



Board of Directors Meeting
Minutes of April 27, 2023
CCYS Corporate Office

Board Members Present: Chair S. Salvatin; Deacon Casey Walker; Belinda Smith; Emeritus Jimmy Lago

Via Zoom: Judith Waelbrock ; via phone: Dr. Matt Symkowick

Staff Present: John Watkins, Executive Director

Via Zoom: Carolina Estrada, Deputy Director; John Gonsalves, Development and IT Director

Guest: Alan Price

The meeting was called to order at 6:32 by Chair Salvatin

Prayer & Reflection: The prayer and reflection was led by Sean Salvatin

Introductions: Deacon Casey Walker introduced himself as the newest Board member. He is a member of St. Basil's in Vallejo, and is Chair of the Bishops' Intercultural Committee on Access, Integration, and Mission.

Alan Price also introduced himself as a member of the CCYS Finance Committee. He is a member of St. Basil's, and serves on the Parish Finance Council. He is interested in becoming a member of the Board.

The rest of the Board introduced themselves as well/

Guest Reports

J. Gonsalves stated that to date there was \$63,000 in general donations. Those who give more than \$500 are considered major donors, and major donors equal 15% of all donors, but represent 67% of all donations. More major donors need to be cultivated. The spring, fall, and Christmas appeals generate about \$35,000 a year. The Spring Appeal will be going out in May. Corporate sponsorship has not changed and outreach continues to attract corporate sponsorship such as Valero and Amazon. Staff is looking into a digital media campaign.

Discussion followed on how to raise awareness as well as donations; suggestions such as inserts in parish bulletins, outreach to parish schools, as well as local companies that donate to local charities were mentioned. J. Waelbrock mentioned that Wooden Valley Winery in Suisun Valley donates to local non-profits. Action to be taken: J. Gonsalves was asked to look into the Wooden Valley Winery grant.

C. Estrada Provided an update on programs and staff. She stated that there has been a positive change in the office culture and staff is working together well. The Food Access and Nutrition programs are doing well. There is an expansion of the Nutrition Program into youth demographics such as Child Start. Staff is reviewing funding for repurposing funds to areas of more need. Grant submittals are ongoing, she stated that the immigration and legal services grant awarding has been delayed and they hoped to know the outcome shortly.

On August 29th there will be a "Harvest Connections" event in Esparto to welcome back migrant

workers. Migrant workers from the three migrant centers, two in Yolo and one in Solano County will be able to access information from approximately 20 service agencies including CCYS. The event is sponsored by U.C. Davis and is being hosted by CCYS.

In connection with youth nutrition, J. Waelbrock suggested that staff connect with the Fairfield Suisun School District who does food events at school sites. S. Salvatin inquired about grants that could offset the costs to CCYS to administer the Cal Fresh program. There was also general discussion about how to secure a truck for the food nutrition program. Action to be taken; C. Estrada was asked to contact the Fairfield/Suisun USD regarding the food pop-ups.

It was also suggested that the Development Committee talk to parishes about the possible donation of a truck from parishioners, also to inquire about St. Catherine's summer fund raising event.

Review and Approval of Minutes: The minutes of March 23, 2023 were reviewed. B. Smith stated there was an error in the grant amount received from the Food Bank. The correct amount is \$6,500 not \$12,000. J. Waelbrock made a motion to approve the minutes as corrected, S. Salvatin seconded the motion. The motion passed

BOARD BUSINESS

- a. Chair Report: S. Salvatin reported that planning for a Board retreat needs to be started. He stated that he saw three purposes to the retreat; spiritual reflection/growth in faith to why we do what we do; to build a sense of community among Board members; and review the past year and look to the next fiscal year. He also asked for volunteers to help plan the retreat.
- b. Membership: Bishop Soto approved the appointment of Deacon Casey to the Board.
Action to be taken: J. Watkins will provide a Board application to Alan Price
Action to be taken: J. Watkins will resend the Matrix to Board members.
- c. Finance Committee: B. Smith reported that the Finance Committee had met on April 19th and continued to refine the Scope of Work for the Finance Committee. A. Price reported that he had reviewed the Diocesan guidance on handling of investments and he will work on guiding principles for CCYS.

Other items discussed were a draft evaluation grant viability assessment (egva) which staff will continue to refine, inventory of equipment and aging, long-term leases and facility needs.

The Committee also reviewed the proposed FY23/24 budget and made some additional suggestion to improve readability and understanding. S. Salvatin suggested that the last year's budget be attached for comparison.

- d. Fundraising Committee: J. Lago reported that the Committee is planning for two events and planning one bite-size event in Yolo. They also discussed how to expand corporate donors

Executive Director's Report:

Concerns

J. Watkins provided an update on the single audit and that CCYS had provided all additional information requested to the auditor. It is still estimated that the audit will not be completed until sometime in June.

He reported briefly on the demand letter and that the County appears to be open to including some previously disallowed RAP employee benefits.

Work continues with Creating Answers who is now also communicating with the auditor regarding the single audit. It is a work in progress.

Staff has developed a preliminary needs assessment that will be sent to the Board for review and he will be calling speaking with each Board member to discuss their comments of concerns. The needs assessment will be a topic at the Board retreat.

New Business:

S. Salvatin stated that he will be away on May 26, the date of the next Board meeting. It was decided that J. Lago will act as chair for that meeting.

Also there was also a proposal to hold an all-day retreat on Friday July, 28th. He asked that everyone check their calendars.

Lastly, he suggested that there we a Board event in Yolo County to visit the Yolo County offices of CCYS.

Closing Prayer – The closing prayer was offered by ??

A motion was made by Deacon Casey and to adjourn and seconded by J. Waelbrock the motion approved. The meeting adjourned at 8:21 pm

Submitted by B. Smith