

The Children's Bereavement Center of South Texas
Board of Directors' Meeting Minutes
Tuesday, March 24, 2015
Frost Bank Tower
100 W. Houston
San Antonio, Texas

Board Members Present: Lorraine Barnes, Bill Day, Rose Mary Fry, Linda Fugit, Connie Gilbert, Scott Gruendler, Jennifer Kelley, Nancy Martin, Curtis Ruder, Chris Rulon, Mike Smith, Sally Sohn, Pam Thomas, Cliff Whittingstall, Frank Zoch

Board Members With Proxies Brian Arriaga, Vanessa Casey, Catherine Haffner, Andrew Himoff, Jacqui Peace, Ron Weiss, Ty West

Board Members Present Via Tele-Conference: Rose Mary Fry

Board Members Absent: None

Staff Members Present Marian Sokol, Blair Thompson, Leslie Wood

Guests: None

Proceedings:

I. Call to Order – Chris Rulon, Board Chair

The meeting was called to order by Chris Rulon at 6:05 p.m. A quorum of the Board members was present.

II. Announcements

- A. Chris announced that we will need a 2015 -16 slate of officers, with two officer positions to be filled. Chris will be stepping down as Board Chair and rotating off, and Ron Weiss will be stepping down as Treasurer due to his demanding schedule.
- B. Vanessa Casey will be stepping down from the Board immediately due to other commitments and inability to be as involved as she has been in the past.
- C. Evaluation feedback from Board members regarding Executive Director position/performance is requested, per March email to members.

III. Mission Moments – Marian Sokol, Leslie Wood & Blair Thompson

Marian and Blair shared highlights of another successful spring break “Camp Heroes” experience, including the trip to the YMCA, mask-making at The Playhouse, and the Story Weaving with ribbons. The beautiful ribbon weave piece of art was brought to the meeting. Leslie Wood, LCSW and former client at CBC introduced herself and

shared the appreciation that she feels for support received by her family after the death of her husband five years ago. Marian also shared the story of how Patricia Ruiz helped one of the teen moms at SA Youth acquire a crib and some other essentials for her baby.

III. Approval of Minutes- Minutes of the January 27, 2015 Board Meeting were reviewed and approved as written, with motion made by Curtis Ruder and seconded by Sally Sohn.

V. Management Report- Marian Sokol, Blair Thompson

Board members referenced the written management report, reflecting highlights of the past two months. Blair noted that the Center continues to do well financially, but projects a significant operating loss during upcoming summer months which may total as much as a \$400,000 negative. This is largely due to increased operational costs that reflect expansion and staffing over the past 21 months. It is hoped that the addition of the new fall “Run” event will generate new sponsorship revenue to help bridge the funding gap.

Counseling and peer support programs are doing well, and the newer Sunday/Monday groups thriving. However, senior team is tracking appointment cancellation rates, which have increased during the past few months, correlating with inclement weather. Marian and Blair answered questions related to bullet points on the report and metrics. Pam Thomas asked for an update regarding staffing of the receptionist position.

VI. Committee Reports

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

B. Resource Development

1. Frank Zoch reported on behalf of Committee Chair Catherine Haffner on the highly successful February 26 Gala held at San Antonio Country Club. Gross revenue was \$255,000; with a net of \$212,000. This is the highest return of any Gala in the history of the organization. Frank noted that the Committee is also happy to announce a \$15,000 “title sponsorship” for Camp Kangaroo: Alamo Kiwanis Club will add their name to the event. Finally, Frank requested that each Board member think of potential business sponsors for the inaugural Halloween half-marathon Run which will launch at Tejas Rodeo on Saturday October 31. Scott Gruendler will meet with a colleague from HEB to request consideration for underwriting.
2. Marian added that we have the May picnic sponsored by Wells-Fargo, on the grounds of CBC on Sunday May 17th. Also, we have secured underwriting for the September lecture/Grief Education Institute event by Washington-based

William Kellibrew. The Graham Ladensohn Fund of the San Antonio Area Foundation will sponsor this event.

C. Facilities Committee

Blair reported that the lease for 215 W. Olmos has been signed. We now need to work on the architectural plans, demolition plan, and getting the 1500 square foot space cleared. Mike Smith and Linda Fugit will continue as key members of the Facilities committee, and the board re-affirmed that they have full authority to make decisions on the refurbishing, without involvement of the full board, so long as the project is within budget. Cliff Whittingstall, AIA offered to be available for advice as needed. Ty West and Frank Zoch were commended for their assistance with the lease process. Target move date is May.

D. Finance Committee

Committee members referenced minutes of the Finance Committee and written financial statements for month ending February 2015. Committee Vice Chair Curtis Ruder summarized on behalf of Committee Chair Ron Weiss that the revenues were above budget, and expenditures below projections. All is tracking positively, and as a result of both the highly successful Annual Campaign and Annual Gala we are presently in a very favorable financial position. Rose Mary Fry raised a question regarding further strengthening of internal controls that were recommended as a result of the annual independent audit. Although none of the changes reflected areas of major concern, Blair noted that in every instance we have proactively moved to accept a preferable method of processing or oversight. An example of this is that now the Executive Director reviews and approved detailed bi-monthly payroll reports after they are submitted by the Managing Director to SWBC. Only then are paychecks issued. Randy Walker, CPA will meet with the Finance Committee in April for formal presentation of the audit report, but we have been informed that the audit went well and there will be no major concerns reflected in the management letter.

VII. Old and New Business

Chris 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 6:59 pm.

The next scheduled meeting of the Board is April 29, 2015 at 6pm at Frost Bank. The May meeting is the Annual Meeting and will be held at 6:00 pm at The Playhouse at San Pedro Park.

Bill Day, Vice Chair will explore options for a new site for the August meeting. Cliff Whittingstall agreed to see if the PBK Architects office could accommodate the group.

Board Minutes were prepared by Marian Sokol, in the absence of Secretary Jacqui Peace.

Approved on: _____

Secretary Signature: _____