

**Catholic Charities
Board of Directors
Minutes of the Meeting of June 24, 2021**

Members Attending: Most Reverend Paul S. Coakley, Chairman; Ray Haefele, President; Jerry Krittenbrink, Vice President; Michael Milligan, Secretary-Treasurer; Bob Bates; Connie Burnett; Abe Castillo; Nick Dell'Osso; Vi T. Le; Maxwell Meier; Reverend John Metzinger; Phillip M. Thompson, Honorary Advisor, Mercy; Kathy Williams

Members Absent: David Madigan; Andrew Ochs, Honorary Advisor, SSM Health St. Anthony; Reverend Rick Stansberry; Mike Sterkel

Others Present: Dave Ashton; Theresa Flannery; Karen Kreger; Jane Moon; Kim Mizar; Monica Palmer; Patrick Raglow; Jessi Riesenberg; Oklahoma Center for Nonprofits consultant Jerry Wright

Pre-Meeting Presentation

At 11:45 a.m., before the regular meeting opened, Sheila McPherson, director of Sanctuary Women's Development Center in Norman, and Racheal Singley, director of Sanctuary Women's Development in Oklahoma City, shared high points of their "Queen for a Day" events designed to provide free beauty and wellness services for clients.

Call to Order/Determination of Quorum

Vice President Jerry Krittenbrink called the meeting to order at noon. President Ray Haefele was attending by phone. Archbishop Paul Coakley led "A Prayer for Refugees." It was determined that a quorum was present. Members recited the mission statement. Jerry Krittenbrink passed around several thank-you cards to the board from staff members grateful for the end-of-year bonuses approved at the May meeting.

Consent Agenda

It was moved and seconded that the minutes of the Board of Directors meeting of May 27, 2021, be approved as submitted. The motion was unanimously approved.

Committee Reports

Finance Committee

May Financial Report

Michael Milligan presented the May financial summary which was *Attachment 2* in the meeting packet. Highlights are below:

- Total Cash for May was about \$150,000 less than it was in April, but this is typical in late spring when revenue naturally declines as the Annual Appeal winds down. Year to date, however, Total Cash was up by more than \$700,000 over the previous year.
- In Unconditional Promises to Give, pledges receivable for the 2019 and 2020 Annual Appeals and the Capital Campaign totaled about \$225,000 in May. The Allowance for Bad Pledges was \$184,628. Staff predicts that the allowance will prove to be higher than necessary based upon the rate at which pledges have been collected to date.
- \$106,000 received from the Center of Disaster Philanthropy for case management related to the winter storm was reflected under Contractual Liabilities.
- Annual Campaign revenue continued well over budget.
- Although Green Tie Gala revenue was less this year because the fundraiser was held virtually due to the pandemic, the format was much less expensive than a live event, so net proceeds were only about \$5,000 less than budget.
- Total Client Assistance is well over budget but most of the additional expenses were covered by COVID-related grants. Non-COVID-related assistance remained very close to budget.
- The agency's financial position remains stronger than expected with a net surplus of \$1,644,780 compared with a budgeted net deficit of \$514,196 year to date.

It was moved and seconded that the May financial report be approved as presented. The motion passed unanimously.

Long-Range Planning Committee

Patrick Raglow thanked Long-Range Planning Committee co-chairs Kathy Williams and Amanda Harding and committee members Ray Haeefele, Jerry Krittenbrink and Deacon Norman Mejstrik for working with staff members to develop the 2021-24 Catholic Charities Strategic Plan. The process was facilitated by Jerry Wright and Janetta Cravens from the Oklahoma Center for Nonprofits and built upon the 2018-21 Strategic Plan. The final draft of the plan was included as *Attachment 3* in the meeting packet. Jerry Wright presented an overview of the plan, which was based on the following themes:

- Care for the People
- Diversity-Informed Continuity
- Infrastructure Support and Education
- Organizational Positioning and New Revenue Generation

The plan outlined the following Suggested Strategy Screen to guide decision-making:

- Is it consistent with our mission – will it be transformational?
- Is it client-focused?
- Is the budget impact understood?
- Can we refer it?
- Can we measure our outcomes?
- Will it lead to excellence and enhance our gold standard of care?

