



THE RESOURCE  
CENTER  
FOR RELIGIOUS  
INSTITUTES

# 2012 NATIONAL CONFERENCE

ORLANDO, FLORIDA • OCTOBER 16-19

# THE RESOURCE CENTER FOR RELIGIOUS INSTITUTES

## CONFERENCE SCHEDULE

### TUESDAY, OCTOBER 16

- 7:45 – 8:55 a.m. Check-in Open for Pre-Conference Seminars\*
- 9:00 a.m. – 4:00 p.m. **PRE-CONFERENCE SEMINAR A: Canon/Civil Law 101 – Simone Campbell, SSS & Christine Rody, SC**  
\*additional fee
- 9:00 a.m. – 4:00 p.m. **PRE-CONFERENCE SEMINAR B: Resource Tools for Planning for the Future – Carole Shinnick, SSND & Daniel Ward, OSB**  
\*additional fee
- 11:00 a.m. – 3:00 p.m. Exhibitor Set-up
- 3:00 p.m. Attendee Check-in / Exhibits Open
- 4:45 p.m. Conference Opening and Prayer
- 5:30 – 7:00 p.m. **KEYNOTE:** Antioch and Jerusalem, Fresh Expression of Church and Inherited Church – What They Are and What They Have to Say to One Another – *Phyllis Tickle*
- 7:00 – 8:30 p.m. Reception

### WEDNESDAY, OCTOBER 17

- 7:00 a.m. Eucharist
- 7:00 – 8:30 a.m. Breakfast
- 9:00 – 10:30 a.m. **SESSION 1**
- 1** **Sharing Finance Services**  
– *Claire Blohm & Theresa Sandok, OSM*
- 2** **Advanced Topics in Accounting**  
– *Kellie Goines & Sue Novak*

- 3** **International Proxy Voting – Friend or Foe?**  
– *Dr. John Mullin, Ph.D.*

- 4** **Where Your Treasure Is...** – *Sr. Catherine Bertrand, SSND & Sr. Joanne Hanrahan, SSND*

- 5** **Diocesan Regulations and Their Applicability to a Religious Institute**  
– *Amy Strickland*

10:30 – 11:00 a.m. Break

11:00 a.m. – 12:30 p.m. **SESSION 2**

- 6** **Generations of Hope: Combining Ministry and Value for Elder Religious**  
– *Sr. Claire LeBoeuf, CSC, Stephen Mackenzie & Michael Pulling*

- 7** **Introduction to Government Programs**  
– *Constance Neeson*

- 8** **Prudent Investment Procedures and Habits**  
– *Matthew Gelfand & Michael Marsh*

- 9** **Leadership: Scope of Authority** – *Lynn Jarrell, OSU & Nancy Reynolds, SP*

12:30 – 2:00 p.m. Lunch Buffet

2:00 – 3:30 p.m. **SESSION 3**

- 10** **Government Programs Update for 2012 and 2013**  
– *Constance Neeson*

- 11** **Navigating the RCRI Investment Policy Checklist: Tools to Help Lay a Solid Investment Foundation**  
– *Margaret Mary Cosgrove, BVM & Mary Tomanek*

- 12** **Development Directors are from Mars, Finance Directors are from Venus: Improving Communications to Give Donors What They Need**  
– *Leslie Biggins Mollsen, Robert Hotz & Keith Zekind*

- 13** **Alternative Styles of Reserve Powers: the Leader, the Council, Reserve Powers and Ministry Corporations**  
– *Daniel Ward, OSB*



- 14 Spendaholics: Extreme Spending**  
– *Dr. Nancy Kluge, Ph.D., LCPC*

3:30 – 4:00 p.m. Break

4:00 – 5:30 p.m. **KEYNOTE:** The Many Faces of the Church of Brazil – *Sr. Maria Petronila Soares, SMIC & Sr. Roseli Oliveira, SMIC*

