

# MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019

## Administration & Finance- Blair Thompson

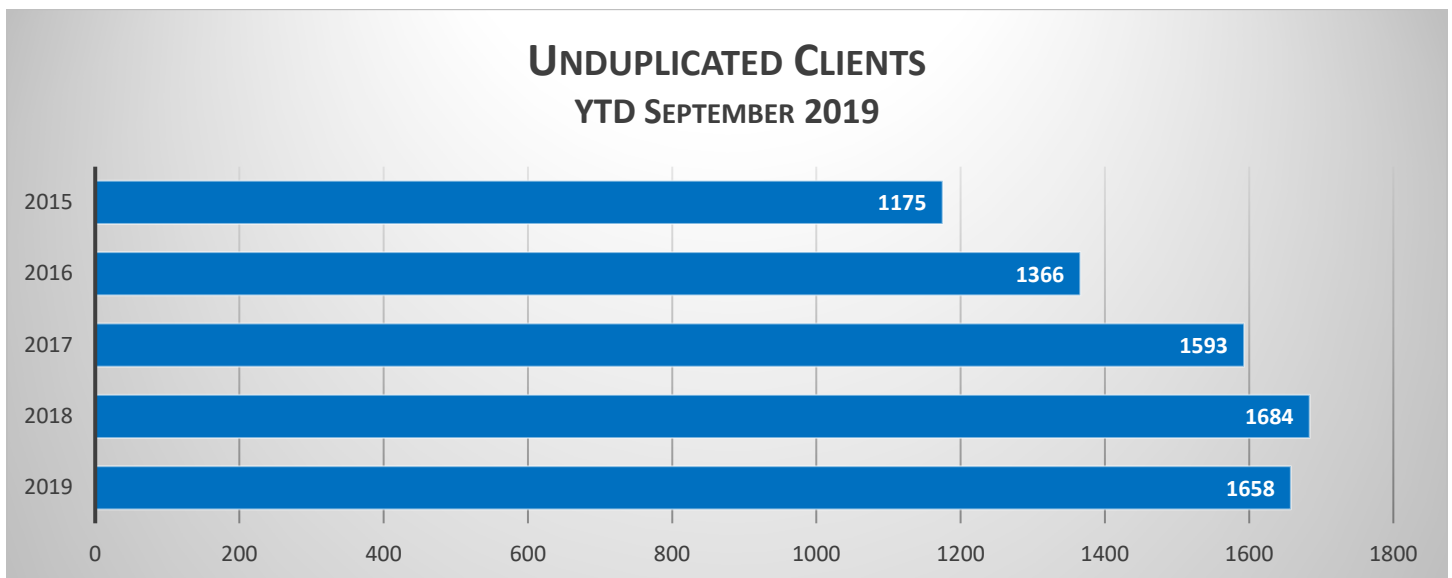
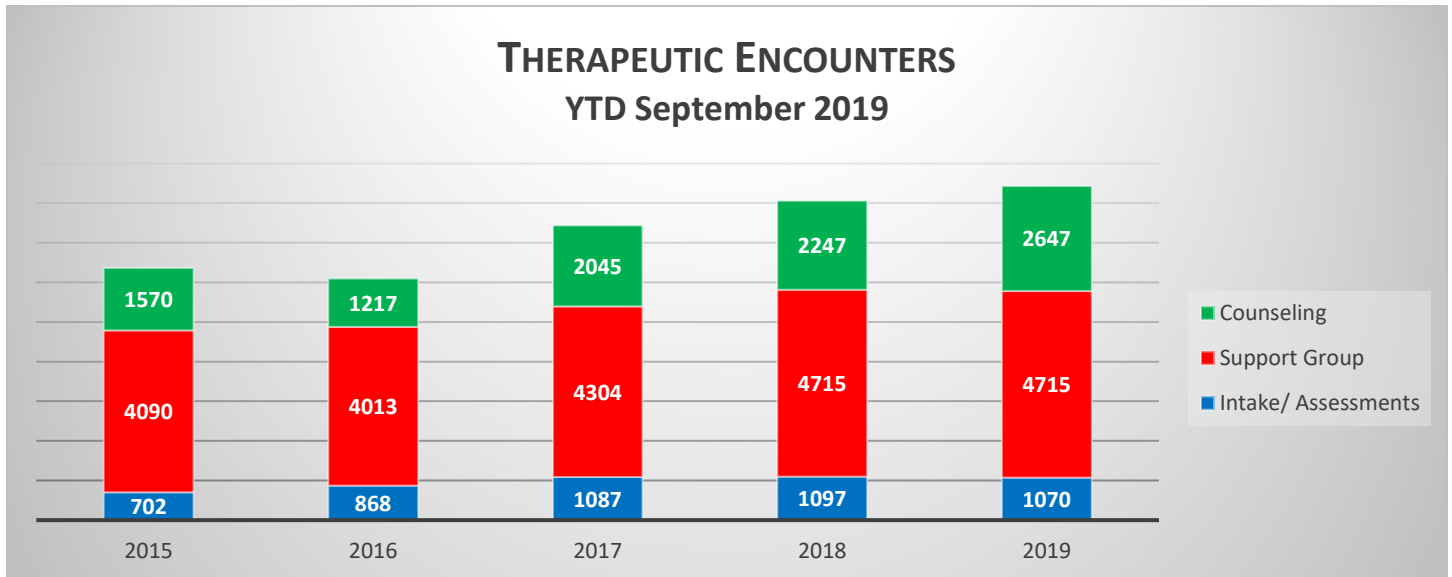
- *Financial Statement Highlights (for September 2019)*
  - **Balance Sheet:** Overall the Center's Balance Sheet remains strong. A significant change (+ \$1.55MM) in the Center's Total Net Assets reflects activity with the *Gift del Milagros* Capital Campaign. There are no other consequential/notable or unanticipated changes to other components of the Balance Sheet.
    - *Cash:* September 30, 2019 cash balance of < \$165K raises some minor concern. However, this is consistent with historic trends, as the mid-year months (May-August ) represent the Center's lowest period revenue and cash flow. If necessary, Management and Finance Committee have the ability to draw on investment funds that have been Board Designated Operating Reserve. However, Management does not believe such a draw down is necessary at this time; and with anticipated increase in revenue and cash during the final 1/3 of the year, Management does not foresee the need for such a draw down in the near future.
    - *Line of Credit:* \$100K balance reflect draw down from the Frost LOC to pay Capital Campaign related expenses (primarily architects and campaign consultant) incurred during the first ½ of the year.
    - *Investments:* YTD returns are consistent with the markets and with benchmarks identified in investment policies.
- *Human Resource Changes*
  - New Hire: **Michelle Stintzi** was hired to fill the newly created Database Administrator position. Michelle comes to the Center after holding a similar position at Rise Recovery. She will have responsibility and oversight of the Center's two database systems supporting client data and donor data respectively. Welcome Michelle!
  - Staff Departures:
    - CBCST celebrates a new opportunity for **Francesca Velten** who will be leaving the staff on October 25 to take a position as Development Manager at Project MEND. Fran is the Center's second longest tenured employee (December 2011), having started at the Center as an intern.
    - **Diana Escobedo**, CBCST Receptionist for 3-years, separated from the Center effective September 27 to take a part-time position that will allow her more time to be with her family.
  - JOB OPENINGS:
    - **Marketing and Communications Manager** will report to Development Director Kristina Hernandez. The job was posted on October 10 and has been closed after receiving over 70 resumes/applications. Nine (9) candidates have been identified, with interviews pending by the end of October.
    - **Receptionist:** Management is using an employee staffing service to fill this role. The Center has already engaged Elizabeth Martinez in this role, and she has demonstrated herself to be an excellent fit on the team. Elizabeth is bi-lingual, with a warm personality and excellent client/customer relations experience. The duration of the VIP Staffing engagement is anticipated to be 90-days.
- *Facilities*

# MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019

- Luna Middleman Architects completed Construction Drawings, and issued them for bid on October 3, 2019. Bids are due on October 22, 2019. And the Facilities Committee, with counsel from Luna Middleman, will interview contractors on October 29<sup>th</sup>. Bidders include Bartlett-Cocke General Contractors, Keller-Martin Construction, Koplow Construction, and Metropolitan (Metro) Construction. SpawGlass declined their invitation to bid on the project.

## Program Highlights



## Program (Tami Logsdon, LPC-S)

- Center-Based Services: Fall support groups started out strong; during September 300 individuals attended a support group based on their type-of-loss. These support groups will run through second week of December and

## MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019

groups in January will primarily serve newer families. Individual counseling appointments are increasing, especially in the after-school hours.

- School-Based Grief Support Groups: During September, our new School-Based Program Manager, Cecilia Gamboa, LPC, started to meet with officials at Harlandale ISD, Martin Luther King Jr. Academy and South San ISD to discuss our first school-based groups and referral process. Cecilia continues to build rapport with school counselors and social workers to identify students who would benefit from grief support groups. In addition, Cecilia has organized curriculum for Elementary through High School students and trained staff to prepare for support groups expected to start in October pending parental consent. Tami Logsdon, LPC-S presented to Region 20 counselors and social workers and NISD Parent Engagement Conference on aspects of children's grief and developmentally appropriate interventions.
- Data Integration: Tami is working with Michelle Stintzi (new data administrator) to improve data management and reporting for center-based and school-based programs in hopes that we will soon move to digitalized sign-in and intake processes and improve data retrieval for United Way, City of San Antonio and other funding entities.

### Development Updates for Board (Kristina Hernandez with input from Julia Anderson, Suzanne Benavides, Francesca Velten)

- Events
  - *Please visit Cherrity Bar* in St. Paul's Square in the month of November and vote for CBCST! Votes = donations and we hope to win at the end of the month. Also, we will be hosting a family movie night at Cherrity Bar on November 16<sup>th</sup> from 6:00-9:00. We'll be showing the movie Coco and roasting smores! Hope you can join us!
  - *Save the Date for our Sisterhood Soirée* (women only) on Thursday, November 21<sup>st</sup> at 7:00pm-10:00pm - Tickets \$50 in advance & \$60 at the door. Introduce friends and family to the Center while enjoying cocktails, food, and a holiday fashion show/pop up by Julian Gold. Invitation to follow.
  - *Support our Annual Gala* – Thursday, February 20, 2020 at Mays Family Center, 6:00pm. Tickets & tables available for purchase now! We are so grateful that several of our board members have already indicated that they will sponsor a table!
  - *Thanks to BB&T Bank* (and Regional President Ben Pressentin, CBCST Board Member) for support of both the Kings & Queens of Good Hearts event, and Keller Williams Golf Events; both of which generated proceeds to CBC.
- Grants
  - Submitted Najim Family Foundation \$75,000, Nordstrom Cares \$5,000, Greehey Family Foundation \$25,000, Earl Sams (RGV) \$10,000, Kenedy Memorial Foundation (RGV) \$10,000.
  - Applying in October for Forging Hope (James Avery Craftsman Foundation) – this would be new funding for us
  - Victims of Crime Act (VOCA) – the Center received notice that grants/contracts for both San Antonio and Floresville/Paloma Place have been award; the 2-year awards are for \$138,037 and \$520,796 respectively. The award for San Antonio represents a 26% increase over previous awards.

## MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019

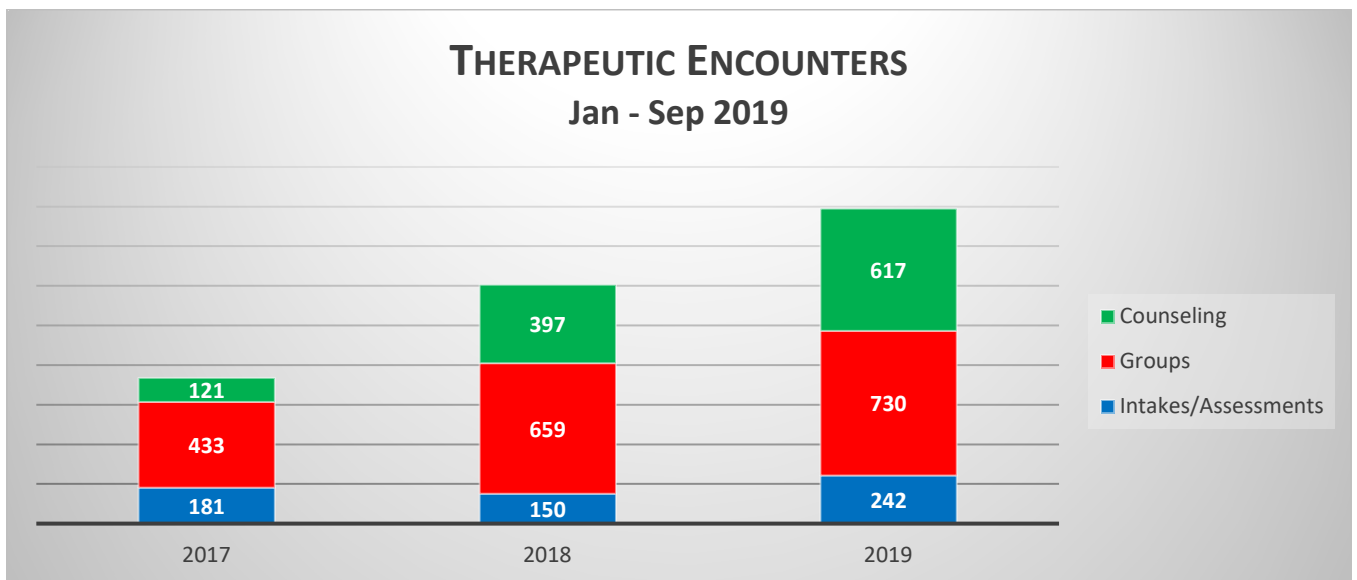
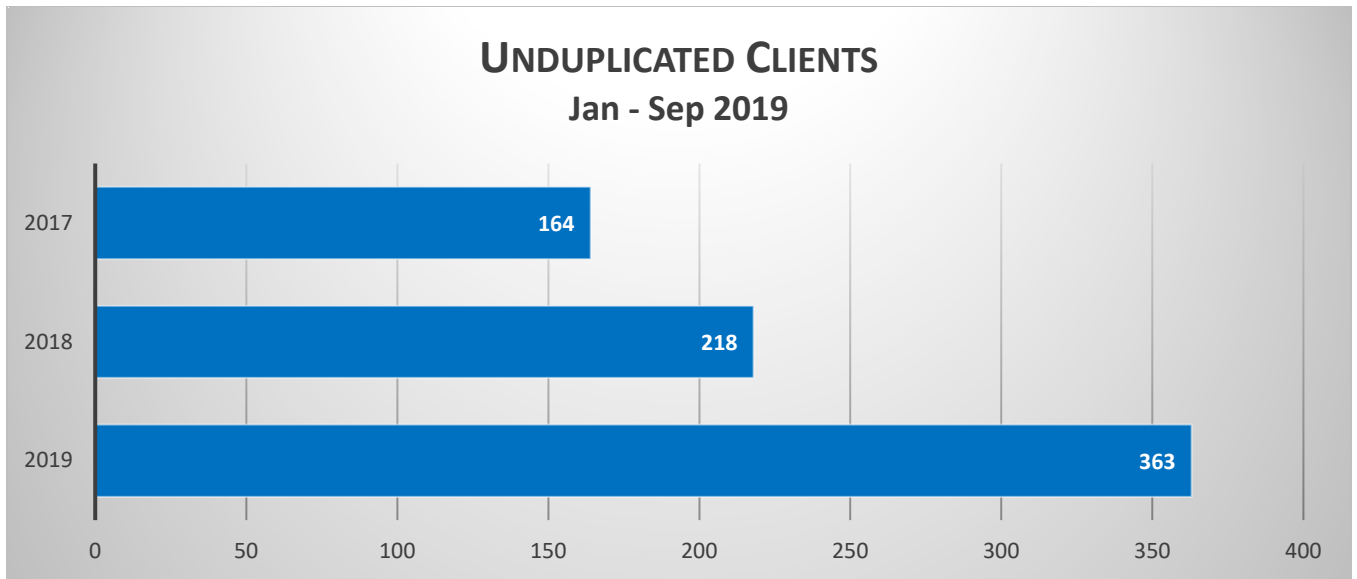
- Capital Campaign: Total raised/pledged as of 10/16/2019: **\$2,298,600**
  - Received \$300,000 from Circle Bar Foundation
  - Received award letter for \$475,000 from Mabee Foundation, payable at the end of the campaign contingent upon raising \$3 million by 9/2020 (THANK YOU, Chairman Scott Gruendler for making the trip to Tulsa, OK to make this “ask”!)
  - Grant for \$100,000 to Myra Stafford Pryor submitted before month end
- Marketing
  - Open position (Franchesca is headed to a great opportunity at Project Mend): Marketing & Communications Manager. Lots of qualified applicants and will start the interview process soon.
  - Special Thanks to Board Member Beverly Duke and Barry Chasnoff, of the Advisory Board for making it possible for Children’s Bereavement Center to be highlighted throughout the fall pledge drive on Texas Public Radio.
- Development Operations/Capacity Building
  - Salesforce project is on schedule and the first data load will happen on 11/5 and testing will take place for the following two weeks.

