

**Executive Committee APPROVED**  
**Meeting Minutes**  
**November 13, 2015**

The meeting was called to order by Grand President Leonard Zasoski at 4:30 pm via GoToMeeting.

**Opening Prayer** – Led by Msgr. Cardelli.

**Roll Call – in attendance:** Leonard Zasoski, Vince Piro, Lauren Kilcullen, Deborah Rodondi, Leonard Rossi, David Botta, Msgr. Cardelli, Steve Fuentes. **Excused:** Andy Pappani, Bob Basuino.

**Meeting Minutes:** Approved: October 2 minutes via e-mail in October.

**Communications:**

- Thank you from Bishop Pepe of Las Vegas for the Bishop's Day donation.  
Thank you from Bishop Pepe for the Convention Honorarium.  
Thank you from Jackie Donato for the flowers and donation to Cooley's Anemia.  
Thank you from David Botta for get well donation to Providenza.  
Thank you from The Apostolic Nuncio for the donation of \$1,000.00 for the Pope.  
Thank you from Bishop McGrath for the Bishop's Day donation.  
Thank you from Bishop Blaire for the Convention Honorarium.  
Thank you for donations to Providenza for David Botta and Cooley's Anemia for Joe Donato.
- Newsletter and Donation Card asking for a donation to the Gubbio Project at St. Boniface Church.  
Letter from Fr. Ssemwanga in Uganda asking for help with building a house for a family and the two sons' school fees. Msgr. Cardelli didn't find the priest's name listed on the Diocese's website.

***Spiritual Director – Msgr. Cardelli***

- Hopeful and looking forward to a great year with an emphasis on the spiritualization of the members.

***Grand President – Leonard Zasoski***

Leonard Zasoski reported that he attended the following events:

- October 4<sup>th</sup> Fresno Bishop's Day
- October 11<sup>th</sup> Santa Rosa Bishop's Day
- October 17<sup>th</sup> Central Council Meeting
- October 18<sup>th</sup> Santa Clara Valley Bishop's Day
- October 28<sup>th</sup> San Bernardino Bishop's Day
- November 1<sup>st</sup> Las Vegas Bishop's Day
- November 7<sup>th</sup> Bob Basuino's Testimonial
- November 8<sup>th</sup> Blessed Sacrament Bishop's Day

**He will be attending the following events:**

- November 14<sup>th</sup> San Diego District Strategic Plan Workshop
- November 15<sup>th</sup> Los Angeles Bishop's Day
- November 21<sup>st</sup> Orange District Strategic Plan Workshop
- November 22<sup>nd</sup> Arizona Strategic Plan Workshop

***Grand Treasurer – Deborah Rodondi***

- Deborah Rodondi discussed the budget – everything is going on track. Convention is a little lower but we're doing well. Vince Piro asked how much less on the convention did we make? Deborah Rodondi said it's about \$90,000 less. The \$90,000 is a number that's put in each year.

- So far, Bob Basuino's testimonial expenses are \$8,000. Receipts, so far, are lower. The current deficit is about \$2,300. Leonard Rossi asked if Bob Basuino received a gift. Deborah Rodondi said yes, he received the papal declaration and gift cards. GP Leonard Zasoski said we need better guidelines for testimonials to keep in budget. David Botta said the Grand President gift should be \$500, Deborah Rodondi said yes, the gift stayed in line with the \$500. Leonard Rossi asked if the \$2,300 includes the \$500. Deborah Rodondi said she hasn't seen the itemized bills, so she's not sure.
- Miscellaneous expenses are double due to mileage from the office staff.

