

Provincial Council Meeting Minutes
February 14-16, 2017
Crespi Carmelite High School
Encino, California

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 meeting began with a discussion of the evaluation the Board of Members conducted of Crespi Carmelite High School on February 13, 2017. The evaluation focused on the mission, philosophy, and purpose of the school. Administration, faculty, staff and students met with the board of members. An on-line survey was also offered to the parents of current students. The Board of Members will review the information gathered and make a report to the Board of Directors and school administration. A summary of the report will be distributed to the wider Crespi Carmelite community.

Reports from
Commissions/Board Meetings of Affiliated Organizations

Board of Directors – Darien Spiritual Center
December 8, 2016

The minutes of the December 8, 2016 meeting were presented. Currently, the center is studying its personnel needs, creating a more accurate organizational chart, and doing an analysis of cost in the food services and utilities as well as daily employee cost. The province subsidizes the center approximately \$200,000.00 a year.

Board of Directors – Society of the Little Flower
December 13, 2016

The provincial council was presented with preliminary minutes of the December 13, 2016 meeting of the Board of Directors. The financial statements of the Society of the Little Flower were discussed. The Society of the Little Flower in the United States and England/Ireland continue to be challenged by declining direct mail markets. However, the office is also working on different strategies to change this scenario. Fundraising efforts of the Little Flower Society of Canada are strong. There has been some significant decline in planned giving and major gift but strategies are being developed to address these declines.

Ms. April Krzeczowski was recently hired as the new controller replacing Dan Luessenhop who retired after 25 years.

Board of Trustees of the Monastery of Mount Carmel January 19, 2017

The preliminary minutes of the January 19, 2017 meeting of the Board of Trustees were presented. Reports were received from the Monastery's Society of the Little Flower and its Spiritual Centre. The finances of the monastery were reviewed. The spiritual centre will be close to breaking even financially this year.

A number of monastery improvements have already been completed while others are being done or are in the planning stage. This meeting approved replacement of the carpet in the corridors. A short discussion was held as to what the local community pays for and what the Monastery of Mount Carmel pays for. It is important that these lines be kept clear to avoid tax issues. The gift shop income is holding steady; however on-line purchases, a relatively new feature, are not doing as well as expected.

The lawsuit over the Afrukhteh art donation to the monastery continues. The Trustees received advice from the monastery lawyer and directed him how to respond to the demands of the other party. We are now waiting for their response.

The board was considering opening Avila Hall to refugee families. After much discussion, a motion was made and voted down by the Board of Trustees. The group we were working with on the project will be informed.

The Board was also asked by the Monastery Wine Cellars to consider various options for hosting tour groups in the gift store-wine tasting areas. The Board had no objection to the overflow crowd moving to the front porch in front of the gift store. The Monastery Wine Cellars operation will begin in June as previously announced.

The Board was also apprised that the Solar Corporation, a separate corporation producing electricity from solar panels on the roof, is doing well due to the lack of snow this winter. It continues to repay its loan from the Monastery on time.

Meeting of the Chapter Preparatory Commission January 24, 2017

The work of the Chapter Preparatory Commission as of the January 24, 2017 meeting was presented to the council. Preparations are progressing well. Commission members have already requested help from many in the province.

Straw ballots will be distributed in mid-March with a current list of eligible members with passive and active voice. They are due back to the Hudson Sisters by April 3, 2017.

The registration forms will be mailed out mid-March. The chapter fee is \$1,000.00 and includes accommodations, chapter business, and all meals.

Government Commission Update

The council was briefed on the legislative portion of the provincial chapter and the work of the government commission. The commission is reorganizing the statutes so that they reflect the designations used in the 1995 Constitutions of the Order. These designations are: Decrees, Statutes, and Norms and Directives.

During the months of February and early March, new proposals will be distributed to membership for review and feedback. Any feedback needs to be returned to the government commission for distribution to the commissions or entities making the proposals. The membership is encouraged to review and react to proposed legislation.

Meeting of the Province Misconduct Review Board January 25, 2017

The annual meeting of the Misconduct Review Board was held on January 25, 2017. The group was updated on the 2016 Praesidium visit to the province and the province's compliance with the Praesidium Standards; they also reviewed the Safety Plans which are in effect.

The province is in compliance with twenty-three of the twenty-five Praesidium standards. Six deficiencies concerned aspects of the Safety Plans. The Provincial Delegate for Behavioral Health is working on rectifying the situation.

