

Catholic Charities Board Meeting Minutes

Wednesday June 22, 2022 4:30 pm

BOARD MEMBERS PRESENT: Guy Berger, Lisa Trujillo, James Ortiz, Thomas Keleher, Lanell Anderson, Jack Conrad, Jerry Sais, Pat Schroeder, Mary Rose Twohig, Alan Weitzel, David Roybal, Allison Kozeliski, Jennifer McKee Coffin, Fr. Andy Pavlak, Alma Edwards

BOARD MEMBERS ABSENT: Don Kawal, Henry Narvaez, Charles Archuleta, Kathleen Gallegos, Archbishop John Wester

STAFF PRESENT: Dolores Nunez-CEO, Jared Weatherholtz-CPO, Christine Reeders-CFO, Adam Saber-EVP CCH

Guy Berger called the meeting to order, Alan Weitzel moved to approve consent of the agenda, and Pat Schroeder seconded the motion. The agenda was approved.

Guy called for a motion to approve April Meeting minutes, Pat Schroeder moved to approve and the motion was seconded by Tom Keleher.

Guy began the meeting with a prayer.

Introduction to a new member of the board

Henry introduced Alma Gonzalez-Edwards a new member of the board and gave her a warm welcome. Alma has extensive experience in finance and sits on several other boards that are dedicated to community outreach. For years Alma has dedicated herself to community service and hopes to bring her experience and passion to Catholic Charities.

Accomplishments

- New graduates from the Children's Learning Center.
- The finance committee approved the budget for the fiscal year 2023.
- The Mathew 25 event was successful and helped bring everyone together.

A Security update for Catholic Charities on Bridge was discussed. ADT was consulted as to the security of the center and gave recommendations. APD will also be contacted for consulting for the center's safety. The center's doors will be updated and we are looking at using an access keycard for the front desk.

Finance Committee

- The Committee approved the budget for the fiscal year 2023 and a 5% increase in wages was given to our employees.
- Our fixed assets were increased by 17,000 for the parking lot resurfacing at Catholic Charities and 157,000 for the Adult Educations new simulator.
- The Committee is working with U.S. Bank to determine the new credit line and the transfers from the old Wells Fargo account. We will save 3,000 in fees annually by switching to U.S. Bank. The accounts for the parking lot and simulator will be paid in June.
- The Net income in April was higher in April due to food grants and for the simulator which was capitalized and will be depreciated over 5 years.
- 250,000 will be drawn from reserves to fill operational expenditures.
- The 200,000 stipend from the Archdiocese of Santa Fe has not been fully approved and is not guaranteed for the upcoming fiscal year. More fundraising and more grant applications will need to be submitted to fill deficits.
- Catholic Charities does not qualify for the Employee Retention Tax credit because we receive funding that fully covered the Children's Learning Center.

- Guy called for a motion to approve the budget, with an amendment to review in 6 months. If we are meeting/exceeding our budget goals, the agency may request board approval to provide additional compensation to staff. Motion was seconded by James. The budget was approved.

Governance Committee

The Committee will be conducting a search for new board members and will in the future fill vacant board positions.

Development Committee

The Committee and the development team need to meet and work together to start cultivating a relationship that furthers us toward progressing the goals of the development office.

Jack Conrad

Wants to develop and implement, under the leadership of Catholic Charities, a Guardianship Alliance. The alliance will need funding and could produce a revenue source as it could be a state-wide program. The legal status of Catholic Charities would be exempt from the power of attorney clause that applies to other organizations. A meeting will be scheduled to go over the finer details of the proposed project.

CEO Report

The First Nations meetings and HUD reviews were conducted. First Nations has 30 days from June 16 to rectify and bring themselves to HUD standards. Catholic Charities will monitor First Nations to see if we will continue to use them as a sub-grantee.

The New Mexico Wildfires are still being supported by Catholic Charities. The donations from individuals along with the CCUSA money will continue to be used to support victims that need help the most.

The New Diocesan conference was a valuable resource for Catholic Charities and new strategies will be developed in the future that will supplement our mission plan.

Strategic planning will be worked on with the board's input, which will enhance Catholic Charities as an organization.

Our core values have been approved and updated within the organization.

We are looking for good people to fill our staffing shortages and hope to fill them as soon as possible.

Two teachers are needed in the Children's Learning Center to add two more classes.

An immigration attorney is needed to help with unrestricted funding and we still need 5 acres of land to help with our adult learning center.

CPO Report

An assistant in our housing program has been successful at case management and will hopefully fill one of the vacant Case Manager positions.

Catholic Charities' \$175,000 food grant is being put to use to help people with food and assist victims of the Wildfires. Baby formula is being bought and dispersed to the southern border to help migrants who are coming in and in the future be used to help people locally.

World Refugee Day was successful with a bowling event with a huge turnout. The summer camp is in full swing and our pre-k class is full.

St. Pius has donated 30 Chromebooks, which will be used as a traveling computer lab.

Our Jesuit volunteers will be used to bridge the digital divide and help with digital literacy.

A UNIDOS grant run by google was applied for in the amount of 35,000 and is typically used to serve Hispanic communities in the United States to help with digital literacy. If we receive the grant it will be used to overlap our existing curriculum for digital literacy and will serve more people.

Our English for childcare workers course has a new 45-hour certification that is covered by us and is a valuable certificate that will help people in our community to better serve others.

A teacher in our CLC just earned a master's degree which highlights some successes.

Closing Prayer

Fr. Andy gave the closing prayer.

Motion to Adjourn

Jack Conrad moved to adjourn, seconded by James Ortiz. All approved.

Meeting adjourned at approximately 6:10 pm.