

The Children's Bereavement Center of South Texas
Board of Directors' Meeting Minutes
Tuesday, October 28, 2014
Frost Bank Tower
100 W. Houston
San Antonio, Texas

Board Members Present: Brian Arriaga, Rose Mary Fry, Scott Gruendler, Jacqui Peace, Michael Smith, Bill Day, Nancy Martin, Curtis Ruder, Ty West, Catherine Haffner, Ronald Weiss, Frank Zoch,

Board Members With Proxies Vanessa Casey, Chris Rulon, Sally Sohn, Pam Thomas, Jennifer Kelley, Andrew Himoff, Linda Fugit

Board Members Present Via Tele-Conference: None

Board Members Absent: None

Staff Members Present Marian Sokol, Blair Thompson, Kerry Menn, Denise Rizzo

Guests: None

Proceedings:

I. Call to Order – Bill Day, Vice Chair

The meeting was called to order by Bill Day, Vice Chair, at 6:05 p.m. A quorum of the Board members were present.

II. Mission Moment – Kerry Menn

Kerry shared a story of the hearts related to working with Por Vida Academy Teens – making hearts the symbolism for her “storing of the hearts.”

III. Board Education/Development – Blair Thompson

Blair reviewed the meaning and use of “Restricted vs. Unrestricted Funds” and “Capital vs. Operating Expenses.” He emphasized the importance of adequate unrestricted funds. Blair also discussed the fact that many donors are educated to look at ratios of direct program staff vs. administrative functions. There is a “rule of thumb” amongst the donor community that a 20-25% ratio of administrative/overhead vs. direct service/program costs is generally acceptable.

IV. Consent Agenda – Bill Day

Bill asked whether all Board members had received and reviewed the item in the Board portal that were included in the Consent Agenda (Meeting Minutes from September 23, 2014). All present replied that they had. Bill asked if there was a request to correct the Minutes. There being no requests for changes and upon a motion from Curtis Ruder and seconded by Ronald Weiss, the Board voted unanimously to approve the Minutes in the Consent Agenda.

V. Management Reports (including Facilities Committee discussion)– Marian Sokol, Blair Thompson, Linda Fugit and Mike Smith

Marian Sokol reviewed the program highlights and noted the center is doing well financially and programs are functioning as planned. Blair Thompson reviewed the financial highlights and metric reports. Marian noted that there is a need for one more counselor.

With regard to the new facility, Ty will work on drafting a lease with the option to purchase the building. The target for moving the administrative functions into the new building is March, 2015. The estimated cost of renovations will be put into the capital budget once an estimate has been compiled. There was a question as to whether the new building has sufficient space to house future Board meetings. Members of the facilities committee stated that there is not sufficient room beyond the administrative offices in the initial lease space being contemplated.

VI. Advisory Board Update – Bill Day and Marian Sokol

A meeting of the Advisory Board was held on October 27. The meeting was chaired by Mike and Jodi Wood. The Advisory Board was provided a briefing on services and program activities. There was a discussion raised about the length of the name of the CBCST. It was suggested that children may not grasp the current name and teens don't connect with the reference to them as children. The Board tabled this discussion of a name change for future consideration.

VII. Committee Reports

A. The following Committees had no reports for this meeting: Executive Committee, Marketing Committee, Strategic Planning Committee, HR Committee, and the Legal Committee.

B. Resource Development

1. The Board was informed that the CBCST was one of 6 charities in the U.S. to receive the New York Life Grant in the amount of \$100,000. Rose Mary asked if consideration had been given to an announcement on the CBCST web site. A discussion ensued over the impact of announcements and the need to work with the grantor to discuss their requirements for media release.

2. Denise Rizzo gave an update on the Annual Campaign for 2014. Annual giving is on target at this time and the center is \$190,000 toward the goal. Giving is 8% ahead of last year at this time. Board letters are targeted to go in the mail on Nov. 4 and Thanksgiving cards will be mailed to existing donors.

C. Finance Committee – Ronald Weiss

1. Ronald reviewed the unaudited Financial Statements for the month of September, 2014. Revenue remains ahead of budget and expenses are running in line with the budget. As of September, the CBCST financials are running \$46,000 favorable to budget.
2. Ron noted that there has been some short term volatility in the investment portfolio and reminded the Board that the investment portfolio is structured for long term growth.
3. Upon a motion duly made by Curtis Ruder and seconded by Rosemary Fry, the Board unanimously approved to accept the September Financial Statements.

D. Board Development Committee – Rose Mary Fry

1. Rose Mary noted that the Board Development Committee is identifying prospects and starting to interview for 6 potential openings. She asked that anyone who would like to propose potential new members to send those nominations to her. The goal is to keep the Board at 20 members at a minimum, and up to 25.

VIII. Old and New Business

Bill asked if there were old or new business items to be discussed and no old or new items were raised by the Board.

The meeting was adjourned at 7:03pm. The next scheduled meeting of the Board is November 25, 2014.

Board Minutes Approved on: _____

Secretary Signature: _____