The Misconduct Board was also invited to give advisory input to the rewriting and updating of the 2013 publication *Policies for Maintaining Ethical Ministries* which will be done at a subsequent meeting.

Meeting of Justice, Peace and Integrity of Creation Commission February 8-9, 2017

Three points of discussion were presented to the provincial council from the February 8-9, 2017 commission meeting.

Fr. Eduardo Scarel, O. Carm., visited Tucson, AZ., for the purpose of presenting conferences on climate change (imbalance) to the students and faculty of Salpointe Catholic High School. Jane Remson, O. Carm., and Eduardo also unveiled the "Laudato Si" Curriculum, that Salpointe and Carmelitas School in Miraflores, Peru collaborated on creating last year.

Fr. Scarel presented two power point discussions at St. Cyril of Alexandria parish in Tucson, AZ., to Spanish speaking and English speaking audiences. Other groups from around the City of Tucson attended. The speaker and topic were well received by participants.

The grants from the Carmelite Charity Fund and the Human Development fund were discussed. A more detailed report on those is given elsewhere in these minutes.

Finally, two proposals were presented to the council for consideration:

Proposal #1: The commission asked the council to address the matter of investment screens used by the finance office. After a discussion, the council asked Joseph Atcher, provincial treasurer, to address the 2017 Chapter about the investment screens and where our investments are located. All were in favor of this request. This information is also available in the annual financial reports to the province.

Proposal #2: The JPIC Commission asked the council to consider making a yearly institutional commitment of \$15,000.00 to assist the Office of the Carmelite NGO. The Carmelite NGO operates with very little funds from the Order, except the limited donations from the Curia, the PCM Province JPIC grants, and a handful of personal donors. A healthy discussion occurred and resulted a motion.

Paul Henson moved that the province make a yearly contribution to the Office of the Carmelite NGO in the amount of \$15,000.00 for operational needs. Concomitantly, the council recommends to the Carmelite NGO that a marketing plan be designed for the sale of the Laudato Si curriculum and parish guides using Carmelite Media in Darien. Finally, that the provincial council asks the Carmelite NGO forward a copy of the financial report to the PCM finance office on a yearly basis. Samuel Citero seconded the motion. The motion passed unanimously.

Communications

From the General Curia:

Convocation Letter for the Congress of Carmelite Schools

November 5-10, 2017

The provincial council reviewed a letter convoking the Congress of Carmelite Schools which is scheduled to take place in Rome, Italy from November 5 – 10, 2017. A discussion followed about the value of such a meeting in a country where the Carmelites have no schools. The General Curia was already informed about our concerns of such a meeting. As noted elsewhere during the meeting we prefer that the PCM schools work to network together.

The prior provincial will send a letter to the Secondary Schools Commission letting them know of our discussion and clarifying that no funds from the province are available for this Rome meeting.

Carmelite Family JPIC Congress

Fatima, Portugal

July 22-28, 2017

The provincial council reviewed the convocation letter and schedule for the Carmelite Family JPIC Congress in Fatima from July 22-28, 2017. It is intended for coordinators/animators of JPIC or those considering ministry in this area.

After a brief discussion, it was decided that the PCM Province would sponsor two people for this event. If anyone is interested, please contact the provincial office. A lottery will be held to select the two members to attend.

International Formation Gathering

Mérida, Venezuela

June 27-July 10, 2017

The next program of FOCAL will be in Mérida, Venezuela. This course of formation is open to Carmelites 10 years or less in ministry. Following a short discussion the decision was made to sponsor two members of the province who wish to attend. Those interested are asked to contact the provincial office. A lottery will be held to select the two members to attend.

From the Peruvian Commissariat:

Revised Provincial Statutes

The council reviewed the proposed Commissariat Statutes and identified a translation discrepancy with #4.7. Miguel Bacigalupo, the Commissary Provincial for Peru, was contacted. A clarification was made to #4.7 and will be included in the revised Commissariat Statutes.

Proposal #3: A motion was made by Emilio Rodriguez to accept #4.7 as amended. Joseph Atcher seconded the motion. The motion was passed unanimously.

Commissariat Council Meetings

The minutes of the Peruvian Commissariat Council's December 15, 2016, and January 19, 2017, meetings were reviewed.

Community Visits / Community House Calls

Calls to the Communities

The provincial council received reports on the welfare of the membership in each of the communities. Health issues are a major concern for the some men in the province. However, with the assistance of accompanying community members and friends, their spirits are high. Most of the men expressed contentment with their current assignment and living situation.

