

PROVINCIAL COUNCIL MINUTES

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But please remember that these minutes deal with confidential matters and are intended to be read by members of the PCM Province only. If you are printing these minutes out, please make sure they are kept in a secure place.

Provincial Council Meeting Minutes
November 29 – December 1, 2016
Whitefriars Hall, Washington, DC

Members Present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., and Paul Henson, O. Carm.

The council would like to thank the Whitefriars Hall community for their hospitality and the terrific weather!

**Reports from Commissions/Board Meetings
of Affiliated Organizations**

Parish Commission

October 4-7, 2016

Emilio Rodriguez, the council liaison to the commission led the council through its October 2016 meeting in Chicago. The CARA report was discussed and it was noted that some information is incorrect on the reports. Once the corrections have been made, the province will have the most recent demographic information from the parishes, which will inform future planning decisions. This new information could also be used to market/advertise the benefits that parish ministries provide to the province.

The commission revised sections of the 2009 Parish Manual and provided several recommendations to the provincial and the council, formators, vocations directors, and local communities that advocate taking a more active role in promoting vocations and discussing with the men in discernment and formation about the benefits and realities of parish ministries.

Board of Trustees of the Monastery of Mount Carmel

October 6, 2016

The preliminary minutes of the October 6, 2016, meeting were presented.

The Society of the Little Flower in Canada continues to report good results. Two concerns: 1) the cost of postage for the mailing, and 2) the value of the Canadian dollar.

To ensure that Mass stipends received by the Society are fulfilled, a motion was made and unanimously approved *“that a stipend from the Society of the Little Flower*

will be provided for one Mass per person per day and the stipend will go to the Spiritual Center. The rest of the stipends will go the missions and formation houses to be celebrated."

The Spiritual Centre continues to experience healthy bookings from outside groups. Concern was once again expressed about the lack of Carmelite programs.

Steve Bridges gave an update on the various construction/renovation projects being conducted at the Monastery. Funding of \$100,000.00 was approved for building a garbage enclosure, new beds, dining room air conditioning, outside lighting on the chapel, and columns to mark the entrances to the property from Stanley Avenue.

The *Peace Flame* project, similar to the one in Holland, was revisited. Some discussion took place and the matter has been tabled.

A report was received from the Monastery's legal counsel for the Afruktah Art case. Direction was given to our lawyer to proceed as he suggested.

Sr. Judith Carroll from Casa El Norte at Fort Erie, Ontario, addressed the board about the possibility of using Avila Hall as a refugee center. The board raised many questions about upgrades to the facility, the noise level, and the presence of children on the Monastery grounds. The board agreed to explore further the proposal and determine what is needed to accommodate refugees.

The Monastery outside accountants presented the Monastery Balance Sheet and Profit and Loss Statement as well as the Report on Financial Statements for the Year Ended June 30, 2016. Concern was raised about Monastery financial records and minutes of trustee meetings leaving the property. The Monastery Trustees continue to monitor the fulfillment of the agreement made with Revenue Canada.

Darien Ministry Team Meeting

October 20, 2016

This group was recently formed by the provincial council to establish some synergy among the various ministries on the Aylesford campus and to establish best practices in these ministries.

The proposed quarterly financial review of the ministries has been delayed because 1st quarter financials for the ministries were not ready.

Liz Campbell, the human resources person for the campus, reported on her findings after reviewing the various handbooks the various ministries are operating under. A consolidated handbook with operational policies as well as administrative policies will be developed, taking into consideration best practices across the campus.

Carmelite Media will be re-located in the provincial offices. This is an attempt to make Carmelite Media more accessible to the needs of both the provincial office and the Society of the Little Flower. Carmelite Media's role, both on the campus and in the province, has been increasing.

The PCM Archives will be located in the space vacated by Carmelite Media. Concerns have been raised repeatedly about the safety of our historical documents in a humid basement with very limited space. This new space will be developed into an appropriate space to protect this part of our patrimony.

