



Monitoring Report September 9, 2019

Executive Limitations policies and Ends policies monitoring require information from the CEO.

Board Executive Linkage is reported on by the Board Chair and reports annually or more often as needed.

Governance Policies are monitored by the Board Affairs committee and reported to the full board throughout the year.

Steps for the CEO in writing a monitoring report:

- Step 1: Restate the policy
- Step 2: State the reasonable interpretation of the policy, (may include defining words in the policy). State why this interpretation is reasonable.
- Step 3: State what compliance looks like (observable condition).
- Step 4: Provide evidence of achievement and compliance. Format: observable condition with data.
- Step 5: Report of compliance or steps moving toward compliance.

The report is submitted to the Board in advance of their meeting, and members review the report ahead of the meeting. If more data is needed or if there are any other questions, the CEO will address it at the next meeting. If policy needs to be revised, that can be passed by the Board at any Board meeting.

Global Ends Policy:

St. Paul of the Cross Passionist Retreat and Conference Center exists so that people will encounter the love and mercy of Jesus, as demonstrated in His Passion, and experience a spiritual renewal in a naturally beautiful, safe, and sacred space.

Reasonable interpretation of this policy: Adhere to our Mission and guiding values:

- Since July of 2019 the Ministry Team has reviewed the past year's retreat season and met to put in place a new retreat theme for 2019-2020.
- We have continued to faithfully host the 12 Step groups who meet weekly at the retreat center.
- We hosted the Passionist Alumni in August bringing about 100 people to the center who have not been here in many years. Fr. Joe, our Provincial, was among the guests and he complemented the team on the beauty and cleanliness of our center.
- We had a successful golf outing at the end of July to supplement our cash flow.
- We are working with and received plans from the National Wildlife Federation for our sacred grounds program where we received the grant for further beautifying the property.
- To properly maintain the center we engaged roofers to tear off and replace the roofing over the St. Joe corridor and shop area. This work commenced at the end of August.
- We continue welcoming high school students to our prayerful and sacred space.
- We replaced 65 of the desk chairs in the guest rooms, and 45 of the recliners as well as received the new lobby furniture as a result from our "non-event" fund raiser. Being comfortable in our center is paramount to hospitality.
- We have successfully begun our new retreat season as we continue to host a number of new and returning groups to the retreat center.



We are in compliance with this policy

Executive Limitations: 8, 10, 11

EL 8 – FINANCIAL CONDITIONS AND ACTIVITIES

With respect to the actual, ongoing financial condition and activities, the Director of Mission and Ministry shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from the budget. Accordingly he/she shall not:

1. Acquire, encumber, or dispose of real property;
2. Use any restricted funds for any other purpose than that designated by the donor(s);
3. Fail to provide for the Board of Directors an annual external Audited Financial Statement or Review.
4. Fail to provide programming in line with our Mission

Reasonable interpretation of this policy: We are not to sell or acquire land or buildings, use any restricted funds differently than requested. We are to have an audit or review and be sure all programming fits within our Mission.

To this end:

- We have not acquired or disposed of any real property
- We have engaged Gordon Advisors and they are in the midst of an audit
- All restricted funds including the non-event, the Campaign and Endowment have been utilized in accord with the donor's specifications. The finance and audit committee review and inspect detailed financial records each month.
- Our retreats are the main focus in the fall and our season began Sept 6.

All groups are in line with our Mission and we are in compliance with this policy.

EL 10 – FUND RAISING AND DEVELOPMENT

With respect to the acquisition and allocation of funds received through fund raising activities or the Mission Advancement program, the Director of Mission and Ministry shall not cause or allow conditions, actions, procedures, or decisions that are imprudent, illegal, and violate professional standards, ethical values, or relevant stewardship responsibilities. In addition, the Director of Mission and Ministry shall not fail to:

1. Develop a fund raising and development program for the Retreat Center's current capital needs
2. Ensure all gifts comply with the Provincial and Retreat Center Gift Acceptance Policy
3. Maintain compliance with National Catholic Development Conference guidelines

Reasonable interpretation of this policy: It is our responsibility to maintain a funding plan for needed capital improvements. We accept gifts in accordance with the governing policies and we use the NCDC code of stewardship as a guideline.

To this end:



- Our Passion for Renewal campaign funded the new boilers as well as the roofing project last summer and part of the one for this year (102k of the 175k). We had a very successful “non-event” with a target of raising 25k for lobby and guest room furniture. We exceeded our goal by 31k and purchased as noted above lobby and guest room furniture as designated by donors.
- We will begin to ask for the return \$1/day gift boxes which began last retreat season. When originally presented it was designated as for our roofing projects. This income will offset any monies taken from our operating fund.
- Our golf outing for 2018-2019 grossed 45k and netted 29k, this past July for 2019-2020 we grossed 53k and netted 36k. These funds are for general operations.
- All of our gifts are acknowledged timely and specifically when over the threshold required. Our director of Mission Advancement adheres to both the Provincial gift acceptance policies and the NCDC guidelines for best practices.

We are in compliance with this policy.

EL 11 - COMMUNICATION AND SUPPORT TO THE BOARD

The Director of Mission and Ministry shall not permit the board to be uninformed or unsupported in its work. Accordingly, the Director of Mission and Ministry shall not:

1. Neglect to submit monitoring data required by the board (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion;
2. Let the board be uninformed of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which board policy has previously been established;
3. Fail to advise the board if the board is not in compliance with its own policies on Governance Process and Board-Executive Linkage, particularly as it relates to board behavior which is detrimental to the work relationship between the board and the Executive;
4. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

Reasonable interpretation of this policy: We will not let the board be uninformed of material changes, trends or changes in assumptions. We will report according to the pre-set monitoring schedule and add areas as needed to keep the board informed of any noncompliance.

To this end:

- There are no material changes in trends and no issues causing adverse media coverage.
- At this time no compliance issues are noted between the management and the board.
- We do not have any anticipated noncompliance with any of the current policies listed in the handbook.
- As we review the past year financially we were ahead of budget in two key areas. Hosted revenue was up from having the State of Michigan Disabilities Rights Coalition on 3 occasions. We have reserved two weeks for them this year but they have not yet confirmed their schedule. Fund raising was significantly ahead of budget from the Christmas appeal and the non-event during Lent.

We are in compliance with this policy.