Provincial Visit to Whitefriars Hall November 24-30, 2016

The prior provincial reported on his Whitefriars visit from November 24-30, 2016. He met with the students in formation and discussed their academic programs at Catholic University of America. The students are adapting to the new formation team.

Part of the visit included a provincial council meeting. On November 30, 2016, the council met with a five-member team from Catholic University of America (CUA) to continue the discussion of the PCM province establishing a chair in Carmelite Studies at CUA. Because there are many details involved, John Welch and Brad Peterson will join the prior provincial in additional meetings with representatives of CUA to work these out. Their first meeting will be in March.

Following the death of Patrick McMahon, the provincial council has held two meetings with Patricia O'Callaghan, librarian. The provincial council is re-establishing the Carmelitana Board and has asked Quinn Connors and Barbara Mujica to serve. Quinn will be the contact should the librarians have questions or concerns between meetings. Barbara Mujica is a professor in Department of Spanish and Portuguese literature at Georgetown University and is the author of several books and articles on Teresa of Avila. The prior provincial will also be a member.

The provincial council also met with the new formation team at Whitefriars Hall, Quinn Connors (PCM) and Mark Zittle (SEL) who reported on the formation program. Nine students joined the community in August.

Provincial Visit to Middletown Novitiate December 1-3, 2017

The prior provincial visited the novitiate to interview the two PCM students. He and Samuel Citero also met with the novitiate team to discuss the program and the progress of the novices. Another meeting was held with Michael Kissane, O. Carm., SEL prior provincial, to discuss other concerns.

Subsequent to the prior provincial's visit, the students broke for the Christmas holidays. While one of the novices, Roberto Sanchez Mejia, was at Casa del Carmen in Mexico City, there was an armed robbery at the house and the novice's documents were taken including his passport and visa for re-entry into the USA. Because he was out of the novitiate for more than 15 day but for less than three months, in accordance with Constitution #149, his novitiate will be extended to cover the additional time he was away.

Provincial Visit to St. Anastasia Parish December 3, 2016

On December 3, 2016, the provincial visited the Carmelites at the parish for dinner. They discussed personnel issues. He will be seeking assistance of one or two Indonesian

Carmelites to assist in the mall chapel and possibly elsewhere in the Carmelite parishes of the Jersey Valley.

**Provincial Visit to Casa del Carmen – Tlalpan, Mexico
December 4-10, 2016**

The provincial reported on his December 4- 10, 2016 visit to Tlalpan, Mexico City, Mexico. From December 5-9, 2017, the Carmelites in Mexico gathered for their annual meeting to update the strategic plan, participate in a leadership seminar, have a one-day retreat, and enjoy a day trip to a local historical site accompanied by the seven pre-novices.

Four additional rooms were added to the top floor of the main house. The entire compound can now house 16 people, with 12 of the rooms being designated for pre-novices. The other four would be reserved for formators and those in advanced studies.

**Provincial Visit to Nuestra Señora del Carmen – Joliet, IL
December 10, 2016**

The provincial reported on his visit to the community on December 10, 2016. He attended the celebrations for Our Lady of Guadalupe and enjoyed a dinner hosted by the people of the parish. The intern, Roger Melara, is progressing well and visits Carith House regularly.

**Provincial Visit to Centro Xiberta – El Salvador
January 5-8, 2017**

From January 5-8, 2017, the provincial visited the student community in Centro Xiberta. Ulises Garcia Hernandez professed his simple vows on January 7, 2017 to the prior provincial. The ceremony took place in the chapel of the Divine Providence where Archbishop Oscar Romero was assassinated.

The provincial also conducted face-to-face interviews with the students and Alfredo Guillen, the formation director.

Major construction is occurring in the lower and upper houses. Each house will contain 10 bedrooms/study rooms with private bathrooms. This will enable pre-novices and returning professed interns to each have their own room. A new “conference hall” has been completed on the property. The building can house 75 people for days of recollection and conferences. Both of these projects were funded with a \$35,000 grant from the Province Mission Office.

**Provincial Visit to Peruvian Commissariat
January 9-13, 2017**

The provincial reported on his visit to Peru which occurred on January 9-13, 2017. On January 13, 2017, he received three men into the novitiate: Santos Antonio Mendez

Ramirez, Henry Mauricio Cienfuegos Ostorga, and Daniel Ulises Gonzalez Cabrera. All three men are from El Salvador.