Formation Commission October 21-22, 2016

A review of the October minutes of the Formation Commission was presented. All areas of the province, including the Peruvian Commissariat sponsored vocation retreats during the month of October 2016. The activities/work of the vocation directors were reported. A report on each man in formation was provided.

There were questions about language studies and why some candidates from Latin America are taking English classes and studying theology in the United States. It is the policy of the province that all students have some facility with both English and Spanish. The council noted that a statement of support for students learning English and Spanish (bi-lingual speakers) was issued in the March 2016 council minutes.

Regarding theology, the province endorses two theology schools during initial formation: Catholic University of America in Washington, D.C., and Universidad Centroamericana (UCA) in El Salvador. In Mexico, the academic calendar is similar to the academic calendar of the United States. It is strategically and pragmatically better for the province to have the men from Mexico to study English in the United States, and if proficient enough to do their theology studies at Catholic University of America. Since the educational year in El Salvador begins in January, it is more appropriate to have Salvadorans attend the Universidad Centroamericana (UCA) in El Salvador. At the request of the Formation Commission, the prior provincial will be available via teleconference to reiterate the province's policy and clarify any questions at the next formation meeting.

A process for petitioning for solemn vows for the simply professed in El Salvador was established since there is no established "house chapter" system at this time. Candidates for vows (and ordination) will be evaluated by three solemnly professed members by written evaluation. Panels of three evaluators were established for those requesting solemn vows at this time.

Simply professed Peruvian students desiring to attend the June 2017 PCM Chapter will need to consult with the commissariat leadership regarding permission to attend and financial obligations. We encourage Peruvian students to attend the

student gathering in Washington, DC, but are sure it is practical to attend both Chapter and student gathering.

The council teleconferenced Daryl Moresco, O. Carm., to clarify some points raised in the minutes and to correct calendar errors found in the minutes.

Board of the Carmelite Institute of North America

October 25, 2016 - Telephone Conference Call

The outreach of the Carmelite Institute has increased dramatically and is progressing well. The Institute is sponsoring days of recollection in various parts of the USA and Canada. These have been well attended with 40-50 people. The Institute has completed a number of webinars on various aspects of Carmelite spirituality. These have been very successful. An annual lecture in the DC area is being developed. The Carmelite Institute Symposium for 2017 is entitled **Pope Francis Points the Way to Carmel** and will be held at Loyola University, Lake Shore Campus from June 25-29, 2017.

The budget for the Institute was reviewed and the contribution listed for the PCM Province agreed to.

Justice, Peace, and Integrity of Creation Commission

October 26-27, 2016

The work of the commission, elaborated in the October 2016 minutes, was discussed by the council.

Dr. Elena Procario-Foley, a graduate from Fordham and the University of Chicago and currently the Chair of Jewish-Christian Thought at Iona College, gave a presentation on the concept of “teaching of contempt” to a group 100 people consisting of confirmation students, parishioners from St. Anastasia in Teaneck, New Jersey, and invited guests. The content suggested that for centuries, Christianity has portrayed the Jewish people inferiorly, or in a contemptuous manner. She suggested a “teaching of respect” approach be adopted to reverse the cultural stigmas placed on Jewish people. Dr. Procario-Foley was well received by the attendees.

The 2016 grants from the province were reviewed and members of the commission were assigned to make follow up phone calls to the recipients. The application form and other attachments for the 2017 grants were mailed and emailed in November 2016 to members of the province and provincial ministry sites.

The commission discussed the need for ongoing education surrounding issues of justice, peace and integrity of creation. Efforts will be made by the commission to provide the membership with articles, webinars, guest presenters, pertinent CMSM

(Congregation of Major Superiors of Men) information, the “One Page” by the Carmelite NGO, and other educational resources.

Additional items include: The international JPIC congress is scheduled to meet in Fatima, Portugal from July 22 – 29, 2017. A request was sent to the PCM formation director to consider sending a student to the international JPIC congress. Likewise, a student representative needs to be appointed to the JPIC provincial commission of the PCM province.

