

ICF Executive Committee
Meeting Minutes
July 13, 2015

The meeting was called to order by GP Bob Basuino at 4:43pm at St. Francis Cabrini's Bocce Courts in San Jose.

Opening Prayer –Led by Vince Piro

Roll Call –in attendance: Bob Basuino, Andy Pappani, Deborah Rodondi, Roselyne Jarrett, David Botta, Franklyn Lopes, Vince Piro and Jane Dianda Conference Call: Leonard Zasoski
Excused: Msgr. Cardelli

Meeting Minutes: Motion made by Vince Piro second by Franklyn Lopes to approve May 8, 2015 minutes as presented PASSED.

Communications:

- Thank you from the family of Cecilia Aranha

Spiritual Director – Msgr. Cardelli NOT PRESENT

Grand President – Bob Basuino

ATTENDED: Branch 191 50th Anniversary last Sunday

Grand Treasurer –Roselyne Jarrett

- Reviewed 2015 budget from January to June. To add Testimonial line item.
- Some branches are 100 percent delinquent that means financial secretary or treasurer has not sent any dues in. Lapsation is a problem need better follow up.
- Hospitalization to do a proposal to change bylaw about prorating fee if someone joins mid year...should be a flat fee of \$25 no matter what.
- The office staff must notify the GP that they will not be in the office, leave early and arrive late.
- Regarding voice mail on Comcast...it was part of a package deal to get a better price...without it we would pay more for less service.
- Do we need the sorting machine? Charlene Kramer says it is used for the quarterly letter mailing. The machine contract is up August 2016 it was on a 5 year lease. If that is all it is used for maybe we should consider getting rid of it.
- Jane Dianda asked if Dave Rose has started working on the reconciling of the records. Rose said that yes he has. Working on getting input for the contract of Dave Rose. Formalizing with a contract would be a good move.

Deputy Chairperson –Leonard Zasoski SEE REPORT

A conference call with the District Deputies was held on Monday evening July 6th, at the meeting the following was discussed:

- Reviewed the creation of bound packet with materials that are currently sent to the deputies. This packet would be distributed to existing deputies and all new deputies for reference throughout the year. Will also have online access to the packet.
- We reviewed the branch deputy information form that was sent out to the District Deputies to gather information for reviewing where deputies are missing in various districts, travel and years serving as a deputy in a particular branch.
- Discussed having a conference call meeting/training of deputies per district in future.

- Reviewed upcoming role of deputies and their position in relation to strategic plan.

Apostolate Ways and Means- Franklyn Lopes

- Met before CC meeting in June. Regarding giving certificates at convention...will do the top 4 and the rest will be handed out.
- Franklyn Lopes will be chairing the ICF charities workshop with the help of Denise Antonowicz, Lisa Crudo and Nina Malone.

By-Laws and Rituals-David Botta

- Getting proposals ready for convention: Carmen Kilcullen and Deborah Rodondi to each read one and Roselynn Jarrett will read the one she wrote.
- Awards committee maybe we need to look at simplifying the application process, maybe eliminate the letters of recommendation. Maybe it should be apart of convention committee or be a liaison the convention committee. We need to make it so that more people want to nominate individuals. Vince Piro is concerned that adding it to convention committee it will become another chore...having a separate committee for awards might give it better focus.
- Bob Basuino talked to Bradley James he would like to have a keyboard available to him during the presentation he would like to preform one of the songs for Mother Teresa.

Expansion – David Botta

- Next Saturday and Sunday Anne Interrante and Lou Mages to be in Simi Valley and will talk at the masses.
- Lou Mages had a membership drive in Ventura have not heard results from it.
- Received a letter from Chicago Br 441, they have already voted to have a social club and not be apart of ICF. They realized they did not follow protocol and will have the vote at October meeting. Currently they have 31 members
- San Fernando Valley may be voting to close, Nina Malone's branch to be voting on closing.
- May not have the banner ready for Christ the King in Pleasant Hill as the lady who does them is on vacation...if that is the case will acknowledge them maybe with a certificate and give the banner at their October anniversary fundraiser.

Finance Report-Roselynn Jarrett

- Review 10 page information on state taxes and non-profits. If you see anything that needs correcting or changing let Roselynn Jarrett know.
- A member of the ICF 391 Joe Leotta passed away in January. 5% of estate is to go to ICF specifically to Cooleys Anemia. Just received the check for \$67,094.16. Roselynn Jarrett made motion to give 10k this year and purchase cds for the remaining years with this money, similar to the way the Silva trust is set up; seconded by Leonard Zasoski. PASSED

Live to Give – Jane Dianda

- Working on the Blood Drive for convention. Hoping to collect 25 units.
- Leonard Zasoski asked if he can have the name of the blood bank so he can find out if he can give or not.