### **Outreach, Expansion and Special Projects – Marian Sokol, with input from Randy Baker, RGV Regional Director, and Ashley Jesse, Director of Paloma Place)**

- **Children’s Grief Estimation Model (CBEM)**: Children’s Bereavement Center is a finalist for a national research/technical assistance initiative funded by New York Life and lead by Judi’s House in Denver, one of other large grief Centers, located in Denver. The study will assist selected centers across the nation in conducting a comprehensive community needs assessment and gap analysis. It will allow us to understand “pockets of need” and provide us with insights to guide future expansion and service delivery. This would conceivably strengthen our case for future funding as well. We have completed the interview phase and announcements of selected centers will be made the end of October and highlighted nationally on November 22, 2019. The study would involve trips to Denver and on-site work through June 2021.
- **The Rio Grande Valley Center-** Center operations continue to function smoothly. Board approval of the proposed bylaws for an independent 501-c-3 status of CBC-RGV is expected this month. Fundraising remains the biggest challenge, and advisory board is exploring options for a golf tournament as well as another dinner event in 2020. An end of year Holiday Open House will be held on December 3<sup>rd</sup> at the Center with the Mayor and Chamber members present. In addition, an end of year financial appeal is being prepared.

# MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

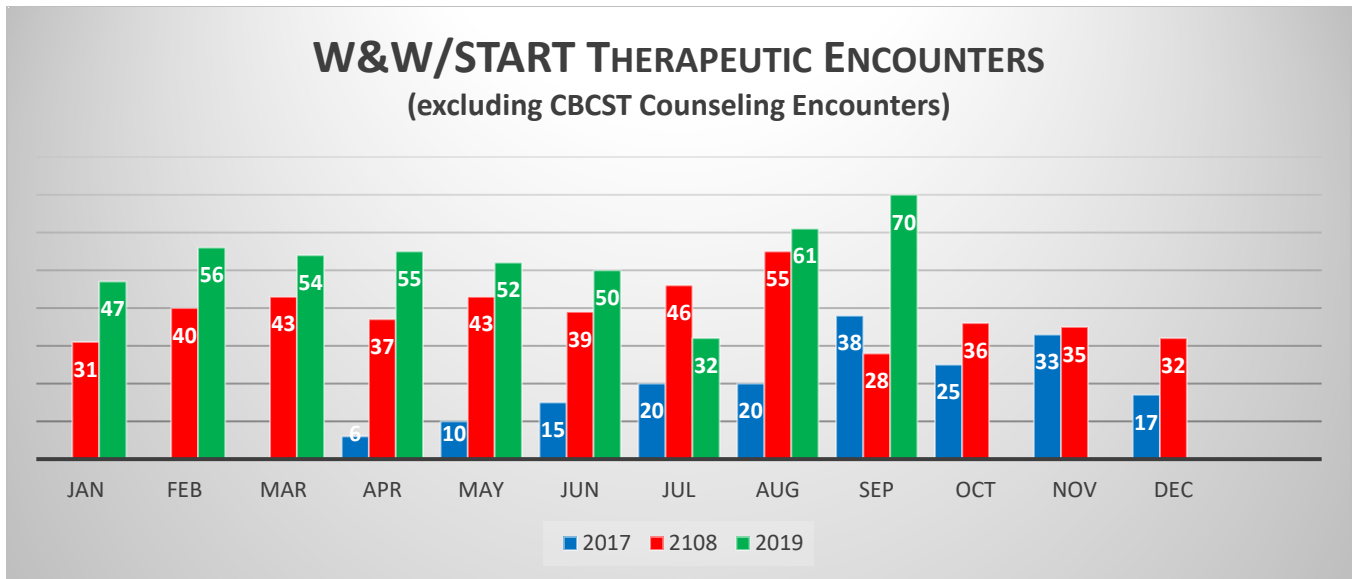
October 22, 2019



- **Wonders & Worries** – Good work is still being accomplished at the START Cancer Center in the Medical Center through Wonders & Worries. We have a referral system in place so that if a family who has been seeing a child-life- specialist at W&W because a parent has a “devastating diagnosis” experiences the worst outcome...death... that they are transitioned to our CBC grief support services. As noted previously, starting in Jan 2020 we will “pull out” from the funding of this worthy effort, and responsibility will be assumed by Wonders & Worries, Inc of Austin.