- Will it grow the capacity of Catholic Charities?
- Will it yield a result that is sustainable – not fleeting?

Focus areas are listed below with their respective strategic goals:

- Mission and Programs
 - Refine current program services to transformatively address community needs.
 - Create systematic processes for more efficient services.
 - Address Sanctuary Women’s Development Center program facility needs.
 - Expand into affordable housing as opportunities arise.
- Leadership
 - Intentionally incorporate diverse insights upon a firm Catholic foundation.
 - Build and clarify the governing role of the Board of Directors.
 - Expand the volunteer base to enhance programs and services and inform, educate and involve the communities served.
 - Create and sustain an agency professional development plan/process to enhance staff’s ability to better serve.
- Operations
 - Assess means by which we have consistent self-evaluation and review.
 - Develop agency-wide processes and build intentional communication and transparency into all areas of operations.
 - Utilize technology to streamline services and integrate department processes.
- Resources and Advocacy
 - Strengthen the position and awareness of Catholic Charities to influence community outcomes.
 - Develop funding structures to support future operational costs.

Senior staff members praised the following aspects of the plan:

- It aligns with the pastoral plan for the Archdiocese of Oklahoma City – Vision 2030.
- It recognizes and encourages a holistic service approach as the various Catholic Charities programs work together as needed to address each client’s needs.
- It provides for tangible and actionable steps toward resource development, beyond a simple command to “raise more money.”
- It is intended to be a “living, breathing, working” document – one that is meant to be adapted with changing community needs and evolve with the agency over the next three years.

Patrick Raglow said that each program will outline how it will implement the plan’s goals within its service areas. Staff will provide updates to the board as the plan is implemented.

Kathy Williams said the 2018-2021 Strategic Plan was well-executed, and she is confident the new plan was thoroughly developed with the cooperation of staff so that it will be equally well-executed.

After discussion, it was moved and seconded that the board approve Strategic Plan 2021-2024 as presented. The motion was unanimously approved.

Governance Committee

Appointment of Mary Garber, Kyle Muzny and Evan DeWalt to D&O Committee

On behalf of the Governance Committee, Vi Le moved that the board approve the appointment of Mary Garber, Kyle Muzny and Evan DeWalt to one-year terms on the D&O Committee effective July 1. The motion was seconded and unanimously approved.

Reappointment of Ray Haefele and Kathy Williams to the Board of Directors

On behalf of the Governance Committee, Connie Burnett moved that the board recommend the reappointment of Ray Haefele and Kathy Williams to the board – each to their third consecutive three-year term effective July 30, 2021, through June 30, 2024. The motion was seconded and unanimously approved.

2021-22 Committee Assignment Process

Connie Burnett reported that Jane Moon will send an email in July to all board members asking them if they wish to keep or change their current committee assignments during the next fiscal year. Members should respond promptly to the email so that the Governance Committee can then develop recommendations for committee assignments.

Board of Directors Recruitment Update

Connie Burnett reported that the Governance Committee, after much discussion, has opted to not yet recommend candidates for new board membership effective July 1. The recruitment process is ongoing, and the committee might submit names for consideration later in the fiscal year.

Patrick Raglow noted that the newly approved 2021-24 Strategic Plan emphasizes efforts to work toward greater board diversity in the areas of ethnicity, gender, geography and professional skill-set. The bylaws require not less than six nor more than 21 voting board members.

Development and Outreach (D&O) Committee

Development Plan for Fiscal Year 2021-22

Jessi Riesenberg presented a detailed D&O Plan FY 2021-22, which was *Attachment 4* in the meeting packet. It listed the following fundraising goals: Annual Appeal, \$2,800,000; Reds,

Whites & Brews, \$30,000; United Way, \$342,000; Grants and Other NPO Funding, \$225,000; Corporate/Major Gifts, \$170,000; In-Kind Gifts, \$100,000; and Green Tie Gala, \$240,000.

