**Catholic Charities Board of Advisors Minutes**

**July 19, 2016 --- 6:00-8:00**

**Catholic Charities Classroom**

**Board Members present:**  Fr. John Boeglin, Sandra Chaparro, Janet Fischer, Lisa Ice-Jones, Nancy Kirkpatrick, Ed Knust, Judy Kropfl, Ann Lampkins, Sr. Jane McConnell, Nancy Oskins, Dan Ritter, Fr. Ed Schnur, Michael Vogel, and Gerald Weber

**Excused:** Cyndi Pepper and Michael Vogel

**Staff present:** Sharon Burns, Director; Dom Faraone, Susan Milligan, Annie Simpson, and Robin Forney

President Janet Fischer called the meeting to order, followed by the opening prayer given by Father John Boeglin. Minutes of the May 17, 2016 meeting were reviewed; Gerald Weber made a motion to approve the minutes, and Nancy Kirkpatrick seconded it.

**President’s Report:** President Janet Fischer introduced **Mr. Tom Blythe**, a Diocesan architect. Mr. Blythe walked the Board through a series of steps needed to be taken when planning a new building. Briefly, these steps are:

1. Identify the project -- basic needs, number of people served/working there

2. Develop a program -- number of work stations, offices, conference rooms, levels

3. Site selection -- contact realtors, architect to help make decisions

4. Preliminary design -- ideas, dreams on paper

5. Due diligence -- check with a geo-technical and civil engineers about soil, sewers, etc.

6. Commit to buying the site -- hire an architect, get a preliminary design, floor plan.

\*\*Diocesan Building Commission would need to review all before proceeding from here.\*\*

7. Design development -- determine electrical, plumbing placement

8. Construction documents -- blue prints developed

9. Bidding -- invite contractors to bid, get permits

10. Building -- keep a running list to check that each item is completed, tech in building

The above process would take approximately three years to complete. A Building Committee would need to be formed with several subcommittees. Mr. Blythe answered several questions from the Board before leaving.

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Next the Board discussed a **Social Enterprise Development Plan**. Basically, a Social Enterprise is a professional business that provides on-the-job training for 3 to 6 months. There are two outcomes of success in the program: 1. Employment; 2. Employment one year later.

The Board was asked two questions to think about:

1. What employment skills are most needed in our community?

2. What business can we operate to give that training?

**Director’s Report:** Sharon updated the Board on personnel matters, stating she is still searching for a Hispanic Family Services Counselor. She also reported that Annie, a counselor on staff, will be taking the position of Coordinator of Office Operations to oversee data management, volunteer and intern supervision, and to assist with event planning, marketing, and grantwriting.

Sharon distributed a “Conflict of Interest Policy” for the Board to review and sign a statement of agreement to the policy. All present signed in agreement.

**Committee Reports:**

**Marketing/PR:** Nancy Kirkpatrick reported the committee had sent input to her on two topics relating to the 80th Anniversary Celebration: 1. Should the program at the event be printed or presented digitally on screens during the event? 2. How should potential sponsors/supporters be approached? The committee input is recorded on the attached report.

**Finance, Governance:** No reports were given.

**Nominations:** Several areas of the Diocese need representation on the Board. The committee reported that they hope to have a slate to present at the September meeting.

**Development:** The committee provided details about the 80th Anniversary Celebration. The date for the event is Thursday, May 4 from 5:00-9:00 Central time. It will be held at the Holiday Inn in Evansville (Hwy 41 N). The cost will be $80.00 and will include a plated dinner, music by the Duke Boys, dancing, and entertainment. Dennis Jon Bailey will emcee; various speakers, stories, and an “ask” for donations will round out the evening. Some of the “ask” ideas are “Stuff” the Car/Boot, “Auction” the Car/Boot, and “Buy” a Service with a “paddle”. Funding will be from corporate sponsors, whose names and business ads will appear in a program.

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**UPCOMING DATES:**

* Tues., September 20, 2016 – NEXT BOARD MEETING – St. Boniface – 6:00 p.m. Central time, dinner at 5:30 Central time
* Thurs., October 20, 2016 - Respect Life Celebration – Dr. Carolyn Woo, Keynoter

Nancy Kirkpatrick closed the meeting with prayer.

Respectfully submitted,

Ann Lampkins

Secretary