FREE EVENING

## THURSDAY, OCTOBER 18

7:00 – 8:30 a.m. Breakfast

8:30 a.m. Prayer

9:00 – 10:30 a.m. **SESSION 4**

- 15 Coverages Checklist** – *Roger Duffield*
- 16 Conducting Effective Performance Appraisals**  
– *Mary Jo Moran*
- 17 NRRO for New Attendees** – *Janice Bader, CPPS, Hank Sammon, FMS & Robert Metzger, SM*
- 18 Separation from the Religious Institute**  
– *Amy Strickland*
- 19 Spendaholics: Extreme Spending**  
– *Dr. Nancy Kluge, Ph.D., LCPC*  
(Repeat of workshop 14)

10:30 – 11:00 a.m. Break

11:00 a.m. – 12:30 p.m. **SESSION 5**

- 20 Investment Manager Selection Process**  
– *Jim Modelski & Jim Jensen*
- 21 Audit Preparedness: Preparing for an Audit and Cost Savings** – *Kellie Goines & Sue Novak*
- 22 Taxes Update** – *Donna Miller*

- 23 Retirement: Issues of Senior Members**  
– *Paula Clooney, IHM & Mark Knightly, CSC*

**24 Got Laity?** – *Hertha Longo, CSA & Keith Zekind*

12:30 – 2:00 p.m. Lunch on your own

2:00 – 3:30 p.m. **SESSION 6**

- 25 Designing Communities for Aging Religious: Collaboration and New Models** – *Sr. Patricia Creedon, RSM & David Nolan*
- 26 Aligning Investment to Your Mission**  
– *Joshua Basen & Patricia Kelly*
- 27 How to Use the Religious Institute Staff Compensation Survey** – *Mary Jo Moran*
- 28 TRENDS for Leaders** – *Sr. Laura Reicks, RSM*
- 29 Risk: The View from Europe** – *Alessandro Lombardi*

3:30 – 4:00 p.m. Break

4:00 p.m. Eucharist

FREE EVENING

# THE RESOURCE CENTER FOR RELIGIOUS INSTITUTES

## CONFERENCE SCHEDULE (continued)

### FRIDAY, OCTOBER 19

7:30 – 9:00 a.m. Breakfast

9:00 – 10:30 a.m. **SESSION 7**

- 30 Energy Conservation: How Does Your Facility Compare?** – *Sr. Rose Jochman, OSF, Sr. Mary Clare O'Toole, OSF & Pat DelPonte*
- 31 Community Investing: Aligning Investment with Social Justice** – *Justin Conway, Sr. Corinne Florek, OP, Julie Gould & Cheryl Smith*
- 32 Lease Backs, Covenants, Real Estate Corporations** – *Mark MacDougall*
- 33 We Have Met the Seniors and They are Us: Leadership Challenges for Retirement, Elder Care and Planning** – *Mary Pat LeRoy, SNJM & Steve Glodek, SM*
- 34 Legal Issues Update** – *Donna Miller*

10:30 – 11:00 a.m. Break

11:00 a.m. – 12:30 p.m. **SESSION 8**

- 35 Positive Ways of Reducing Healthcare Costs** – *John Airola & Marilyn Crawford*
- 36 ESG Integration as Part of Fiduciary Duty: A Primer for the Faith-Based Investor** – *Karoline Barwinski*
- 37 Managing UBIT at a Small Institution** – *Dave Moja*
- 38 New Models of Leadership: Governance & Management** – *Mark MacDougall & Daniel Ward, OSB*
- 39 Associates of Religious Institutes. . . A Way Forward** – *Amy Hereford, CSJ*



# WORKSHOP DESCRIPTIONS

## TUESDAY, OCTOBER 16

### PRE-CONFERENCE WORKSHOPS (ADDITIONAL FEE)

7:45 – 8:55 a.m. Check-in Open

9:00 a.m. – 4:00 p.m. **PRE-CONFERENCE SEMINAR A:**  
**Canon/Civil Law 101 – Simone Campbell, SSS & Christine Rody, SC**

Leaders and Treasurers of Religious Institutes and their attorneys all work at the complex intersection of canon and civil law. Recent events have highlighted how important it is to understand the differing principles that underlie each set of laws. This day long workshop will explore the foundations and intersections of the two bodies of law. The goal is to enable a participant to spot an issue in both venues and know where to go to get help.