The plan outlined specific goals, tactics and execution timelines for the major D&O areas – Annual Giving, Parish Engagement, Donor Records/Gift Processing/Grants, Communications, and Special Events. It also included tentative agenda topics for the six regularly scheduled D&O Committee meetings throughout the year.

Annual Appeal Parish Speaker Call to Action

Vi Le urged each board member to volunteer to be a Catholic Charities Annual Appeal speaker at masses in their home parish or another parish in September. She also encouraged members to support the Reds, Whites & Brews fundraiser set for July 23 as well as the Green Tie Gala in February.

Unfinished Business

Trinity Gardens Recapitalization Update

Patrick Raglow reported that the application to the Oklahoma Housing Finance Agency (OHFA) for Low-Income Housing Tax Credits (LIHTC) on the proposed Trinity Gardens recapitalization will be resubmitted in July because the January application was not approved. If the resubmitted application does not gain approval, it may be submitted a third time in January. The agency will learn by November whether the resubmitted application has been approved. The project has already received approval for historic-preservation tax credits but they are contingent on approval of the LIHTC application.

Executive Director's Report

Patrick Raglow referred the board to his written report that was *Attachment 5* in the meeting packet. He also reported the following:

- Immigration Legal Services is now fully staffed and the ILS employees who were on maternity leave have returned to work. Caseloads are steadily becoming more manageable.
- Vi Le has been elected to the Catholic Charities USA Board of Trustees.
- The Catholic Charities Annual Mass and Meeting is set for Thursday, Aug. 26, at the Cathedral of Our Lady of Perpetual Help. It will begin with a board/staff retreat at 9 a.m., the regular board meeting at 10 a.m., and Mass at 11:30 a.m. followed by the annual awards presentation and lunch. Board members are invited to nominate people for the following 2020-21 awards that will be presented at the event: Volunteer of the Year, Clergy of the Year, and Community Partner of the Year. Archbishop Coakley will select the recipient of the Archbishop Eusebius J. Beltran Award for service and leadership in the archdiocese.
- Board officers Ray Haefele, Michael Milligan and Jerry Krittenbrink made a special appearance at the June all-staff meeting to announce the board's decision to grant end-

of-year bonuses in appreciation for the entire staff's performance during the pandemic year. Staff members were overjoyed and grateful for the recognition. Michael Milligan expressed his gratitude for the opportunity to attend the meeting. He suggested that fellow board members consider attending a monthly all-staff meeting if they have a chance, so they too might experience the staff's enthusiasm and camaraderie.

Farewell to Board Member Abe Castillo

Patrick Raglow expressed appreciation to Abe Castillo whose third and final three-year term on the board will expire June 30. Abe Castillo was not present at the meeting, so he will receive his service appreciation gift at a later date.

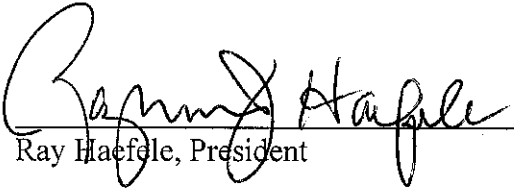
President's Remarks

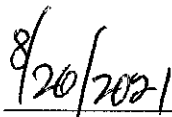
Ray Haefele had no further remarks.

Chairman's Remarks

Archbishop Coakley gave special thanks to staff and committee members who developed the 2021-24 Catholic Charities Strategic Plan with its intentional link to the archdiocesan pastoral plan, Vision 2030. He congratulated Vi Le for her election to the Catholic Charities USA Board of Trustees, and he said it reflects well on the agency that one of its board members in addition to its Executive Director – Patrick Raglow – have been chosen to serve on the national board.

The meeting adjourned at 1:20 p.m. after Archbishop Coakley led the closing prayer.


Ray Haefele, President


Date