Retirement Trust Board

October 28, 2016

The council received a draft of the minutes from the October 28, 2016, meeting of the Trust’s board. The audit report for this year was received. Overall, the fund is performing as well as can be expected.

A motion to accept the audit was made by Sam Citero, O. Carm, and seconded by Myron Judy, O. Carm. The motion was unanimously approved.

The board discussed members of the province who are eligible this year and will be eligible next year to enter the trust fund. They will be notified of their status.

The custodial conversion from JPMorgan to 5/3 Bank is completed. The benefit payments are running smoothly after some initial difficulties caused by JPMorgan.

Finance Commission

November 2, 2016

A report of the November 2, 2016 minutes was presented to the council. Since a quorum was not met to do business, a phone conference was scheduled for November 11, 2016 to approve items from the agenda.

The investment funds were reported on. The Consolidated Investment Fund showed good performance overall. The diversity in the portfolio has contributed to the growth. The funds are monitored and reviewed to determine the quality of performance.

Crowe Horwath, LLP presented the audit results of the provincial office financial statements. The finances were presented fairly in all material respects.

A motion to accept the audit results of the provincial office financial statements was made by Emilio Rodriguez, O. Carm. Sam Citero, O. Carm. seconded the motion. The motion passed unanimously.

The Little Flower Society reported that the USA branch is experiencing a slight decline in appeals and fundraising. However considering the national decline, LFS USA is managing well. The England branch has seen quite a fall in its response rate which is attributable to Brexit. The El Salvador branch is discussing a project-based appeal that may attract more donations. April Krzeczowski will assume the position of Controller for the Society of the Little Flower beginning February 2017. The St. Therese endowment fund payment to the province was discussed.

The sale of the vacant land in Nokomis and the proceeds of the Peabody property have improved the province's cash position. The Mahwah property sale proposal is still pending.

Carmelite Media Meeting

November 4, 2016

The prior provincial reported on the activities of the Carmelite Media office. The province's website (www.carmelnet.org) is under renovation to provide a new look and more information. Upon review of the contents and approval of images and animations, the website will be launched.

Other media projects include an e-version of the Carmelite Liturgy of the Hours, republication of John Welch's very popular *When Gods Die*, recording in audio some of the Carmelite Media publications, and the publication of Spanish translations of *Foundation Stones*, by Glenn Snow, O. Carm. and *Desert Springs in the City*, by Leopold Glueckert, O. Carm.

Due to the change in locations of Carmelite Media and an upgrading of equipment, printing and distribution of the Carmelite Review is delayed. However, the SWORD is slightly ahead of schedule and will be mailed after the 1st of the year.

Carmelite Mission Office Report

An update was presented on the relocation of the mission office to Englewood, New Jersey. The move went smoothly and the office is fully operational now.

The financials for the office were reviewed and accepted.

A request from the Commissariat of the Congo was presented to the council. They are looking to establish their presence in the center of the city of Kampala by acquiring a parcel of land with buildings that will be used for Carmelite retreats.

After discussion, Sam Citero, O. Carm. made a motion "that \$10,000 from the Carmelite Missions be set aside for this project until such time that funding for

the other \$90,000 can be secured.” Myron Judy, O. Carm. seconded the motion. The motion was unanimously approved.

Admissions Board for El Salvador

November 28, 2016

On November 28, 2016, the admissions committee accepted three Salvadorian candidates into the prenovitiate program in El Salvador.

Juan Esteban Rodriguez
Miguel Angel Guerra Martinez
Carlos Ernesto Alfaro Polanco

These men will join the program at Centro Xiberta when the new school year begins in February 2017.

Chapter Preparatory Commission

November 14-15, 2016

Unofficial minutes of the November 2016 meeting were presented. A face-to-face meeting between Daryl Moresco, O. Carm. and key personnel of the Carmelite Spiritual Center occurred in October 2016. They reviewed and finalized accommodations, meeting spaces, the sound system in the chapel and meeting room, check-in and registration, and an historical display on the fire at the monastery 50 years ago, in November 1967.