Public Relations - Vince Piro

- Potential website designer has sent a sample...in general PR committee liked it maybe not modern enough. They offered him suggestions and want to see how he does with that.
- Online Bollettino: to change the data base is about \$4,000 to allow for Bollettino online only for members that want to opt out of receiving a hard copy. Bob Basuino read a letter he received from the data base person-he is resigning as our software programmer and suggests we start looking for another one. He will release the copyright to our program to us when we get a new programmer. Will talk with Gary Bartlett and Richard Interrante. Roselynn Jarrett mentioned a company called Compete who specializes in membership databases.
- Worked on PR operating procedures waiting for a few forms from Michelle Feldman.
- Have been brainstorming on advertising.
- Want to pass out a survey at convention regarding the Bollettino.
- Roselynn Jarrett suggested that the scholarship pictures in the Bollettino should just be in the August September issue.
- David Botta asked how are we doing with the forms being online? Some love it some hate it...they can opt out and receive hardcopies if they don't like getting the information online. Deborah Rodondi suggested that as long as a form is still active it should be listed in the packet. Example some convention things were in March packet...they should also have been in the June packet for easier access or a note referring back to previous packet.
- David Botta seems like some branches are using the old applications.

Scholarship – Deborah Rodondi

August to judge 2nd, 3rd and 4th year scholarships

Task Force –Leonard Zasoski

- **Procedure Guidelines:** Mike Rossi has sent an outline copy of each committee's procedures to the current chairperson and committee for their review. Any comments or questions are to be returned to Mike by July 31st 2015. After any necessary modifications the procedure guidelines will be sent to the committee chairs at the start of the next term.
- **Strategic Plan:** The strategic plan training committee is continuing to conduct workshops in various districts. There are currently three workshops scheduled in the next month. The goal of the committee is to conduct a workshop in every district and area before the end of the year.
- The feedback for the workshops has been very encouraging and we feel that those in attendance are taking a hard look at ways to make improvements in their branch from membership to leadership and including their relationship with their pastor and parish community.
- We are also currently conducting a yearly review of where we are in meeting the goals established within our plan. This process is being held on a weeknight using GoToMeeting and Conference Call, by using these forms of communication we are able to have a productive meeting and save a large amount of money.
- Deborah Rodondi informed Vince Piro that San Mateo canceled July date due to too many vacations and will be looking for a weekend date.
- Jane Dianda heard a complaint that the attire was not presentable for the presenters.

- David Botta asked about followup. Through the year they will get back to the districts they hope to use the deputies to help with this.
- Vince Piro feels to be most effective expansion and closing branches /troubled branches needs to be separate committees.

UNFINISHED BUSINESS

- Reviewed punch up list...down to just a few pending items

NEW BUSINESS

- **Branches requesting to be excused from convention:**
 - Branch 27 Madera- Roselynn Jarrett moved/seconded by Franklyn Lopes to SEND REQUEST TO DELEGATES. PASSED
 - Branch 121 Forest Park- Jane Dianda moved/seconded by Roselynn Jarrett to EXCUSE from Convention PASSED
 - Branch 145 Eureka- Jane Dianda moved/seconded by Franklyn to EXCUSE from convention PASSED
 - Branch 258- Jane Dianda moved/seconded by Roselynn Jarrett to SEND REQUEST TO DELEGATES. PASSED
 - Branch 290-Franklyn Lopes moved/seconded by Vince Piro to SEND REQUEST TO DELEGATES. PASSED.
 - Branch 332 Novato-Roselynn Jarrett moved/ seconded by Franklyn Lopes to send the request to wave 3rd delegate TO DELEGATES. PASSED
 - Branch 358 River Forest- Roselynn Jarrett moved/ seconded by Jane Dianda to EXCUSE from convention PASSED
 - Branch 392 Chicago- Vince Piro moved/ seconded by Jane Dianda to EXCUSE 3RD DELEGATE. PASSED
- Bob Basuino reported that changes were made on the convention workshops
- 4 page letter from Paula Solvino from Fresno not happy with ICF setting up relief funds for outside the United States. Feels we should stay close to home and work on the homeless situation. Roselynn Jarrett pointed out that the big charity companies the money may not go to what you specify.
- David Botta reported a new person will be running for CC.
- Andy Pappani reported on a couple applying under family membership kicked back from office as not being catholic. Roselynn Jarrett made motion to accept application seconded by Franklyn Lopes the applicant is baptized catholic, have them resubmit application filled out correctly. PASSED. Deborah Rodondi commented that we need to change the by-laws to read baptized catholic not catholic in good standing, this would allow us to help bring individuals back to the Church.

ACTION ON COMMUNICATIONS –NONE

GOOD OF THE ORDER

Bob Basuino asked to keep Mary Alesi's family in prayers also the Piro family on the loss of his sister Barbara.

CLOSING PRAYER led by Vince Piro

MEETING ADJOURNMENT: 7:51 pm by GP Bob Basuino. Next executive meeting August 14, 2015 at Oakland office

Respectfully submitted,

Deborah Rodondi, Grand Secretary