- FEES: \$200 PER PERSON**
- \$150 2ND PERSON FROM SAME COMMUNITY**
  - \$100 3RD OR MORE ADDITIONAL FROM SAME COMMUNITY**

9:00 a.m. – 4:00 p.m. **PRE-CONFERENCE SEMINAR B:**  
**Resource Tools for Planning for The Future – Carole Shinnick, SSND and Daniel Ward, OSB**

Most institutes of women religious are looking to the future and making plans about their governance structures and their community’s legacy. Some are doing future planning by choosing the option of creating covenant relationships with other congregations or entities.

Now RCRI has produced two videos with accompanying discussion guides to assist leaders in sharing the covenant concept with their communities and to help leaders engage members in the process.

- The first video tells the story of three communities who have made plans for the future using the covenanting approach. In two instances, the story includes the community with which a covenant arrangement has been made.

- The second video presents three speakers discussing management relationships, financial issues, and possible canonical and legal relationships relevant to the covenanting model.

The pre-assembly workshop will introduce the videos and discussion guides. Participants will explore ways in which the materials might be used with members to plan for a congregation’s future, and the protection of its legacy for church and society.

**SISTER CAROLE SHINNICK, SSND**, will lead this workshop. She developed the discussion guides for each of the videos. Carole served as the Executive Director of LCWR from 2002 to 2008, and presently facilitates communities and leadership teams.

**FATHER DANIEL WARD, OSB**, has overseen this project and speaks on the second video about possible relationships among communities. He is presently the Executive Director of RCRI.

- FEES: \$350 INCLUDES SEMINAR FEE, PLUS VIDEOS AND DISCUSSION BOOKLET**
- \$150 2ND PERSON ATTENDANCE FEE ONLY FROM SAME COMMUNITY**
  - \$100 3RD OR MORE ATTENDANCE FEE ONLY FROM SAME COMMUNITY**

\*Note: Additional copies of Videos and Discussion Booklet will be available at the pre-conference for \$150.

11:00 a.m. – 3:00 p.m. Exhibitor Set-up

3:00 p.m. Exhibits Open  
Attendee Check-in

4:45 p.m. Opening and Prayer

5:30 – 7:00 p.m. **KEYNOTE:** Antioch and Jerusalem, Fresh Expression of Church and Inherited Church – What They Are and What They Have to Say to One Another – *Phyllis Tickle*

Every five hundred years or so, Latin Christianity and the culture it is in go through a time of major upheaval and re-structuring. We are in such a time now. Everything about our lives is undergoing dramatic and permanent change, including the Church as an institution and Christianity as a faith. To be responsible and responsive

## WORKSHOP DESCRIPTIONS (continued)

church men and women and to be faithful Christians, we need to look at what is happening, why it is happening, and to what end.

An authority on religion in America and a much sought after lecturer, Tickle is the author of over two dozen books on religion and spirituality, most recently *The Great Emergence, How Christianity is Changing and Why* and *The Words of Jesus: A Gospel of the Sayings of Our Lord*. She is also the author of the notable and popular *The Divine Hours* series of manuals for observing fixed-hour prayer.

In addition to lectures and numerous essays, articles, and interviews, Tickle is frequently quoted in print sources like *USA TODAY*, *CHRISTIAN SCIENCE MONITOR*, and the *NY TIMES* as well as in electronic media like PBS, NPR, THE HALLMARK CHANNEL, and innumerable blogs and web sites.

She is the founding editor of the Religion Department of *PUBLISHERS WEEKLY* (an international journal of the book industry) and a founding member of The Canterbury Roundtable.

