

MINUTES
Meeting of the Board of Directors
THE CHILDREN'S BEREAVEMENT CENTER OF SOUTH TEXAS
April 26, 2016

I. Call to Order

- Board Chair, Bill Day, called the meeting to order at 6:15 p.m. at Texas Capital Bank. The following members were present in person: Bill Day, Barbara Cantrell, Linda Fugit, Connie Gilbert, Scott Gruendler, Catherine Haffner, Andrew Himoff, Ben Presentin, Curtis Ruder, and Ronald Weiss. The following members were present by conference call: Jennifer Kelley, Nancy Martin, Jacqui Peace, Mike Smith, Pam Thomas, and Cliff Whittingstall. Present by proxy were Dr. Lorraine Barnes (Jennifer Kelley), Rose Mary Fry (Bill Day), Ty West (Andrew Himoff) and Frank Zoch (Andrew Himoff).

II. Mission Moment

- Laura Cavazos, LPC provided a brief presentation regarding a remarkable young teen that had reluctantly come to the Center three years ago after death of his father. By end of the first year the boy was content to participate in groups and raised some funds for in-kind art supplies to use at the Center. Recently, the teen wanted to again do something to help our work, and he returned to present more than \$1700 in monetary contributions and art supplies to donate to CBC.

III. Review Meeting Minutes

- Minutes for Board Meeting, March 22, 2016, which had been posted prior to board meeting on CBC board portal were unanimously approved.

IV. Management Reports

- Marian Sokol and Blair Thompson commented and responded to questions regarding the written Board Management Report. Marian stated that program statistics indicate that program service numbers continue to be strong, in spite of recent unpredictable weather/storms periodically causing variance in attendance.
- Blair noted that we currently have the front desk receptionist position filled by a temp employee from VIP staffing, owned by Board Member Andrew Himoff. This disclosure was for the purpose of making members aware. Curtis Ruder stated that this is not an issue as long as there is not inappropriate financial gain from the arrangement. There is not.
- One new initiative that is positive but involves intensive staff training is under the direction of Dr. Julie Kaplow from the UTHSC Houston Trauma Center. Children's Bereavement Center has been selected to be part of a research project to develop and validate evidenced-based screening and outcome measurement tools to be used with the population of grieving children. We will be participating with 9 Centers as part of a national pilot project.
- Preparation of the Annual Report is underway, now that the audit figures have been finalized.
- Teen Grief Reach efforts are strong, and the April 1 event at the Center with video produced by Gold Star Scout candidate Kimberly Ternan was highly successful. Thanks

to Barbara Cantrell, Linda Fugit and the Alamo Heights Optimist Club for updating and transforming our Teen Room at the Center.

- We will pilot a Teen “Camp Heroes Beyond the Walls” at the Westside Center on Guadalupe Street in June, with expectation of 17-20 bereaved teens from our various school sites enrolled.
- Regarding development, the Brew-Ha Round-up Run is scheduled for October 29 with start site of Specht’s Country Store in Bulverde.
- Rio Grande Valley efforts are moving ahead very well. Chris Rulon has reviewed the contracted for proposed pro-bono start-up office space at Valley Baptist Medical Center. Regional Director Corie Olivares is now focused on housing options for direct service delivery in 2017. The Grief Education Series that was listed as an outcome measure in our contract with the two key funding entities, Methodist Healthcare Ministries and Valley Baptist Legacy Foundation has been finalized. Five trainings will occur for Valley area professionals between July and December 2016.

V. Committee Reports

- Board Development Committee

Scott Gruendler, Chair of the Board Development Committee (BDC) reviewed the process that he and members Jennifer Kelley and Ty West have taken to recruit and review candidates over the past few months. Rotating off the board in May will be Pam Thomas and Dr. Nancy Martin. He thanked them again for outstanding service for a combined 15 years of board service. Linda Fugit will complete her second 3 year term in May but has agreed at the Board’s invitation to extend one more year. This arrangement will leave total membership at 19. The BDC recommends that two new members be approved. They are Katy Corrigan from Langley & Banack, and Jeffrey Hetrick from SAS Shoes. Each has toured the Center and met with staff. Katy has also been involved with Friends group and the CBC Gala. Resumes had previously been circulated and posted on board portal. A motion was made by Scott on behalf of the Committee that these two new members be approved. Motion carried unanimously. The committee will continue to review additional nominees during the summer months. Board bylaws place a member cap of 25.

- Resource Development Committee

Catherine Haffner, Chair spoke regarding the great work that Frank Zoch has done for the past two years as Chair of the Annual Campaign. Frank needs a Vice Chair or “understudy”. He has agreed to retain the position in 2016, but this is the final year. Catherine asked for board members to consider this request. Resource Development Committee has committed to expanding corporate reach on behalf of CBC. Lists of targeted corporations, already researched to some degree by CBC development staff were circulated, with a request that members help secure appointments with corporate colleagues. Linda Fugit was asked to share information about the energy surrounding the 20th Anniversary event. More than 1400 letters are being prepared for corporations and friends regarding that event. Linda has asked for each Board

member to work toward one table sale. We have 70 total tables as our goal for this luncheon with speaker Zak Williams. It appears that 20 tables are already “sold” and invitations are not yet printed. Janie Worth is event Chair. The three vice-chairs of the event are Linda, Mallory Ahl, and Sallie Chasnoff.

- Finance Committee

Chair Curtis Ruder reviewed the CBCST Financial Statements for the period ending March 31, 2016. These were previously posted on the board portal. Curtis stated that we have more cash on hand than usual, due to the Valley Baptist Legacy grant pre-payment of the two year allocation. Most of that money has been moved to temporarily restricted net assets. He noted that we have no sizable variances in budget line items and that we are finally seeing increased return in the investment account. Curtis requested approval on behalf of the Finance Committee, of the monthly financial statements. Motion was approved. In addition, Curtis also spoke for the committee to recommend acceptance of the annual independent audit, prepared by Randy Walker & Co., CPA’s. This was a very positive “clean audit” with no reportable findings. Members voted to accept the audit and thanked Blair Thompson for audit preparation prior to this annual review.

VI. Old and New Business

- The next meeting for the Board of Directors is the Annual Meeting which will be held on June 3, 2016 at the Center. Election of Officers is scheduled to occur at that time.

VII. Adjournment: There being no further business, the meeting was adjourned by Chair Bill Day at approximately 7:20 p.m.

Respectfully Submitted:

Andrew Himoff, Secretary