

**Catholic Charities Executive Committee of the Board Meeting Minutes**  
**Wednesday, November 16, 2022, 4:30 p.m.**  
**Meeting at REDW Offices and Zoom**

**Special Meeting of the Board of Directors**

**Board Members Present:** Guy Berger, James Ortiz, Lisa Trujillo, Pat Schroeder, Don Kawal, Lanell Anderson, Alan Weitzel, Tom Keleher, Jack Conrad, Kathleen Gallegos, David Roybal, Jennifer Coffin, Alma Flor Gonzalez Edwards, Vanessa Villalobos, Pamela Gallegos.

**Board Members Absent:** Charles Archuleta, Allison Kozeliski, Henry Narvaez, Jerry Sais, Mary Rose Twohig.

**Staff Present:** Dolores Nunez, Adam Saber, Christine Reeder, Jared Weatherholtz, Sean Avery.

A special meeting of the full Board of Directors was called to review and approve the Catholic Charities Annual Audit. Joshua Trujillo, Principal, SJR Group LLC presented Review of CCASFNM Annual Audit Report. (*slides attached to Board Packet*). He stated that there were no findings or material weaknesses. He made recommendations to include procedures related to the use of credit cards and enhance our security procedures to include a policy on network security. We will make such updates to current policies.

- Dolores asked if anyone had any questions for Josh regarding the Audit Review.
- Alan commented that it was one of the best audit reports he ever heard!
- Guy commented that it is a very good reflection of our CEO, CFO, and the entire staff.
- Dolores thanked Christine and Jared for their work preparing for the audit.
- Alan Weitzel moved to approve the 2022 Financials.
- Lanell Anderson seconded the motion.
- Motion was approved.

Dolores welcomed new Board Member, Pamela Gallegos.

Members of the board who are not on the Executive Committee were excused.

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**Executive Committee of the Board Meeting**

**Executive Committee Members Present:** Guy Berger, James Ortiz, Lisa Trujillo, Pat Schroeder, Don Kawal, Lanell Anderson, Alan Weitzel, Fr. Andy Pavlak

**Executive Committee Members Absent:** Henry Narvaez

**Call to Order and Opening Prayer** – A quorum was confirmed and James Ortiz called the meeting to order at 5:10 pm and led Opening Prayer

**Approval of Consent Agenda Items** – Guy Berger

James moved for approval of the Consent Agenda. Alan seconded the motion. Motion was approved.

## **Approval of September Executive Committee Minutes – Guy Berger**

Lisa moved to approve September Executive Committee Minutes. James seconded the motion. Motion was approved.

### **Agency Achievements – Dolores Nunez**

- Dolores shared that Housing had a record-setting number of housing setups last month, thereby exceeding their yearly goal.
- Benefits Enrollment for Staff is now closed -- staff members are insured through Catholic Charities should they so choose.
- Dolores shared photographs of the fun Trunk-or-Treat event.
- Dolores reported that the St. Nicholas Ball is sold out.

### **CEO and CPO Report – Dolores Nunez/Jared Weatherholtz**

- Jared reiterated that the twenty families housed in October was indeed a record; the challenge was with In-Kind Donations as we only have two part-time Drivers to set up apartments.
- Of the twenty families housed, eighteen were from Housing/Self Sufficiency; the other two were migrant families.
- From the Food Grant from Together New Mexico to help displaced people; \$38,000 was distributed in October.
- Andy Najjar was promoted to Associate Housing Director.
- Coordination is underway to hold a job fair in partnership with Goodwill Industries.
- Adult Education and the Children’s Learning Center are partnering on an English for Childcare Workers “micro internship” for 6-7 individuals.
- Refugee Center had a fall festival.
- Cami Mallory has accepted position of Community Involvement Director.

### **Committee Reports/Discussion Items**

- Finance Committee – most notable in the October Financials was the payoff of the second loan with Wells Fargo. The loan amount was \$511,945.
- Development Committee - St. Nicholas Ball is this Saturday, November 19 – thank you for your support and hope to see you at the event!
- Governance Committee – Welcomed Pamela Gallegos during full board attendance of audit review.

### **Closing Prayer – Dolores Nunez led Closing Prayer.**

James moved to Adjourn. Lisa seconded the motion. Motion was approved.

**The meeting adjourned at 6:00 pm.**

**Next Board of Directors Meeting – December 28, 2022**

**Next Executive Committee Meeting – January 25, 2023**