

Children's Bereavement Center of South Texas
Finance Committee Minutes via conference call
August 16, 2016

Attendees:

Marian Sokol, Executive Director
Blair Thompson, Managing Director
Curtis Ruder, Treasurer
Bill Day
Jacqui Peace
Connie Gilbert
Ty West

Meeting Called to Order at 6:05 p.m.

The first discussion regarded an update by Curtis, Blair, and Marian regarding the decisions made by the executive committee regarding the process for a lease of 23 acres of property as part of the Rio Grande Project. In particular, the executive committee authorized the management to go forward with negotiating towards a two year lease with an approved purchase price considered as soon as management has received a valuation of the property from the broker we have been working with. Please see the executive committee report for full details.

We reviewed the July financial statements, which continue to look very solid. Normally, July and August are the low points for us financially, but the inflow of dollars for the 20th anniversary event have propped up revenues during the summer months. Blair reminded us that many of the contributions to the event come from folks that have traditionally supported both the annual campaign and the gala. The success of the 20th anniversary event has been great, but there could be a residual effect on the annual campaign later in the fall.

Finally, the committee reviewed and discussed the salary portions of the 2017 operating budget. At this point, no increase in staff is anticipated for San Antonio in 2017, while an increase of one additional position (and potentially a second grant-funded position) is projected for the Valley project. The draft budget anticipates an average salary increase of 3% effective in May. The committee encouraged management to verify with the Werling study that our salaries remain competitive with our peers.

The next meeting is scheduled for 6:00 on Tuesday, September 20. We anticipate further updates on the Harlingen property as well as a full draft of the expense budget for 2017 to consider. We will meet in the annex conference room.

Meeting adjourned at 6:55 p.m.

Minutes prepared by Curtis Ruder