The prior provincial will invite the Bishop of the Diocese of St. Catherine to the chapter banquet. The provincial will send dinner invitations to the mayor and his wife, the fire chief, and police chief of Niagara Falls, Ontario, and will present a plaque of gratitude to the mayor of the City of Niagara Falls for the care of the people of Niagara Falls following the fire at the monastery. Steve Bridges will work with city officials to present a city proclamation to the Monastery.

The chapter preparatory commission allotted time in the chapter schedule to accommodate a presentation of the parish and membership survey by a CARA representative. Copies of the executive summaries will be sent to the membership before the 2017 chapter for discussion in the communities.

The preparatory commission has communicated with the presenters who will reflect on a series of questions designed by the commission as part of the chapter themes of Experiences, Convictions and Vision. Chapter attendees will also have an opportunity to reflect on those same questions during workshops.

Update on Carmel Catholic High School - Mundelein, IL

Joe Atcher, a member of the Corporate Board of Carmel Mundelein, walked the council through various documents from the school, updating the council of the status of the school. Although no Carmelites teach in the school, some Carmelites continue to be present there on a regular basis. The province continues to sponsor the school through the Corporate Board and its ownership of approximately half of the land and building. Of particular interest during our discussions was the school's very lengthy strategic plan. The financial and the audit statements were also presented to the council.

There has been a slight decrease in enrollment this year. The school has a president with tenure of three years. An interim principal was appointed while the school searches for a replacement for Mark Ostap who resigned.

Communications

From the Peruvian Commissariat

The minutes of the October 2016 Peruvian commissariat meeting were reviewed. The commissariat is preparing for its annual assembly, January 10-13, 2017. Reports on all the ministries and communities will be presented during the assembly.

Community Visits / Community House Calls

Calls to the Community

The council reviewed reports on the calls to the various communities made by two members of the provincial council prior to the meeting. Some of the men continue to struggle with health issues. However, they are being cared for at home or in skilled nursing facilities. Men who are capable of working are providing good ministerial presence around the province. A number of situations were discussed at length.

Provincial Visit to Los Angeles Area

November 14-17, 2016

The provincial visited St. Raphael Parish in South Los Angeles. He received a favorable report of the parish activities and the Carmelite community. Some capital improvements were made to the facility. Anthony Armstrong, O. Carm was in England during the provincial's visit, for his mother's funeral services.

Four men live in Villa Scallabrini, Sunland, CA. Contact was made with two of the men. The other two men were not available. The provincial also visited Al Koppes, O. Carm. who lives in a nursing home near Loyola Marymount University. He continues his Mass ministry and advancement work at LMU.

Both the provincial and the vice-prior provincial met with the Encino community and discussed the living situation at OLMC priory. Various options are being investigated.

The provincial also visited the president and principal of Crespi Carmelite High School and spoke about recruitment, other happenings around the school, and the Secondary Schools Commission. Dr. Jonathan Schild informed the provincial that he will be leaving the school at the end of the 2016-2017 school year as his wife got a position with Apple in northern CA. The school president has organized a search committee.

Provincial Visit to Northern California Area

November 20-23, 2016

Due to the funeral mass for Charles Kurgan, O. Carm on November 23, 2016, the provincial's visit to San Francisco, Oakland and Fairfield was shortened. However, all the men had a chance to visit with him. The pastoral work in San Francisco and Fairfield continues to grow. Overall, the men are content with their ministries and with their communities.

During his visit to the Carmelites in Fairfield, the provincial met separately and then with both members of the parish community for feedback on a proposed agreement between the Province of the Philippines and PCM for a member of the Philippines to work in our parish in Fairfield.

Continuing Business

Update on Vocation Ministry - Mexico

The council was given a report on the vocation efforts occurring in Mexico. Mario Loya works out of Mexico City. Six men attended the October 2016 retreat. Most are completing or have completed college level studies. Some of the men on the retreat had previous seminary experience which surfaced concerns among some members of the council. The house has 16 rooms, 12 of which can be used for pre-novices.