#### ***Deputy Chairperson –Andy Pappani***

- Working on new Deputy Report to go along with guidelines of the Strategic plan goals.
- Putting together information packet for Deputy on Leadership info.
- Going to have phone conference call meeting with Deputies by first of December.
- Arizona reassigning Branch Deputies.
- Arizona wants to form a District. David Botta said that Arizona was working on a district a year ago. Vince Piro said the new people hadn't seen David's presentation and they are working on organizing a district.
- Only three quarterly reports came in so far, Andy is personally phoning District Deputy for reports.
- Have two people interested in District Deputy position in Chicago, will call them Area Deputies.
- Have two people interested in District Deputy position in the Central Coast, will call them Area Deputies.
- Looking for two District Area Deputies for the Fresno area, also. Andy has talked to Allen Watts about it and he thought was good idea because it's such a large area.
- **TROUBLED Branches:**
- Andy Pappani is hearing rumors that Branch 26 Hollister has not elected Officers yet, checking into this.
- Branch 40 Oakland is not closing and has new President.
- Branch 38 San Francisco is not closing, they are continuing on.
- Branch 352 Danville was having problem with electing President, it worked out and they have a new President.
- Branch 5 Santa Clara didn't have a President stepping up, made few phone calls and went to their meeting, the Second Vice President agreed to be President.
- Branch 367 Las Vegas was talking about closing, Leonard Zasoski talked them out of it, they will continue on with our help.
- Vince Piro is working on a deputy a report re: strategic plan, which has 12 questions. Working to pair it down and make it more manageable.

#### **COMMITTEE REPORTS:**

##### ***By-Laws and Rituals – David Botta***

- The new books went to printer.
- Deborah Rodondi asked the question about benefit members? David Botta said benefit members went up to Br. 20. Benefit members paid extra dues to receive health benefits from the branch. This can be a proposal to delete it at the next convention. David Botta doesn't believe that any branches still have benefit members.
- Statutes – Charlene said they will be ready at the February Central Council meeting.

##### ***Expansion – Anne Interrante***

- The Expansion Committee met on October 10 and discussed the Strategic Plan goal of opening 5 branches - One has been accomplished with the Inauguration of Br. 443 St. Gianna at St. Rose of Lima Church in Simi Valley. Each member of the Committee is tasked with opening one branch.
- Additional Opportunities: The immediate goal is to schedule the Initial Meeting with the Pastor so that they may set up a time line to move forward to establish a branch.
  - St. Mark, Oro Valley, AZ - Donna Raffanti had Initial Meeting with Pastor. It will go before Pastoral Council and decision to move forward should come this week.

- St. Rita, Tulare, CA - Michael Cerri and Anne Interrante setting up Initial Meeting with Pastor next week, if Pastor's schedule allows.
- St. Joseph, Upland, CA - Anne Interrante and Lou Mages will be setting up Initial Meeting with Pastor. There are several other Local Expansion Team volunteers who are ready to assist.
- Mother of Confidence, San Diego, CA - Jody Balistreri in contact with Pastor, working on Initial Meeting. She has Local Expansion Team volunteer to assist.
- Church of the Transfiguration, San Jose, CA - Michael Rossi and Donna Pfaff (parishioner, Local Expansion Team volunteer) setting up Initial Meeting with Pastor.
- St. Elizabeth Ann Seton, Rohnert Park, CA - Carmen Kilcullen is in contact with local clergy to set up Initial Meeting for mid-January.
- St. Luke - Stockton, CA - Two members of Branch 395 want to re-open this branch as it is their parish and are very motivated. Michael Rossi, Anne Interrante and Carmen Kilcullen ready to assist for Initial Meeting with Pastor.
- St. Mel - Woodland Hills, CA - Anne Interrante and parishioner/Local Expansion Team volunteer are in process of setting up Initial Meeting with Pastor to re-open this branch.
- They also have many others on the list that were referred to the committee to look into. They are concentrating on the above opportunities first. They have developed a 7-step process to opening a branch. They are in process of constructing guidelines and materials for each step.
  - Initial Contact with Pastor; Sign-Up Weekend; Information Meeting; Organization Meeting; Welcoming Meeting; Branch Inauguration; Ongoing Support
- In the future, Anne Interrante will call into the executive committee meeting and give a report. David Botta said he heard Leonard Zasoski did a great job installing the new branch. Vince Piro said he attended the teleconference call of the expansion committee and they are enthusiastic. It was a great meeting.