Tickle began her career as a college teacher and served as academic dean to the Memphis College of Art before entering full time into writing and publishing. In 1996 she received the Mays Award, one of the book industry's most prestigious awards for lifetime achievement in writing and publishing, and specifically in recognition of her work in gaining mainstream media coverage of religion. In 2007 she received a Lifetime Achievement Award from The Christy Awards "in gratitude for a lifetime as an advocate for fiction written to the glory of God." She holds honorary degrees from the Berkeley School of Divinity at Yale University, and from North Park University, and serves on a number of advisory and corporate boards.

Phyllis is a lay eucharistic minister and lector in the Episcopal Church, the mother of seven children and, with her physician-husband, makes her home on a small farm in Lucy, Tennessee.

7:00 – 8:30 p.m. Reception

### WEDNESDAY, OCTOBER 17

7:00 a.m. Eucharist

7:00 – 8:30 a.m. Breakfast

### 9:00 – 10:30 A.M. SESSION 1

#### 1 SHARING FINANCE SERVICES

– Claire Blohm & Theresa Sandok, OSM

As religious congregations today are challenged to do more with less, some have discovered the advantages of sharing finance office personnel. This workshop will explore the topic from an economic and human-resource point of view, from the perspective of both a user and a provider.

#### 2 ADVANCED TOPICS IN ACCOUNTING

– Kellie Goines & Sue Novak

This presentation provides an overview of recently issued accounting pronouncements and issues regarding:

- Variations in Accounting and Reporting
- Investment Disclosures
- Alternative Investments
- Securities Lending
- Derivatives and Hedging
- Endowments
- Reconfiguring Communities
- Common Areas of Confusion
- Proposed Changes to Accounting for Leases
- Accounting for Uncertainty in Income Taxes

It is designed for individuals interested in learning about implications of accounting and auditing standards affecting religious congregations at a **moderate to advanced level**. The presentation includes a variety of topics that will help participants to identify potential issues to be addressed in their community.



**3** **INTERNATIONAL PROXY VOTING – FRIEND OR FOE?**  
– *Dr. John Mullin, Ph.D.*

Proxy voting is the key channel for shareholder activism. While proxy voting is fairly transparent in the United States, in the international realm it is a very different matter. Varying requirements and nuances across markets make it difficult to make global best practices uniform. The Roosevelt Investment Group’s John Mullin will provide insight into the arcane and confusing practices and guidelines that often govern international proxy voting, particularly in the emerging markets.

**4** **WHERE YOUR TREASURE IS...**  
– *Sr. Catherine Bertrand, SSND & Sr. Joanne Hanrahan, SSND*

This workshop explores ways for leaders to share financial information, questions and concerns with members in an appropriate, understandable, and transparent fashion. It will consider how to creatively expand the annual “finance” report to reflect a more complete picture of the assets/resources indicative of a community’s values. Questions that will be considered: What are the ways that members of a community can play a more active part in looking a community’s assets? How can congregational leaders and treasurers recognize and utilize the expertise of lay staff?

**5** **DIOCESAN REGULATIONS AND THEIR APPLICABILITY TO A RELIGIOUS INSTITUTE**  
– *Amy Strickland*

This workshop explores the delicate balance between the authority of the diocesan bishop and the autonomy of religious institutes, especially as it relates to the applicability of diocesan policies and procedures. Topics include liturgical celebrations, religious instruction and Catholic education.

**10:30 – 11:00 a.m.** Break

**11:00 A.M. – 12:30 P.M. SESSION 2**

**6** **GENERATIONS OF HOPE: COMBINING MINISTRY AND VALUE FOR ELDER RELIGIOUS**  
– *Sr. Claire LeBoeuf, CSC, Stephen Mackenzie & Michael Pulling*

Generations of Hope Communities can meet the needs of senior religious for both ministry and congregational economic value by combining religious volunteer residents, at a reduced and subsidized living cost, with families willing to take older foster care children to adoption. This workshop will demonstrate the enthusiasm, societal value, and economic results and viability that the case study communities have generated for the sponsors, senior resident volunteers, and the families. Detailed case study experiences, guidelines, and information will be presented on this national model ([www.generationsofhope.org](http://www.generationsofhope.org)).