The prior provincial and Emilio Rodriguez (socius) both participated in the annual meeting of the Peruvian Commissariat on January 10-13, 2017. They reported on the meetings and that the general spirit of the gathering was very fraternal and gracious. The Commissariat continues to work on its strategic plan (copies of parts of the plan will be available at the provincial chapter). Other provinces are being asked to consider sending priests to the commissariat where they can work as well as study at Lima's universities.

The final day of the assembly was taken up with reports from the three schools (colegios) the province sponsors in Peru. Tremendous programs are offered in each of our schools. Students in each of our schools are achieving great success. But the connections with the five province schools in the USA are either slim or non-existent.

The provincial council strongly encourages the Secondary Schools Commission of the province to schedule one of its annual meetings in Peru with the concrete purpose of learning more about each of the schools and exploring ways our schools might work together.

The provincial also visited a new ministry in Pucusana. James Geaney is accompanying these people and maintaining three chapels. Rodolfo Aznaran will also be living part time in Pucusana while doing vocation work in Miraflores.

Continuing Business

Update on Housing for Carmelites at Crespi

The provincial council heard a report on the current status of the Encino priory. Two options are under consideration: renovating both floors of the eastern section of the priory, or acquiring separate housing units for the men. A proposal, which was more fiscally reasonable than previous proposals, was forwarded to the council. At a later meeting with the men of the area, the proposal for renovating the priory was discussed and was received with more enthusiasm. The approximate cost of the renovation is \$500,000. 00.

Asociación del Virgen del Monte Carmelo en Mexico

Emilio Rodriguez reported that the Asociación has been approved. The Asociación outlines what the scope of the work the Carmelites can be involved in. The province can now legally undertake fundraising campaigns in Mexico and corporations and businesses which donate can receive tax relief.

Update on Vocation Ministry

A report on the vocation efforts in the United States and Canada was presented to the council. Regular communication is happening with applicants, prospects and inquirers using emails, text messages, Facebook postings, brochures, holy cards, and reading material. New inquirers receive a brochure, bookmarkers and "Foundation Stones."

A partial list of inquirers was reviewed as well as the applicants for August 2017. Some of the applicants are from our Carmelite ministry sites.

Vocation office personnel made parish visits spanning from Our Lady of Mount Carmel in Fairfield, CA to St. Therese in Cresskill, NJ. Carmelite charism and vocation presentations were made to parish youth groups, elementary schools, high schools, and at parish ministry fairs.

Paramus Mall

The owners of the Paramus Mall notified Eugene Bettinger, director, that the gift shop and chapel need to vacate the premises. Relocation conversations with the facilities department of the Archdiocese of Newark are underway. Key issues discussed by the council included moving costs, a rent increase, and location possibilities with plenty of parking spaces. Joseph Atcher will work with Eugene to see what other possibilities exist.

Update on Mahwah Property

The property is still under contract. The property would be used as a rehabilitation center.

The town has 45 days as of January 3, 2017 to register their input related to the proposed use of the property. The contract enjoys three advantages: the project has already been approved by the city; the original bidder has an additional business partner who can contribute more funds to the purchase; and, the governor of New Jersey has signed a bill making it easier to build rehabilitation centers for veterans in need of attention.

Update on Carmelite Chair of Spirituality at CUA

The newly formed committee (William Harry, Jack Welch, and Brad Petersen) will be working with a small group from the Catholic University of America (CUA) to work out details for establishing a Chair in Carmelite Studies at the university. The first meeting of the group will take place on March 2, 2017.

Update on Carmelite Library in Washington, DC

The recently re-formulated Carmelitana Board will be meeting at the Carmelite Library in Whitefriars Hall on March 3, 2017. This group with Quinn Connors, as prior; Barbara Mujica; Patricia O'Callaghan as Carmelite librarian; and William J. Harry, as provincial) will review documents establishing the Rogge Fund and its scope, review procedures and

budgets, and eventually develop a strategic plan for the library. Dr. Mujica is a professor of languages at Georgetown University and author of books of Teresa of Avila and other Carmelite themes.

Review of CARA Study of Province Membership

The provincial council reviewed the executive summary of the membership Cara Study Report. Eighty percent of the membership participated in the survey which is a very high rate of participation.

It was decided to mail the executive summary to the membership, as soon as it is translated, for further discussion and study by communities and/or individuals. The entire report will be made available on the province's intranet. At the June 2017 provincial chapter, a member of CARA will assist the members in interpreting the report.