Lay Carmelites

The minutes for the April 2016 and October 2016 meetings of the Lay Carmelite commission were reviewed. With the retirement of Sr. Mary Martin, O. Carm., the provincial council discussed the future needs and development of the lay Carmelite

office including the leadership structure, the current staff members and the need to raise dues.

While visiting Northern California, the provincial met with Cindy Perazzo, a Lay Carmelite who expressed interest in taking the role of provincial coordinator of the Lay Carmelites. Cindy possesses a certificate in Carmelite Studies and has been very active in leadership of the Lay Carmelites on both the regional and national level. With this background, the exchange of ideas and fresh agenda was progressive and very positive. The council was positive on moving forward with Cindy as provincial coordinator.

The council was also presented with information for the Lay Carmelite Convocation set for July 19, 20, 21, 2019 and a Leadership Day set for July 19, 2019.

Agreement with the Carmelite Province of the Philippines

The council reviewed the proposed agreement between the PCM Province and the Province of the Philippines. This is based on other such agreements and with input from both David Fontaine (PCM) and Pedro Manilag (Phil) of the parish in Fairfield. The agreement outlines responsibilities and financial obligations of all parties. The council approved the agreement. It will now be submitted to the Philippine provincial.

Discussion of Engaging with the Indonesian Province

The prior provincial continued a discussion regarding the possibility of Indonesian Carmelites assisting in some of our ministries. Some members of the council raised questions about this proposal, citing cultural and language issues. Because of the many variables, the council is proposing a “pilot project” in the Jersey Valley with residence at St. Anastasia priory. The prior provincial has been invited to visit the Indonesian province in March and to explore this possibility further with the provincial leadership there.

Update of the Strategic Plan for Mexico

Monthly teleconferences have been held since June with all the professed members of the province working in Mexico and the provincial to update the strategic plan for the province in Mexico. The minutes of the teleconference from the October conference were presented to the council.

The establishment of the civil association, which will allow companies which donate to the Carmelites to receive tax relief, is progressing well and final approval should be received shortly. Various fundraising projects are being explored.

The annual meeting of the group will take place December 5-9, 2016, in Casa del Carmen in Tlalpan. Time will be devoted to updating the strategic plan, a seminar on leadership, a one day retreat, and a trip to a local historical site with the 7 pre-novices.

New Business

Meeting with Representatives from Catholic University of America Re: The Establishing of a Carmelite Chair in Carmelite Studies

A five-member team from Catholic University (CUA) was invited by the provincial council to continue the discussion begun some years ago regarding the establishment of a Chair in Carmelite Studies at Catholic University of America. The dean of the School of Theology, the Very Reverend Mark Morzowich, and other members of the theology and advancement departments of the university completed the team.

The provincial council spent some time the day prior discussing the wisdom of establishing a chair, funding sources, and areas that we needed some clarification on from the CUA team. These areas included the province's involvement after our donation, our role in the hiring process and accountability of the chair, process of management of the Carmelite's financial investment, etc.

During our meeting with the representatives of CUA, we emphasized our desire to re-establish scholarly research and teaching in Carmelite spirituality and history on a major university campus (a Carmelite chair would guarantee this in perpetuity). This would advance our legacy. The fact that this professor would be directing other scholars in their work would allow the diffusion of our spirituality and history beyond CUA eventually. This chair could also be involved in programs directly associated with the province: sponsorship, vocations, and members' sabbaticals. There would be related activities around the professor's teaching and research, colloquiums and presentations, for example. This person would be a resource for our own theology students as well as those from other provinces studying in Washington.

The various options of financial investment were also reviewed.

Each member of the provincial council is enthusiastic about the possibilities that this investment in the future presents the province. The provincial council will establish an ad-hoc committee of four people to work out the details with CUA and present this the provincial council for acceptance.

Praesidium: Discussion of Possible Survey of Province

Praesidium is interested in hearing from the membership about the service they are providing the province. To that end, a 13-question survey was designed and will be distributed via email to each member of the province in the near future.