**7** **INTRODUCTION TO GOVERNMENT PROGRAMS**  
– *Constance Neeson*

This workshop will provide a basic introduction to the available benefit assistance programs. Topics will include basic terminology of government programs, eligibility factors for each program, necessary authorization forms, and a step-by-step guide to managing the application process. Benefit Programs discussed include: Social Security; Supplemental Security Income (SSI); Medicare A, B, C, & D; Medicaid; Qualified Medicare Beneficiary (QMB); Specified Low-income Medicare Beneficiary (SLMB); the Qualified Individual program (QI-1); the Low Income Subsidy (LIS) for Medicare D; and State Prescription Assistance Programs (SPAP). This information will assist the Benefit Eligibility Coordinator of each religious order in managing ongoing participation in the various government benefit programs.

## WORKSHOP DESCRIPTIONS (continued)

### 8 PRUDENT INVESTMENT PROCEDURES AND HABITS

– *Matthew Gelfand & Michael Marsh*

This workshop will review key features of Uniform Prudent Management of Institutional Funds Act (UPMIFA) and the CFA Code. Operating an investment program prudently has direct effects on planning investment strategies efficiently, implementing strategies effectively, protecting investment funds from business risks and ultimately on investment returns. Rockefeller Financial's aim is to draw their connections to investment results and suggest tools that workshop participants may bring back to their offices to begin developing prudent investment habits.

### 9 LEADERSHIP: SCOPE OF AUTHORITY

– *Lynn Jarrell, OSU & Nancy Reynolds, SP*

The leadership within a religious institute and its corporate structure need to understand the scope and/or limits of their authority with members and the management of the religious institute. Authority situations cover a wide range, such as the observance of chapter decisions, or purchasing a certain type of car, or being present for a pastoral visit by the Leadership. In each situation the principle of the common good and the rights/obligations of membership are used to determine the appropriate response.

**12:30 – 2:00 p.m.** Lunch Buffet/  
Optional CORT Meetings

### 2:00 – 3:30 P.M. SESSION 3

### 10 GOVERNMENT PROGRAMS UPDATE FOR 2012 AND 2013

– *Constance Neeson*

This workshop covers the latest changes in government benefit programs for 2012, with a look ahead to pending changes for 2013, including 2012 and 2013 income standards for various programs, Medicare D changes, and other updates for various programs. Benefit Programs discussed include: Social Security; Supplemental Security Income (SSI); Medicare A, B, C & D; Medicaid; Qualified Medicare Beneficiary (QMB); Specified Low-income Medicare Beneficiary (SLMB); the Qualified Individuals program (QI-1); the Low Income Subsidy (LIS) for

Medicare D; and State Prescription Assistance Programs (SPAP). We will also discuss the evolving potential impact of Health Care Reform legislation (including the Affordable Care Act) for religious institutes. Information will assist the Benefit Eligibility Coordinator of each religious order in managing ongoing participation in the various government benefit programs.

### 11 NAVIGATING THE RCRI INVESTMENT POLICY CHECKLIST: TOOLS TO HELP LAY A SOLID INVESTMENT FOUNDATION

– *Margaret Mary Cosgrove, BVM & Mary Tomanek*

It is important now, more than any time in the past to have a well thought out investment policy. Not sure where to begin? How to update? This session will provide a "hands on" workshop to assist those with less investment experience or formal training, in creating a document that will address the fiduciary requirements of investing as well as making sound planning and spending decisions.

### 12 DEVELOPMENT DIRECTORS ARE FROM MARS, FINANCE DIRECTORS ARE FROM VENUS: IMPROVING COMMUNICATIONS TO GIVE DONORS WHAT THEY NEED

– *Leslie Biggins Mollsen, Robert Hotz & Keith Zekind*

In today's charged world of nonprofit accountability, Catholic organizations (large and small) are asked to be more transparent with donors. The days of "Father/Sister knows best" are over. Yet, too often development directors and finance directors do not approach donor relations with a shared set of expectations. This session will explore concerns and questions from each perspective to help develop a process for arriving at a common understanding of accountability and donor stewardship.

