

The Children's Bereavement Center of South Texas  
Board of Directors' Meeting Minutes  
Tuesday, November 25, 2014  
Frost Bank Tower  
100 W. Houston  
San Antonio, Texas

Board Members Present: Bill Day, Rose Mary Fry, Linda Fugit, Scott Gruendler, Andrew Himoff, Jacqui Peace, Curtis Ruder, Chris Rulon, Mike Smith, Sally Sohn, Pam Thomas, Ronald Weiss, Frank Zoch

Board Members With Proxies Brian Arriaga, Catherine Haffner, Nancy Martin, Ty West

Board Members Present Via Tele-Conference: Jennifer Kelley

Board Members Absent: Vanessa Casey

Staff Members Present Marian Sokol, Blair Thompson

Guests: None

**Proceedings:**

**I. Call to Order – Chris Rulon**

The meeting was called to order by Chris Rulon at 6:04 p.m. A quorum of the Board members were present.

**II. Mission Moment – Marian Sokol**

Marian described and showed an illustration of the children's written messages and expression of their grief during National Grief Awareness Week

**III. Consent Agenda – Chris Rulon**

Chris reviewed the items on the Consent Agenda which included the Board Meeting Minutes from the October 28, 2014 Board Meeting and the Financial Statements for the period ended October 31, 2014. Chris asked if there were any requests to remove or change these items. The consent agenda was approved with the exception of the October, 2014 minutes which were deferred due to a request to change the date of the next meeting. They will be approved in January. The Financial statements for the period ended October 31, 2014 were approved upon a motion duly made by Curtis Ruder and seconded by Rose Mary Fry.

**IV. Staff Reports - Marian Sokol**

Relating to a recent loss of a former client through suicide, Marian discussed the need for more community attention to the topic of teen suicide. Andrew Himoff and the legal committee will conduct a records review related to the death of this former client.

Blair provided annual performance data for Program Service Visits and Service Units and 2014 performance is very strong. A review of CBCST enrollment ethnicity vs. San Antonio's 2010 census shows that we have comparable demographics being served by the CBCST.

Gala tables are nearly sold out. The Board discussed the possible review of the future venue options for the Gala given the growth in sales of tables and tickets.

## **V. 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 Committee– Frank Zoch**

1. The Board was informed of the grant of \$120,000 from Baptist Health Foundation and a contribution of \$25,000 from Circle Bar along with a table purchase donation of \$10,000.
2. For the Annual Campaign for 2014, we are currently at \$320,000 of the \$350,000 goal for individual and corporate giving. This includes a donation of \$80,000 given in memory of Ty West's father. Curtis mentioned the opportunity for Board members to donate ½% of any purchases made on Amazon Smile to the donor's charity of choice.
3. Marian is looking for a donor to become the signature donor for Camp Kangaroo and estimates the donation need at \$10,000.

### **C. Finance Committee – Ronald Weiss**

1. For 2014, financial performance is strong. It is estimated that the center will have a \$65,000 loss versus the budget projection of a \$300,000 loss.
2. Staffing levels are deemed to be good and sufficient to cover Program needs.
3. The budget was presented for Board review and approval. After some discussion on budget content there was a motion to approve the CBCST 2015 budget. Chris Rulon made the motion to approve and said motion was seconded by Mike Smith and unanimously approved by the Board.

**D. Board Development Committee – Rose Mary Fry**

1. Three prospective Board members were presented by Rose Mary Fry for consideration by the Board. The proposed Board members whose applications were reviewed by the Board are Lorraine T. Barnes, MD, Connie L. Gilbert, and Cliff Whittingstall. Upon a motion by Ronald Weiss, all three were approved for membership on the Board with terms commencing in January, 2015 and ending in 2017.
2. Rose Mary Fry will send letters to the new members informing them of the installation on the Board and Marian Sokol will set up Board training for each of them.

**E. Facilities Committee – Linda Fugit and Blair Thompson**

1. The facilities committee reviewed the status of negotiating the lease for CBCST expansion of office space for staff. The committee is proposing a rough estimate of costs which will balance cost management and providing a nice work environment for the CBCST staff. The committee reviewed its estimate and how the proposed budget would be managed and spent.
2. The facility is Class B space at an approximate cost of \$20/square foot. CBCST would lease approximately 900 square feet of office space and 200 square feet of common area under a 3 year lease with an option to purchase or right of first refusal on the prospective sale of the building. The CBCST would pay for upgrades to the leased space.
3. Upon a motion by Pam Thomas which was seconded by Curtis Ruder, the board authorized a \$40,000 budget for the leased space.

**VI. Old and New Business**

1. Ron noted that the CBCST does accept donations of appreciated stock. Blair can provide instructions from Frost Bank to anyone who needs them.
2. Marian reminded the Board of the Holiday shop to be held on December 6. The Board is invited. This is an opportunity for children to shop for family gifts.
3. There will be no meeting of the Board in December. The next scheduled meeting will be held on January 27, 2015.

**VII. Adjourn**

There being no other business brought before the Board, Chris Rulon adjourned the meeting at 7:15pm.

Board Minutes Approved on: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

# Children's Bereavement Center of South Texas Board of Directors Meeting Attendance

Meeting Date

	Present	Excused Absence	Unexcused Absence	Present by Proxy
Arriaga, Brian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Casey, Vanessa	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Day, Bill	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fry, Rose Mary	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fugit, Linda	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gruendler, Scott	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Haffner, Catherine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Himoff, Andrew	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kelley, Jennifer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Martin, Nancy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Peace, Jacqui	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ruder, Curtis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rulon, Chris	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smith, Mike	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sohn, Sally	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thomas, Pam	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weiss, Ronald	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West, Ty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Zoch, Frank	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Senior Staff Attendance:**

- Sokol, Marian
- Thompson, Blair
- Menn, Kerry
- Ruiz, Patricia
- Rizzo, Denise

**Guests:**

**Total Present**

**% Present**