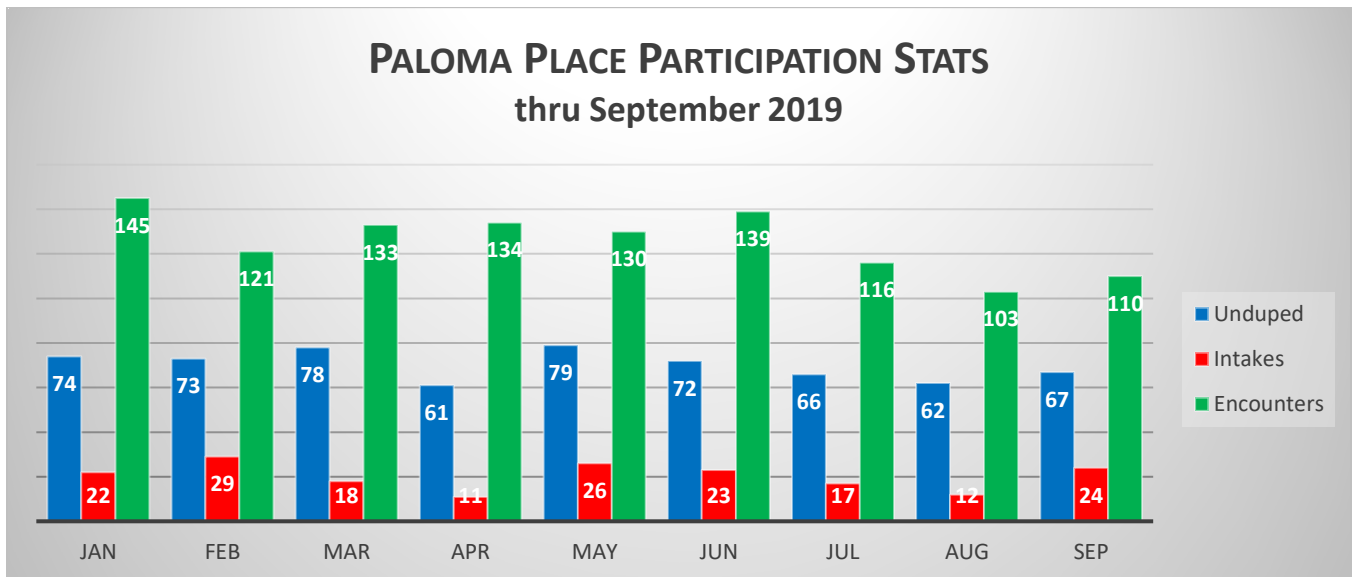
## MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019



*\*Wonders & Worries data is presented exclusive of CBCST encounters with referred clients.*

- Paloma Place** –Paloma Place is going well, with UTSA and Children’s Bereavement Center very busy with appointments. Great news from the Governor’s Office is the renewal of the Victims of Crime (VOCA) funds for the next two years. Space is at a premium in the 3000 sq. ft building, and the UTSA lead therapist is scheduling some counseling at nearby Courage Ranch for equine therapy. We had a float last weekend for the second year in the annual Peanut Festival parade, distributing information on Paloma Place counseling along the parade route.



- Special Initiatives**  
REPEAT ANNOUNCEMENT: The 6<sup>th</sup> Annual Grief Education Institute (GEI) Symposium is scheduled for March 6, 2020 with Dr. Ira Chasnoff as keynote national speaker addressing “The Anxious Child: Risk and Promise”. The

## MANAGEMENT REPORT TO THE BOARD OF DIRECTORS

October 22, 2019

Symposium will be held at the Oblate School of Theology. All board members will be invited to attend as guests, either for entire day or if preferred for the lunch session, where the annual *Hope Award* will be presented.

**VERY SPECIAL THANKS to Valero Energy (and Board Member Debra Weems) for sponsoring the 2020 GEI Symposium and Training Series.**