### 13 ALTERNATIVE STYLES OF RESERVE POWERS: THE LEADER, THE COUNCIL, RESERVE POWERS AND MINISTRY CORPORATIONS

– *Daniel Ward, OSB*

For the most part, religious institutes have established corporations for each of their ministerial works. The governance of these corporations generally was vested in the leadership of the institute because the leadership constituted the board of trustees. However, a 1960's governance structure of a ministry corporation may not



be advisable and feasible in 2020. Rather than wait until a “governance crisis” is imminent, now is the time to examine and perhaps restructure corporate governance of ministries. This workshop will examine some possible models for the future governance of ministry corporations.

**14 SPENDAHOLICS: EXTREME SPENDING**  
 – Dr. Nancy Kluge, Ph.D., LCPC

This workshop explores the phenomenon of compulsive buying: those who spend, often to the point of bankruptcy, and never take the merchandise out of the store bags. The problem will be defined, mostly likely origins will be identified, signs that a member of your religious community may be suffering from this problem will be described, and help strategies including intervention, recommended clinical treatment, and support that can be provided by the community will be detailed.

**3:30 – 4:00 p.m.** Break

**4:00 – 5:30 p.m.** **KEYNOTE:** The Many Faces of the Church of Brazil –  
 Sr. Maria Petronila Soares, SMIC &  
 Sr. Roseli Oliveira, SMIC

This presentation will speak of the geographical, cultural, and theological influences that help form the Church of Brazil today – its laity, its religious, its clergy and hierarchy. The experience of all these voices creates a church that is constantly challenged to hear and to take action. The involvement of the laity as leaders in small communities throughout the country is crucial to how the Church expresses itself. The cohesiveness of the Church of Brazil is developed through a yearly theme decided by the Bishops and carried out in all parishes, country-wide. In addition, the institutions run by religious congregations are facing difficulties both from government regulations and from lack of personnel. All this makes for a very interesting landscape as we look at Church in Brazil today.

**SISTER M. PETRONILA DE S.SOARES, SMIC**, a member of the Missionary Sisters of the Immaculate Conception of the Mother of God is from the Province of the Immaculate Heart of Mary, Belem, Brazil, where she served as provincial coordinator and as such was a member of the Conference of Religious (women and men) of Brazil. She is currently a general councilor for the congregation residing in Woodland Park, NJ, and is the

out-going president of the National Organization for all branches of the Franciscan Family of Brazil. She is also the congregational liaison to Franciscans International at the UN.

A nurse by profession, she spent 1 1/2 years in the German province where she was a member of the diocesan Ministry to the Portuguese speaking immigrants.

**SISTER ROSELI OLIVEIRA, SMIC**, is a member of the Missionary Sisters of the Immaculate Conception and is from the Province of the Holy Cross, Salvador, Brazil. She has ministered in Brazil in pastoral care of the family, coordinator of liturgy in the parish as well as coordinator of liturgical dance in the state of Piaui. She is a teacher of Brazilian sign language and at the present time is studying at Felician College, Lodi, NJ, with a concentration in special education for elementary schools with a second major in the Arts.

**FREE EVENING**

**THURSDAY, OCTOBER 18**

**7:00 – 8:30 a.m.** Breakfast

**8:30 a.m.** Prayer

**9:00 – 10:30 A.M. SESSION 4**

**15 COVERAGES CHECKLIST**  
 – Roger Duffield

There are many coverages that religious institutions have to choose from when deciding on property/casualty coverage. Join Roger Duffield, CPCU, ARM, along with a panel of industry experts as they explain in detail some of the ‘misunderstood’ coverages such as business interruption, directors and officers, sexual misconduct, underinsured motorists, and errors and omissions. In addition, learn what is included in a standard offering versus more specialized coverage, as well as the latest in industry trends. A glossary of insurance terms and a tool to evaluate your organization’s coverage will be included.

