



Board of Directors
Meeting Minutes
August 23 2023



BOARD MEMBERS ATTENDING: James Ortiz-Chair, Henry Narvaez-Vice Chair, David Roybal-Treasurer, Guy Berger-Board Chair Emeritus, Alma Gonzalez-Edwards-Development Chair, Charles Archuleta-Governance Chair, Alan Weitzel-Member at Large, Allison Kozeliski-Member at Large, Lanell Anderson-Member, Jennifer Coffin-Member, Jack Conrad-Member, Don Kawal-Member, Tom Keleher-Member, Mary Rose Twohig-Member, Vanessa Villalobos-Member, Reverend Andy Pavlak-Corporate Member Representative.

BOARD MEMBERS NOT ATTENDING: Pamela Gallegos-Member, Pat Schroeder-Member, Jerry Sais-Member, Lisa Trujillo-Secretary, Archbishop John C. Wester-Corporate Member.

STAFF ATTENDING: Dolores Nunez-CEO, Christine Reeder-CFO, Jared Weatherholtz-CPO, Adam Saber-EVP, Sean Avery-Board Liaison.

James called the meeting to order at 4:32 p.m.

Father Andy led us in prayer.

Jared introduced Emily Alvarez, new Director of Immigration Legal Services at Catholic Charities.

Quorum was confirmed.

Don moved for a motion to approve the Consent Agenda (with addition of presentation by Adam Saber, CC Housing, after Finance Committee report); Guy seconded the motion; motion approved.

David moved for motion to approve the June 2023 Executive Committee meeting minutes; Henry seconded the motion; motion approved.

Agency Accomplishments

Adult Learning Graduation – This was held on July 29th at Holy Family Church; Alma and Pam attended; excellent graduation ceremony; Alma shared that the event was very well-done and encouraged Board members to attend this type of event in future years; staff appreciated the Board members being there.

NM Ethics in Business Nomination – We are excited and proud that Laurie Roach from the PNM Foundation recognized us and nominated Catholic Charities for the New Mexico Ethics in Business award. We will go up against 59 other businesses and non-profits for the award. Next step in the process is for CNM students to review the applications and shrink the nominee pool. We are honored to be nominated.

Board Business

Hybrid Work Policy

Allison asked why the requirement for coming into the office for a certain number of days was not added per the Board's previous recommendation that this be included.

Dolores explained that we have many part-time employees who only work a few hours a week; therefore to include a requirement of hours and days in the office, we left that it would be up to the discretion of the Supervisor. Minor edits were made to make language consistent and added various Catholic Charities work locations.

Lanell shared that she thought the Policy was much improved; has fewer opportunities for unintended circumstances. She also shared that Hybrid Work policies are fluctuating a lot; therefore we might want to review this on an annual basis.

Allison suggested we remove the "etc." at the end of the Policy; Sean said he will take care of that.

Dolores suggested that the Executive Committee of Catholic Charities will keep an eye on the Hybrid work situation and will propose any changes if necessary. Board members agreed.

Don moved for a motion to approve the Hybrid Work Policy (pending the removal of the word "etc." at the end of the policy; Allison seconded the motion; motion approved.

Committee Reports

Executive Committee – Henry shared that during our last Executive Committee meeting in July we had technical issues with Zoom. He also shared that contributions are down, but expenses are steady. Several Board members felt that there was a potential problem for the Agency regarding finances. Therefore, we need to focus more keenly on finances going forward; he is looking forward to the Finance Committee report.

Governance Committee – Charles shared that in our Bylaws that if a Board member is not able to make a meeting, that absence needs to be provided to Sean. This is so that we can track Board attendance and ensure that we have a quorum. He also shared that we need to start thinking about next year's Board officers.

Development Committee – Alma shared that we are three months away from the St. Nicholas Ball. So far \$137k committed and paid; 24 tables; 224 tickets sold. Invitations have not been mailed; but we are halfway filled for seats and tables. Key Presenting Sponsor this year is CHI St. Joseph's Children; Diamond Sponsor is Covenant Presbyterian Church and the Gold Sponsor is Chelsea Investment Corporation. Frontier Restaurant is a new sponsor. Alma shared that silent auction items are needed and discussed links on the Catholic Charities St. Nicholas Ball webpage (sponsorship brochure, donate an auction item, buy tickets, etc.). The Ways to Give page on the Catholic Charities website has been refreshed and now includes links to One Time Gift, Memorial Tribute, Monthly Contribution, etc. Dolores shared that she had a meeting with the Finance and Development teams to talk through ways to improve giving, reviewing contracts we have and other ways to increase our revenue.

Finance Committee – David shared a discussion of the July financials.

Transfers of \$100k from Century Bank and \$50k from Wells Fargo to new BMO. Also transferred \$100k into Wells Fargo to replace May and June draws. Collection reduced AR by \$187k. All BMO credit cards have been issued to staff. Program expenses were \$70k below budget. Admin was \$8k below budget which is very good.

Development received \$80k from an estate (Catholic Charities was one of her beneficiaries). David asked Dolores how we can express our appreciation for this gift. Dolores shared that we send a letter of acknowledgement.

Tom asked about what banks we are using. Dolores explained that we use Wells Fargo for our mortgage but are moving away from Century Bank and Wells Fargo as much as possible to BMO.

We are ahead of schedule for the FY23 financial audit. Christine and the finance team have been working diligently to provide the required documentation to SJT, our auditors.

Henry asked the Finance Committee on a scale of 1 to 10 how healthy are the finances of Catholic Charities. David responded that the finances look healthy, as we are seeing expenses reduced. We do need to make sure we can do everything we can to increase revenue. As David did not answer directly answer Henry's question, Henry stated it differently, asking if we need to be worried. David said that we do not need to be worried, particularly as we have reserves. He thanked Henry for asking those important questions.

James said the biggest challenge is that Catholic Charities relies heavily on donations and grants. Therefore, there is not 100% certainty that we will receive those grants. Our reserves are a safety net. Dolores is aware there needs to be a bigger push for donations, but also to look at grants that will provide more funds for administrative costs, which continue to rise and the funders do not raise their grants accordingly.

Dolores reinforced that based on the restrictive nature of funding, we cannot continue to accept grants that do not include an increase in unrestricted administrative funding. She will inquire with the Governor's office about funding for housing which is unrestricted. Dolores welcomes anyone's ideas about other methods to use to find unrestricted funds. We do need to do more and are aware of it. James stressed that the discussions at the finance level need to be around what changes we are making and continually monitor status of the grant funding in light of administrative costs.

CC Housing Financial Update – Adam discussed CC Housing financials. The main reason CC Housing currently has a deficit is because we are waiting to close on two projects to receive our portion of the Developer Fee. For Mariposa and Belen Vista, there were delays from USDA. They switched from an office in each state to one office nationally. Therefore, CC Housing is facing a huge delay in closing on these project. We are hoping to close on both of them in the coming quarter. CC Housing is expecting to receive \$315k estimated to be received in October and November of this year. CC Housing is expecting to receive \$739k for FY25. CC Housing to explore more affordable housing projects with Chelsea to bring in more developer fees. Adam is optimistic about future finances of CC Housing and appreciates the patience of Catholic Charities during this particular period of unexpected financial delays. Don as a Member of the CC Housing Board complimented Adam for putting this financial presentation together for the Board of Directors. Dolores suggested that Adam discuss CC Housing finances more regularly with the Board of Directors; Dolores suggest quarterly; Adam suggested bi-annually.

James led us in a closing prayer.

Allison moved for a motion to adjourn the meeting; David seconded the motion; motion approved.

The meeting was adjourned at 6:00 p.m.