Review of Provincial Statutes for Provincial Chapter

The provincial council discussed the provincial statutes and made a number of revisions, based on experience, which will be forwarded to the Government Commission

Review of CARA Study of Provincial Parish Commitments

The provincial council reviewed the CARA survey of our Carmelite sponsored parishes. It will be up to the parish commission to decide how this will best be distributed to the membership.

The prior provincial and Emilio Rodriguez, the council liaison to the commission, wrote Michael Greenwell after the provincial council meeting asking that a meeting be held, perhaps with someone from CARA participating, so that the commission as a whole can identify information that the provincial council and the province can use in moving forward. The report contains an enormous amount of data and information that needs to be discussed, comprehended, and presented to the membership.

Review of Legislation for Provincial Chapter

The council reviewed its own legislative proposals and revisions that it will present at the provincial chapter. A partial list is provided: the newly revised Secondary Schools Manual 2017, an updated 2017 driving policy, the investment policy, a travel policy and changes to the statutes.

Update on Avon, NJ, House Renovations

The third floor renovations at the house in Avon are stalled. It was discovered that the electrical service throughout the house needs to be replaced. The provincial and Sam Citero will contact Herman Kinsler about moving the project to completion.

Review of 3-Year Goals of Provincial Council

In preparation for the Provincial Chapter 2017, the provincial council discussed each of the goals which the council created for itself and the province in the first six months of this triennium. Each goal was assigned to provincial councilor and progress has been tracked by each member for his goal.

The prior provincial will report on these goals as part of his talk at the beginning of the provincial chapter.

New Business

Financial Department Report

Various financial reports were presented to the council. The Master Trust remains steady, despite sluggish returns. The province currently maintains four loans associated with major construction projects within the United States. The Balance Sheet was reviewed. On a positive note, investments from June 2016 – December 2016 showed an increase. Those community members and ministries who have not submitted their contributions are asked to do so as soon as you can.

Social Justice Grants (JPIC Charity and Human Development Grants)

The provincial council discussed these grants at length as many of the requests do not fulfill the purpose for which the two funds were set up. The two most contentious questions were: Why are we funding repeat requests? And, why are we fully funding some requests? Originally, these grants were designated as seed money to begin projects, and not sustain them. It was also stated that the original form included the prohibition to fully fund any request but these have apparently disappeared from the current application that is distributed.

The current council will clarify this with letters that are sent out with the grants and suggest that the new JPIC Commission review this therefore suggests to the next council that the commission adhere to the original purpose for which these grants were created.

Proposal #4: Myron Judy motioned to accept the JPIC grants as submitted. Emilio Rodriguez seconded the motion. The votes for this motion were: 4 yes votes, 1 no vote, and 1 abstention. The motion carried.

Senior Driving Policy

Myron Judy and Joseph Atcher presented a revised Carmelite Driving Policy. This was approved by the provincial council and will be inserted in the Policies and Procedures

Manual and voted on at the 2017 Provincial Chapter. The proposed policy is quite detailed and will replace the original one paragraph policy.

Mission Office Funding Request

The Province of Australia-East Timor submitted a request of \$17,000.00 to the Mission office for funds to assist in purchasing a truck to be used on the harsh terrain of East Timor. The council discussed the matter.

Proposal #5: William J. Harry made a motion to approve the funding. Samuel Citero seconded the motion. The motion carried unanimously.

Discussion of Membership/Assignments

Tony Mazurkiewicz has submitted an **Indult of Departure** dated January 10, 2017. The council unanimously approved Tony's request. We regret Tony's decision but wish him God's speed in his new endeavors.

Larry Fidelus is appointed vicar prior of the St. Elias Priory, Joliet, Illinois until the 2017 provincial chapter.

Ulises Garcia is assigned to St. Cyril of Alexandria parish as an intern. However he will live at Carith House until he receives his R1-visa. His internship will end in January 2019. He will then return to Carith House until March 1.

Frank McAleese, a priest of the Irish Province has asked to work in Peru. Miguel Bacigalupo, commissary provincial, spoke with the prior provincial earlier and was open to the possibility. The council approved the request and asks Miguel Bacigalupo, to continue with the process of making this happen. An agreement /contract will be drawn up between the Irish Province and the Peruvian Commissariat.

Roberto Mejia returned to the novitiate after being unable to return to the USA because his documents were stolen during an armed robbery at our formation house in Tlalpan. Following #149 of the Constitutions, he will make up the time he was out of the novitiate and complete his novitiate in July 2017.