## WORKSHOP DESCRIPTIONS (continued)

### 16 CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS

– Mary Jo Moran

This session will help participants enhance their skills in conducting performance appraisals through lecture and role plays. Participants will:

- Recognize their role and responsibility in conducting a performance appraisal.
- Adequately prepare and plan for the appraisal.
- Understand the importance of providing meaningful feedback to employees.
- Identify the essential elements of an effective performance appraisal.

The session will be interactive and practical and is for anyone managing the performance and appraisal of employees.

### 17 NRRO FOR NEW ATTENDEES

– Janice Bader, CPPS, Hank Sammon, FMS & Robert Metzger, SM

This workshop is intended for those who are new to leadership or to the finance office of religious institutes. It will include an overview of the programs and funding available from NRRO as well as guidance on how to apply for funds.

### 18 SEPARATION FROM THE RELIGIOUS INSTITUTE

– Amy Strickland

This workshop explores how to apply canon law, with justice and equity, towards members who are separating from the institute (voluntarily or involuntarily). Both excommunication and dismissal will be addressed, along with some discussion of members who are leaving not only the institute but the clerical state.

### 19 SPENDAHOLICS: EXTREME SPENDING

– Dr. Nancy Kluge, Ph.D., LCPC

Repeat of Workshop 14

This workshop explores the phenomenon of compulsive buying: those who spend, often to the point of bankruptcy, and never take the merchandise out of the store bags. The problem will be defined, mostly

likely origins will be identified, signs that a member of your religious community may be suffering from this problem will be described, and help strategies including intervention, recommended clinical treatment, and support that can be provided by the community will be detailed.

10:30 – 11:00 a.m. Break

## 11:00 A.M. – 12:30 P.M. SESSION 5

### 20 INVESTMENT MANAGER SELECTION PROCESS

– Jim Modelski & Jim Jensen

Investment manager selection is not easy. It is the second most important decision in a building a portfolio after determining an asset allocation strategy. This interactive workshop helps fiduciaries first determine where to begin the investment manager search process. The workshop then reviews details for quantitative screens, qualitative screens, minimum criteria for managers, investment style, the manager interview process and social responsibility screens. This workshop intends to help you build the right resources and guidelines in order to make informed decisions.

### 21 AUDIT PREPAREDNESS: PREPARING FOR AN AUDIT AND COST SAVINGS

– Kellie Goines & Sue Novak

This presentation discussion will include topics:

Differences between audit and review services; Communication with Leadership and Management before, during and after the audit; Expectations of the auditors beyond the financial statements; Strategies for ensuring that your community is prepared for the audit:

- Understanding the roles of the auditor and management
- Planning, communication and timeline
- Preparing the financial records and supporting documentation
- Evaluating identified deficiencies and audit adjustments

Tips for creating audit cost savings:

- Audit schedule preparation
- Financial statement preparation
- Creating audit efficiencies

Intended Audience: Individuals interested in learning about the financial statement audit process and their role in that process. The presentation will help participants identify proactive ways in which they can create efficiencies in order to streamline the audit process, potentially resulting in cost savings to their community. The presentation will provide participants with the knowledge needed to maximize the value received from the financial statement audit.

## 22 TAXES UPDATE

– Donna Miller

Each year RCRI's staff responds to various issues. This workshop highlights some of the more frequent tax issues and other "high-impact" questions from the last year.

## 23 RETIREMENT: ISSUES OF SENIOR MEMBERS

– Paula Clooney, IHM & Mark Knightly, CSC

What is distinct about *our* later life experience? Two religious who have a wide range of elder care experience will guide participants to an in-depth look at the issues aging women and men religious share in common – and those which may be unique to each gender. Through presentation and interaction, participants will be helped to name the blessings and consider a response to the challenges of later religious life.

