\$982,451
Inter-institutional Expenses	\$113,300
<b>TOTAL EXPENSES</b>	<b>\$1,095,751</b>
<b>TOTAL INCOME</b>	<b>\$1,026,800</b>
<b>TOTAL EXPENSES</b>	<b>\$1,095,751</b>
<b>NET</b>	<b>-\$68,951</b>
add back depreciation	\$50,132
<b>Income with add back depreciation</b>	<b>-\$18,819</b>

## CASH FLOW

### FINANCIAL OVERVIEW: April 13, 2022 Meeting

#### Actual Cash Flows February 2022

- *Beginning Cash Balance: \$533,435*
- *Inflows: \$75,040*
- *Outflows: \$72,871*
- *Net: \$2,169*
- *Ending Projected Cash Balance: \$535,604*

#### February Income Particulars

- Passionist Retreats : \$24,270
- Special Events/Gala: \$10,781
- Hosted Groups: \$34,210

#### February Expenses Particulars

- Kitchen maintenance/provisions/supplies: \$8,463
- Salaries \$30,183
- Electricity: \$3,237
- Local Community/Prov. Assessment: \$8,823

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