#### ***Membership – Nina Malone***

- In the future, Nina Malone will call into the executive committee meeting and give report. She sent the current membership report. David Botta asked if Nina Malone mentioned the delinquent 9 – 12 months – there are 438 members. Leonard Zasoski said no, the report does not reflect that. David Botta said we need to follow through with the financial secretaries to follow through with delinquent members. Leonard Zasoski will write his January Bollettino article about it.

#### ***Finance Report – Deborah Rodondi***

- Deborah Rodondi presented the report that shows a comparison of the past three years for everyone to look over.
- Direct deposit for payroll for Charlene and Patty was set-up and will save us \$300 annually.
- Deborah Rodondi is creating a mileage expense sheet for the staff. For when Patty does ICF business – such as getting checks signed, etc.
- 18 branches haven't sent in financial reports for over a year. 9 haven't sent in about two years. The finance committee will be calling the branches.
- Patty worked 7 hours on a weekend for 2014 taxes and would like to be paid instead of comp day. We need to review the employee manual. Both employees have received the employee manual. Leonard Zasoski said he can talk to his HR / legal person re: state law about comp time. Deborah said Bob Basuino and Roselynn Jarrett were aware that Patty would be working the extra hours to finish the taxes. Leonard Rossi said to talk to Roselynn Jarrett to see what she told Patty. Vince Piro said we need to find out what's legal.
- Office calendar – we need to have one. Vince Piro asked if they are taking all their allotted time off. It is important for them to do this and we need to check. Deborah Rodondi doesn't know if they do.
- President's portal info – the letter is sent each quarter. The committee is suggesting to send it once a year. Vince Piro said to put in Bollettino and send an e-mail that it's time to check the portal. Letter once a year will have the passwords, etc. Leonard Zasoski asked who else should see portal? Lauren Kilcullen suggested the Financial Secretary, Treasurer and 1<sup>st</sup> Vice President should also have access to the portal.

- Employee Medical Cap – Patty paid \$9,700 this past year. \$10,000 is the medical cap. Deborah Rodondi said we should look at this and make something happen for Charlene. We're saving money on direct deposit and shredding. Deborah Rodondi is looking at her realtor to do our shredding which would save \$500. Vince Piro asked how much it would cost to raise the medical cap? Charlene pays about \$4,500 out of pocket each year. She is receiving a 1% increase and 1-week vacation. Leonard Zasoski said as long as we stay in the 1% raise and one-week vacation and offer it instead as the medical cap – we can decide to do the medical cap instead of the vacation. David Botta said to have Leonard Zasoski and Deborah Rodondi talk with Charlene on Monday, November 16 about this. Msgr. Cardelli thinks we should do both, as we preach justice – we should practice it. Vince Piro said to talk to Charlene on Monday and see which option she prefers.
- CC meeting reimbursement regarding the 2<sup>nd</sup> night being reimbursed. The finance committee doesn't think the ICF should pay for the 2<sup>nd</sup> night. Vince Piro said attending the CC dinner is important to building morale. Deborah Rodondi said there are 5 – 6 people this would affect. David Botta said maybe should look at distance – how far each person travels. Lauren Kilcullen asked if there are there any flights to Chicago, Tucson, Los Angeles, Bakersfield on a Saturday night for these people to take? They may have to stay because there are no flights. Leonard Zasoski said to look at the distance, instead, and maybe increase the distance. Leonard Rossi suggested the Finance Committee should look at it and come up with different verbiage.
- Staff Christmas Bonus – what happens? Deborah Rodondi said if we don't have this in writing – it should be written down. Leonard Zasoski will do research on this and ask Bob Basuino and Jane Dianda.
- Convention fines – Br. 258 and 290 paid. Br. 441 – will not pay. Br. 418 – it's in the mail. Br. 439 – lowered it to \$300. Leonard Zasoski left a message with Anna from Br. 439. Charlene will send her the notice that the fine is \$300.

