

**CARES Committee Meeting  
Agenda: Tuesday, April 3, 2018**

Devotion

Mike Proud

Minutes – December 2017 CARES Committee Meeting

Mike Proud

CARES Vetting and Implementation Process  
(including open applications)

Sarah Steffan

Updates:

- Branch Meetings
  - Newport Beach
  - Huntington Beach

Michael Hahn

Other Business

Adjournment

## CARES COMMITTEE MEETING MINUTES

April 3, 2018  
11:30 a.m.

**Attendance:** Mike Proud, Jeff McBride, John McCarty, Julia Stannard, Lisa Alonso, Sarah Steffen, Michael Hahn, Dolores Daly, JoAnn DeLaHousaye

**Absent:** Julia Stannard, Jay Scott

The meeting was called to order at 11:48 a.m.

Mike Proud gave the Invocation

| TASK LIST   | WHO                           | DATE DUE            | DATE DONE |
|---|-------------------------------|---------------------|-----------|
| Introduce Sarah to key church leaders.  | Michael H.                    | ASAP                |           |
| Make sure CARES program applications are filled out correctly.                            | Sarah                         | On-Going            |           |
| Review minutes regarding what we originally promised Camp Agape.                          | JoAnn                         | Next Meeting        |           |
| Call Camp Agape.  | Dolores, Sarah, Jeff & Mike P | Before next meeting |           |
| Work with Marketing on communicating CARES process & getting events on a master calendar. | Sarah                         | ASAP                |           |
| Talk with John Rochford about mirroring PDF with CARES.                                   | Sarah                         | ASAP                |           |
| Meet with Huntington & Newport Beach Branch.  | Michael & Julia               | ASAP                |           |

### DECISIONS

**Minutes of the December meeting were reviewed and approved. (M – Michael H.; S – Lisa A.; all were in favor)**

**Going forward, CARES will meet quarterly rather than once per month.**

**Matt Svajda from Fiducia Community voted on as new CARES Committee member (M – Michael H.; S – Lisa A.; all were in favor)**

### BUSINESS

Sarah had a meeting with Mike Proud and Jeff to discuss making the CARES Committee more like the Program Development Fund. The PDF is similar to CARES except that it is not Christian based. Jeff would like Sarah to move this plan forward as she has the leadership and experience with the PDF. Dolores stated that the CARES Committee should act as the guide to make sure those who are asking for funding meet the CARES standards, and what we want CARES to accomplish. Lisa said that from a perception point, managing the CARES Committee and the PDF process the same way is best. Getting more partnerships for CARES was discussed. Michael Hahn said that he would like to introduce Sarah to some key church leaders to discuss potential partnerships. Jeff stated that we should let the staff come to us and ask for funding, etc. for CARES projects. Lisa agreed and stated that committees and boards can get too involved in the weeds with these types of projects which can mess up the process. Michael Hahn agreed and stated that we as a committee should be overseers and not get caught up in the weeds. Jeff said that we as an organization have been shifting from control to a more collaborative culture. Jeff stated that the committee needs the freedom to say no to projects that we don't feel fit with the CARES mission. Michael Hahn asked what the next steps are in making the CARES Committee process more like the Program Development Fund. Jeff said that the process has already been established in the PDF.

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He said that we should meet to see the presentations, and decide if we're going to support certain projects. It was discussed and agreed upon that the CARES Committee will start meeting quarterly rather than once a month. Sarah will work behind the scenes making sure the applications are filled out correctly. Sarah is also the face of the CARES Committee and the Program Development Fund. Jeff suggested that we look at – 5 presentations each quarter. Lisa stated that from an employee culture stand point, it's really important let the staff run with this, especially if we want to change the culture from control to collaboration. CARES becomes the vetting and implementation committee. Mike Proud interjected that ultimately this strategy is going to work its way through our branches. He suggested using Jimmy and Alison to help us identify other branches that want to start a CARES program. Sarah suggested that we need an amendment to the program option on the application so that everything doesn't need to go before the committee for approval again when it's just an amendment to a program that has already been approved. It was discussed that an enhancement to a program that has already been approved by the committee could be approved by Dolores only. Lisa thinks this is a good structure to move forward with.

Open applications were discussed. Currently, there are three open applications: Mentor Up; Camp Agape & Mission Hills Church. Mike P. said that for Camp Agape, we need to look back at past minutes to verify what we agreed to do for them. Jeff said that we should vet Camp Agape again – that we need to start fresh. Dolores suggested that she, Sarah and Jeff have a call with Camp Agape before the next CARES meeting. Jeff said that he wants Mike P. to be on that phone call too. Moving forward, applications need to be in at least two weeks ahead of the next committee meeting. Sarah will revise the application, deadlines, and meeting dates. Sarah will work with Marketing about how we communicate how we're going to operate CARES going forward. Sarah will talk with John Rochford about mirroring PDF with CARES.

Updates on Newport and Huntington Beach: Michael H. will coordinate with Julia S. to have a meeting with Jimmy and Allison. Dolores said that Newport and Huntington Beach have both secured two Chaplains. There is also a Chaplain handbook that Jay, Lisa and our HR department gave input for. The Chaplains will get a free membership to the Y. There will be a welcome barbeque next month to welcome the new Chaplains. Sarah is going to work with Marketing to get all of these types of events onto a master calendar. Matt Svajda from Fudicia Community has been the person on the ground helping Alison and Jimmy. Part of the CARES funding covers Matt's fees. Sarah talked about possibly putting CARES as part of the budget for Newport Beach & Huntington Beach. Mike P. asked if Matt should be a part of the CARES Committee so that he can better understand our mission. Lisa said she feels that would make sense. Everyone agreed that this is a good idea and voted for Matt to be on the CARES Committee.

Adjourned at 1:09