

ICF Executive Committee
Meeting Minutes
November 14, 2014

The meeting was called to order by GP Bob Basuino at 4:31p.m. at the ICF Oakland Office.

Opening Prayer – Led by Msgr. Cardelli

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

Meeting Minutes: Minutes from October 10, 2014 were approved as presented.

Communications:

- Thank you From the Most Reverend Salvatore Cordileone, Archbishop of San Francisco, for donation to Providenza Fund in memory of his mother.
- Thank you from Fr. Roy Shelly, Diocese of Monterey, for the \$2,500 in support of the seminarian program.
- Thank you from Most Reverend Joseph Pepe, Bishop of Las Vegas, for the Bishop's Day celebration and \$1,500 for seminarians.
- Thank you from Most Reverend Patrick McGrath, Bishop of San Jose, for the Bishop's Day celebration and the monetary donation to the seminarians.
- Thank you from Fr. Joe, Diocese of San Jose Chancery, to Bob Basuino for our continued support of the seminarians.
- ICF donation acknowledgment for Gifts of Love in memory of Al Teglia to Frances Teglia.
- ICF donation acknowledgment for Providenza Fund in memory of Nello Rossi to Leonard and Karen Rossi and Family; in memory of Armandina Centurioni to Danny Centurioni; in memory of Mary Elizabeth Ghiorso to Fr. Dave Ghiorso, San Francisco Archdiocesan Chaplain; in memory of Most Reverend Cirilo Flores to the family of Bishop Flores; get well wishes to Nina Malone; get well wishes to Msgr. Joseph Milani.
- Thank you from the Flores Family for donation to Providenza Fund for their brother Bishop Flores.
- Request for ad in the L'Italo-Americano publication for their Christmas issue.

Spiritual Director – Msgr. Cardelli

- Reported on Msgr. Milani: back at rehab facility, a family member talked to Msgr. Cardelli and said he is in a lot of pain...there is talk about fusing a disk in his back.
- Jane Dianda asked about a chaplain for Br. 91, Msgr. Cardelli said find a priest you would like and would be happy to take the responsibility and let Msgr. know so he can send a letter. Roselynn Jarrett mentioned Christ the King would be letting Msgr. know about their Chaplain in a few months.

Grand President – Bob Basuino

- Thank you to Leonard Zasoski, Jr. for attending Bishops' Days in Santa Rosa, Sacramento and Fresno; Andy Pappani for attending Bishop's Day in Redlands.
- Attended Bishops' Day' in Santa Clara Valley; Capitola/ Monterey; Las Vegas and Los Angeles at the St. John's Seminary.

Grand Treasurer – Roselynn Jarrett

- Reviewed January - October 2014 budget
- Received a travel insurance bill that was not budgeted and was not aware of. We pay for it every three years. Now that we are aware of it we will put into the budget every three years...it is \$5,400. To do it annually would be \$2,000 a year.
- Vince Piro had been informed that to uncheck a name from receiving to not receiving the Bollettino it would also take them off receiving other mailings. This is to be checked into. Roselynn Jarrett stated that she does not get the Bollettino yet gets all her other mailings.

Deputy Chairperson – Leonard Zasoski, Jr.

- Nov. 22 at 8 a.m. 1st conference call with District Deputies. Will be doing it quarterly (February, May and August), about 1 hour long. One of the items for discussion is term limits for District and Branch Deputies.
- Jane Dianda has spoken to Fran La Torre, Fran is willing to be District Deputy for the East Bay District. Leonard Zasoski, Jr. will take care of this week.
- We will do a presentation at East Bay's Installation for outgoing District Deputy Pat Mueller for her years of service as District Deputy.

Apostolate – Franklyn Lopes, Jr.

- After 1st of year Apostolate/Charity reports will be going out to the Branches along with a letter asking for the name of the chairperson.

By-Laws and Rituals – David Botta

- By-Law books getting ready to go to press. Vince Piro requested David Botta to ask Charlene Kramer to send Anne Interrante a copy of the by-laws for the website.