#### ***Public Relations – Lauren Kilcullen***

- The emphasis of the Public Relations Committee, right now, is to have the Bollettino on-time at the beginning of each month. Michelle Feldman has developed a timeline for proof reading and production for the next few months. The November issue was delivered in Northern California by Oct. 31. Bob Acquistapace called Lauren to compliment us on getting the Bollettino out on time. Lauren relayed his message to Michelle.
- Lauren is working with Richard Interrante to transition the website production to Aaron Del Monte.
- Lauren wrote a Public Relations article for the November Bollettino with some ideas for branches.
- Roselynn Jarrett would like something about the 2016 Convention in each Bollettino to generate interest amongst members. Lauren agreed and think it's a great idea.

#### ***Task Force – Vince Piro***

- Dates of upcoming workshops
  - Nov. 14 – San Diego – Vince Piro, Andy Pappani, Pat Mages & Leonard
  - Nov. 21 – Orange – Vince, Andy, Pat, & Leonard. 1 PM – 3 PM
  - Nov. 22 – Arizona (Tucson) - Vince & Leonard. 11 AM – 1 PM
  - March 2016 - San Bernardino
  - February 2016 – Las Vegas
- Remaining districts to contact
  - Central Coast (maybe two) – Santa Cruz/Capitola/Castroville . . . and Paso Robles/Arroyo Grande separately
  - San Francisco/San Mateo/Marin – Marc Teglia.
- Recommendations from Task Force for next year after Strategic Plan evaluation of this year.
  - Communicate evaluation to chairs responsible for each goal and set firm goals and deadlines for next year.
  - Revise and revitalize deputy program. (Andy/Vince)
  - Focus on Membership recruitment and retention next year. (Nina Malone)
  - Focus on Expansion. (Anne Interrante)

- Action Plans – Strategic Plan Taskforce has created Action Plan worksheets for key committees.
- Date of Next Meeting – Go-to-Meeting-Phone Conference – Nov. 16

### **UNFINISHED BUSINESS**

- Punch-up list. Leonard Zasoski is getting it corrected and updated and will send to Lauren Kilcullen for the next meeting.
- Msgr. Cardelli asked if calendars are for sale. No one at his branch seems to be selling them. Leonard Rossi said that each branch received calendars at the Convention

### **NEW BUSINESS**

- Database Administrator position – the ICF needs a new one because Paul McEvoy quit or is quitting. Leonard Zasoski needs to talk to Richard Interrante about what we need to look at in regards to hiring. He will present findings next month.
- Charlene – sent e-mail re: winter and heavy storms, if they can use the home option when it's too stormy to get to work safely. Leonard Zasoski is not concerned about them abusing it. Leonard Rossi said this a fine idea and should have the phone service switched to Charlene's phone, so someone is answering the phone. Everyone agreed. Leonard Zasoski will talk to her on Monday.
- Leonard Zasoski is looking at dates to visit the office – Dec. 1 and 2. He will sit with both Charlene and Patty to understand what they do and access the situation. Maybe see where we can streamline and get more structure for the office. He wants to emphasize that we are looking to work with them.
- Deborah Rodondi said members asked her why we don't open the good of the order at the CC meeting for the guests to speak. Leonard Zasoski doesn't see a problem. Deborah said if we have time, then we should open it. Everyone agreed.
- Deborah Rodondi inquired as to the location of the Feb. 13, 2016 CC meeting. Br. 19 is willing to host. Leonard Zasoski has asked Lisa Crudo if Castro Valley will host, first. He will check with Lisa Crudo and then let Deborah Rodondi know this weekend.

### **ACTION ON COMMUNICATIONS**

- The Gubbio Project – will send this to Gifts of Love and to San Francisco, San Mateo, East Bay Districts to see if they may want to donate.
- It was decided the letter from Uganda was a scam.

### **GOOD OF THE ORDER**

- None

**CLOSING PRAYER** led by Msgr. Cardelli.

**MEETING ADJOURNMENT:** 6:32 p.m. by GP Leonard Zasoski. Next Executive Committee meeting is Jan. 8, 2016.

*Respectfully submitted,*

*Lauren Kilcullen,  
Grand Secretary*