Future Direction of the Carmelite Library – Washington, DC Meeting with Patricia O’Callaghan

The provincial council took the opportunity of being at Whitefriars Hall to meet with Ms. Patricia O’Callaghan, the librarian of the Carmelitana Library. The council met with Ms. O’Callaghan by phone during their October meeting in Phoenix.

The provincial council reaffirms its commitment to the library—second only to the Carmelite library in Rome. This is a specialized library which caters to scholars doing research on a particular Carmelite topic. As such its use is somewhat limited. Due to Patrick McMahon’s illness, some aspects of the library operation did not receive adequate attention. Also there are some issues with the HVAC that need to be addressed in order to adequately ensure the preservation of the books.

Following a lengthy discussion of some of the procedures now in place as well as challenges for the future, the provincial council decided to re-configure the Carmelitana Board. We thank those who served on this Board in the past or are currently members.

This Board will formally meet twice annually and be charged with supervising the operations, acquisitions, and finances of the library (respecting the original agreement established with the Rogge family when they donated the money known as the Rogge Fund or the Carmelitana Fund). This Board will also recommend a budget to the provincial council for approval. Quinn Conners, as prior of Whitefriars, has been asked to function as a liaison with the staff of the library.

The new Carmelitana Board will consist of the onsite liaison, a member of the finance commission, a librarian/scholar, and a member of the provincial council. Appointments will be presented at the next provincial council meeting.

Provincial Finance Office Report

The minutes of the August 9, 2016 meeting were reported on.

The treasurers reported on the consolidated investment fund. The assets of the fund increased at the end of the quarter due to higher returns and no cash outflows. The retirement plan fund experienced a slight increase in returns and appeared to be performing in a positive direction. A motion was made to rebalance the

retirement plan which was passed. The Niagara monastery fund held steady with modest investment gains. Last year, the performance of the fund was phenomenal.

All three branches of the Little Flower Society were reported on. The USA performance level showed a slight decline in response to the appeals. The England branch is not doing well due to the rule changes for charitable donations. The Canadian branch is performing well. The Canada and the USA branches are still providing much needed funding to the province.

The activity of the trust funds of the province were presented. They are performing well. A rebalancing action was approved by the finance committee.

It was reported that a new dental plan will go into effect soon. Information will be sent to the membership. The Enterprise automobile management system, being pilot tested in the Chicago area houses, is also progressing well and has already been utilized by members.

A capital expenditures report comparing the 2014-2017 projects was presented to the council.

Petition for Simple Vows

After receiving the formal evaluation from the novitiate directors in Lurin, Perú, and a letter petitioning vows, David Ulises Garcia Hernandez was approved for simple vows for three years. His profession will take place at 10 AM on January 7, 2017, in San Salvador, El Salvador.

Petition for Solemn Vows

Benjamin Salas Achahuanco petitioned for solemn vows. Written evaluations were received from three solemnly professed members who have lived and worked with Benjamin. The provincial council reviewed the evaluations, Benjamin's petition, and our own knowledge of his work in El Salvador these past few years. The Council approves Benjamin for solemn vows.

Acceptances into 2017 Novitiate Program in Lima, Peru

The following men were accepted for entrance in the novitiate program in Peru. All of them are from El Salvador.

Santos Antonlino Méndez Ramírez
Henry Mauricio Cienfuegos Ostorga
Daniel Ulises Gonzalez Cabrera

Letter to Carmelite Sponsored Secondary Schools

Tom Batsis, O. Carm., wrote to the prior provincial suggesting that a clear statement be made to the schools about our commitment as Carmelites to diversity in our ministries. The concern is that we should be clear about our stance given the negative and social climate of the nation at this time.

The provincial council discussed this and a letter will be written up, approved by the council and then distributed to the secondary schools which the province either sponsors or co-sponsors. The letter will also be distributed to the province membership.