Bradley Petersen is appointed vicar prior of the Phoenix area Carmelites until the 2017 provincial chapter.

Rolf Nepi Willemsen, is assigned to teach at Joliet Catholic Academy and will live in St. Elias Priory on Lake Shore Drive.

Funding Request for Cause of Blessed Titus Brandsma

Former Prior General Falco Thuis communicated by letter with Robert Colaresi, with a copy to the prior provincial about the PCM province making a donation to assist the Dutch province financing the canonization process of Bl. Titus Brandsma. Fr. Falco is seeking a donation of \$50,000.00. The provincial council discussed this as well as various fundraising events, ranging from individual donations from members to inviting our ministries to participate in this. The provincial will send out a communication about this request and present various possibilities.

Lay Carmelite Commission

The Chair of the Lay Carmelite Commission, Sr. Mary Martin, O. Carm., asked the council to appoint Dennis Price from Reno, NV, to the Interprovincial Lay Carmelite Commission. He will replace Richard Hoyle who is completing his term of office. After a discussion, Dennis Price was unanimously approved.

Another appointment will be made at a later date to replace another member who is completing their term of office.

Update on Joliet Catholic Academy - Joliet, IL

Joliet Catholic Academy is co-sponsored by the province with the Franciscan Sisters of Joliet. Three Carmelites and three Franciscan Sisters serve on the Board of Members.

A verbal summary of the February meeting of the Board of Members of the Academy was given to the provincial council.

Increasing the enrollment and keeping the tuition affordable are priorities for the school. The school hired a new marketing person who is enthusiastic and energetic in order to build up the enrollment. Features such as the completed "Founders Square" and campus physical improvements help to make the school more attractive.

Update on Carmel Catholic High School - Mundelein, IL

Carmel is co-sponsored by the province with the Sisters of Charity of the Blessed Virgin Mary (BVM) of Dubuque, Iowa. Three Carmelites and three BVMs serve on the Board of Members.

An interim principal was hired this year while a search is done for a new principal. Both the president and principal are working together to advance the mission of the school. It was also reported that enrollment continues to be strong, despite the expansion of charter schools in the Mundelein area and the competition that exists now.

The faculty and staff of the school are still adjusting to the style of the new administration team of President and Principal. Some internal conflicts are being addressed.

Upcoming Events Around the Province and Order

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, 2017

Upcoming Provincial Council Meeting Dates and Places

Please note the final three meetings of this current provincial council.

May 2-4, 2017 – Nokomis, Florida

June 11, 2017 – Middletown, New York

June 18, 2017 – Niagara Falls, ONT

**Board of Members of
Crespi Carmelite High School
Encino, CA
January 31, 2017**

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

The Board of Members (Paul Henson was excused.) conducted a triennial Carmelite evaluation of the school, focusing on the mission, philosophy, and purpose of the school. Administrators, teachers, staff, and a representation of the student body were able to meet with a member of the Board of Members. Parents were invited to participate via an online survey. Overall, the evaluation went well. A report will be given to the Board of Directors and the school administrators. The conclusions of the report will be communicated to the larger Crespi community.

The 2017-2018 budget was reviewed. The school's investment policy was also reviewed. A pending lawsuit is hopefully nearing a resolution.

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

**Board of Members of
Salpointe Catholic High School
Tucson, AZ
February 10, 2017**

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

William J. Harry, O. Carm. updated the Board of Members on several issues.

The anticipated enrollment for the school is 1200 students. That number will put the school at a maximum capacity.

The principal, Sr. Helen Timothy was recently elected to the provincial council for her congregation. She assumed that her time at Salpointe would need to end due to a potential relocation to Sacramento. Fortunately, Sr. Helen does not need to leave the school and will continue the role of principal.

The advancement office is losing 3 full-time staff members. The administration will be restructuring that office as well as searching for new staff members.

Salpointe Catholic receives over \$2 million in pre-tax credits from the State of Arizona. This money is earmarked for financial aid. A member of the Board of Directors raised the possibility that the State of Arizona may cut these subsidies. The school will be working on various scenarios to prepare for this eventuality.

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

**Board of Members of
Mount Carmel High School
Chicago, IL
February 10, 2017**

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

The Board of Members will conduct a Carmelite evaluation from April 3-4, 2017. The chair of the Board of Members is working with the administration of the school to make the arrangements necessary.

A letter will be sent to the chair of the Board of Directors inviting member of that board to pair with Board of Members during the evaluation.

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