Expansion – David Botta

- Possible Branch in the Oakdale area... after 1st of year will be looking into that area.
- Fr. Chris Bennett at St Christopher's in Santa Clara area interested in having a Branch will work on after 1st of year.
- Br. 91 now has a full slate of officers.
- Br. 223 St Teresa has 87 members, sent out a letter and 9 people showed for meeting, they voted to close.
- Br. 217 Redlands, 37 members - 15 delinquent.
- Br. 67 no one willing to take office, President recommended closing. To check into this Branch as there is a CC member there (Pat Mages) and their Deputy is Theresa Shaw.
- 16 branches with 25 or less members
- David Botta asked Andy Pappani about Morgan Hill, Andy Pappani took Presidency since no one else would. 1st Vice would not be President because he did not want to travel to District meetings.
- Roselynn Jarrett felt maybe we need to restructure our officers combine some offices like treasurer and financial secretary. Deborah Rodondi felt we should not force combined offices, if individuals want to be officers we should let them. We need to put something into place and create a proposal with the changes...Have the key officers and an expanded officer list.

(5:40 p.m.)Went into **EXECUTIVE SESSION**

Back to **REGULAR SESSION**

Finance Report – Roselynn Jarrett

- Received an alert from UBS that a bond is coming up. When Roselynn Jarrett looked over our records it showed we have no bonds maturing in 2014. She called Vic at UBS, the Verizon bond which should mature in 2015 is being called back by them. They will have to pay us a penalty, but it is too soon to know all the particulars. He will look around for another investment. It is a 25k bond... Leonard Zasosk, Jr. made motion seconded by Roselynn Jarrett to put the penalty they pay into the general fund. PASSED.
- Online banking regarding B of A account - Roselynn Jarrett was alerted by Patty Smith that when she logged in to our accounts several ICF Branches account information came up. Took a long time and finally got it fixed. All Branches were notified by office.
- Gary Bartlett (computer services)...asked if he would renegotiate contract. Gary's current contract does not expire till February... he guesstimated this year's bid by what he anticipated his taxes would be; once he calculates his actual taxes to be paid he will look at renegotiating his new bid.
- Taxes: There are so many errors in the box of information the accountants received. The accountant felt to send the paperwork back it would probably come back wrong again...so there would be an additional charge for her to go through the paperwork, cost additional \$2,600.
- They found 2 pages of duplicate accounts. The accountant Paula says QuickBooks is not a good program for reconciling accounts. The accountant would like to come in and do January's account reconciling on an excel spreadsheet, then the templates will be set up for our office to continue doing the reconciling. When Patty Smith is doing this she should not be interrupted. The accountant's bill would be \$3,000 to come in and do this. David Rose will be meeting with them next week and will see if they will bring the price down. Roselynn Jarrett made a motion seconded by Leonard Zasoski, Jr. that we have the accountants set up an excel template for reconciling accounts. We will still keep QuickBooks. PASSED. The accountant Paula stated that she would be happy to come in and explain to us what is being done (at no charge). Paula told Roselynn Jarrett she enjoys working with Patty Smith.
- With the approval of the excel spreadsheet to reconcile accounts we will be setting a deadline for Patty Smith and Dave Rose for when the accounts need to be reconciled by each month.
- Roselynn Jarrett requested that if the office staff asks for a non-emergency vacation day it not be on day of executive meetings.
- 2013 taxes have been done and filed.

Due to time the following reports were not given, although all chairpersons were asked if anything needed to be handled tonight.

Live to Give – Jane Dianda

Public Relations – Vince Piro

Scholarship – Deborah Rodondi

Task Force – Leonard Zasoski, Jr.

UNFINISHED BUSINESS

- Bob Basuino received e-mail from Charlene Kramer...as of today she has sent 26 boxes of old files to the shredder...old computer equipment went to recycling. This is just round one, she has more to do. She wanted to know if she should destroy or just throw out old financial tapes... she will be told to destroy not throw away. She has thanked us for letting her take care of this and not send an outside person in to do it.

NEW BUSINESS

ACTION ON COMMUNICATIONS –

- Deborah Rodondi made motion seconded by Franklyn Lopes, Jr. to do an \$80 ad, same as in the past, in the L'Italo-Americano. **PASSED.**

GOOD OF THE ORDER -

- David Botta reported Br. 246 paid their convention fine.
- Bob Basuino will keep us posted on Tom Pollicita's services.
- David Botta reported that Al Ranzani passed away, he will keep Charlene Kramer posted on info.
- Bob Basuino reported that, when he was in Las Vegas, they were excited and busy working on the convention and novelties. They may buy some of the items left over from Oakland convention. Great to see that this group is excited for the convention.
- Msgr. Cardelli asked who does the layout of Bollettino...some pages he felt were not well done.

CLOSING PRAYER led by Msgr. Cardelli.

MEETING ADJOURNMENT 8:10 p.m. by GP Bob Basuino. Next meeting, January 9th, at Deborah Rodondi's house.

Respectfully submitted,

Deborah Rodondi, Grand Secretary