Discussion with Whitefriars Hall Formation Team

The council met with the new formation team at Whitefriars Hall, Quinn Connors, O. Carm. (PCM) and Mark Zittle, O. Carm. (SEL), who reported on the various aspects of the formation program. Nine students joined the community in August. There are students from the various parts of the province, and some issues about cultural integration have surfaced.

Next year, most of the priests who are doing advanced studies will be moving on. We are looking for a treasurer as well as a retired Carmelite to be a part of the WFH community.

Membership

The following changes in residence and/or ministry were made:

Steve Cooley	Mercy Circle Adjusted Living (773) 253-3600 Dec 1, 2106 3659 W. 99 th St. Chicago, IL 60655
Enrique Varela	St. Cyril Priory, 6401 S. Harper Ave. Chicago, IL 60637 Dec 1, 2016 Ministry: Cook County Jail Chaplain (Full time)

Upcoming Events Around the Province and Order

Annual Meeting of Province in Mexico – Tlalpan, Mexico
December 5-9, 2016

Profession of Novices – San Salvador, El Salvador

January 7, 2017 | 10 AM

Annual Meeting of Peruvian Commissariat – Lurin, Perú

January 10 – 13, 2016

Investiture of Novices – Lurin, Perú

January 12, 2017 | 7 PM

Annual Meeting of Province in El Salvador – Ciudad Delgado, El Salvador

March 8-9, 2017

Investiture of Novices – Middletown, NY

June 11, 2017 | 7 PM

Profession of Novices – Middletown, NY

June 12, 2017 | 10 AM

[Provincial Chapter – Niagara Falls, ON

June 19-23, 2016]

Upcoming Provincial Council Meeting Dates and Places

Please note the following dates and places the provincial council will meet. If there are major celebrations which you would like the provincial council to attend in conjunction with a meeting, please let the provincial know and adjustments can possibly be made. Dates and locations more than one year out are tentative. All this information is on the province calendar on the province intranet (ocarmintra.net) to facilitate scheduling of commission and board meetings.

February 14-16, 2017 – Encino, California

May 2-4, 2017 – Nokomis, Florida

Board of Members
Crespi Carmelite High School
Encino, CA
December 1, 2016

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

An oral report of the October 2016 Board of Directors' meeting was presented.

Dr. Jonathan Schild, principal of the school, announced his resignation which will take effect at the end of the 2016-2017 school year. A search committee has been formed by the president of the school with the hope of announcing a new principal before testing and registration of the in-coming freshman class.

Other key items were reviewed: enrollment, new areas for recruitment, the library project, and a proposal for a pool.

The board adjourned.

Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members

Board of Members
Salpointe Catholic High School
Tucson, AZ
December 1, 2016

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

An update of the board of directors meeting held on November 18, 2016 was presented. The audit statement was received and accepted.

Every board of directors meeting includes a student presentation from one area of the school. Two members of the STEM program presented their work in robotics and 3D printing.

The Board of Directors also spoke about the ever-increasing tuition costs that the students and parents incur every year. A graph describing various scenarios with varied increases was also presented at the meeting. The board of directors will continue working on this, with the school administration, to see what alternatives to annual tuition increases might exist.

The board adjourned.

Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members

Board of Members
Mt. Carmel High School
Chicago, IL
December 1, 2016

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

The minutes of November 8, 2016 Board of Directors meeting were presented and discussed.

The Board of Members also reviewed the *curriculum vitae* of Mr. Mark Duffy who is proposed as a new member for the Board of Directors. Mr. Duffy has a great deal of financial and legal experience, and has served on a number of boards.

After discussion, Joseph Atcher, O. Carm. motioned to accept Mark Duffy as a new member of the Board of Directors. Samuel Citero seconded the motion. The Board of Members unanimously approved the motion.

The chair of the Board of Directors, Thomas Gibbs, sent the chair of the Board of Members a letter with suggestions for the revision of the Carmelite Secondary Schools Policy Manual. He highlighted differences in the policy manual and the setup of the school's endowment fund. The Board will work with the school to resolve this.

The board adjourned. Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members