## 24 GOT LAITY?

– Hertha Longo, CSA & Keith Zekind

Are you a leader wondering what your new lay employee needs to know about working in your religious institute? Are you a lay employee wondering what you should have known when you were first hired by your religious institute? Then this is the workshop for you! This workshop will develop a checklist of the key areas that need to be addressed by leaders when employing lay staff in the religious institute. Topics will include stewardship, mission, culture, canonical and civil structure, roles, communication, financial reporting as well as other issues

specific to religious institutes. Special emphasis will be on what the lay finance officer needs to know about working in a religious institute.

12:30 – 2:00 p.m. Lunch on your own

## 2:00 – 3:30 P.M. SESSION 6

### 25 DESIGNING COMMUNITIES FOR AGING RELIGIOUS: COLLABORATION AND NEW MODELS

– Sr. Patricia Creedon, RSM & David Nolan

This session will describe the process and challenges for designing aging services for a religious community using both private and public funding of service delivery; explain how to integrate new models Green House, PACE, person-centered care and memory care into planning for new communities and into existing communities; and look at ways to integrate different religious communities on one campus creating cost efficiencies that allow those with minimal resources to thrive as they age.

### 26 ALIGNING INVESTMENTS TO YOUR MISSION

– Joshua Basen & Patricia Kelly

An educational and inspiring presentation on incorporating ESG (Environmental, Social, Governance) into your investment strategy. We will begin with the basics, going back to Socially Responsible Investing, then discuss the evolving aspects of ESG investing, and finish with a step by step implementation process to take away and apply to your investment practices.

### 27 HOW TO USE THE RELIGIOUS INSTITUTE STAFF COMPENSATION SURVEY

– Mary Jo Moran

This is a hands-on session and participants are asked to bring a copy of the *Religious Institute Staff Compensation Survey* to the session for reference. In addition, participants are asked to submit questions to RCRI in order to focus this workshop on their needs and concerns. Some background information on the RCRI Salary Survey will be provided.

# WORKSHOP DESCRIPTIONS (continued)

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## TRENDS FOR LEADERS

– Sr. Laura Reicks, RSM

After TRENDS is completed, how can the results be used by leaders and others for planning and decision-making? We will explore a variety of TRENDS reports: charts, graphs, and spreadsheets. The projections can provide a wealth of helpful information. Sample projections will be used for demonstrations, but you are invited to bring your actual TRENDS projections so you can make the connection to real data. This workshop will also point out areas where data modification could result in a new scenario, which adds clarity to decision-making.

29

## RISK: THE VIEW FROM EUROPE

– Alessandro Lombardi

The European conception of “risk” differs in significant ways from the American view. In Europe, for example, “investments” are often completely segregated from “savings”, while in the U.S., both tend to be considered part of an overall portfolio. These differences can have significant impacts on portfolio creation. While neither view of risk may be perfect, treasurers on both sides of the Atlantic can gain valuable knowledge by understanding how the other side views investing.

3:30 – 4:00 p.m. Break

4:00 p.m. Eucharist

FREE EVENING

## FRIDAY, OCTOBER 19

7:30 – 9:00 a.m. Breakfast

## 9:00 – 10:30 A.M. SESSION 7

30

## ENERGY CONSERVATION: HOW DOES YOUR FACILITY COMPARE?

– Sr. Rose Jochman, OSF, Sr. Mary Clare O’Toole, OSF & Pat DelPonte

Being stewards of your energy use can align with your mission and reduce your ongoing utility bills. Every dollar saved can help fund retirement or ministry needs. Are your building systems operating at peak performance? What benchmarks can measure performance? How

does the Energy Star rating system apply to your buildings? This session will answer these questions and provide case studies from several religious institutes that are tracking their use of energy and water resources.

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## COMMUNITY INVESTING: ALIGNING INVESTMENT WITH SOCIAL JUSTICE

– Justin Conway, Sr. Corinne Florek, OP, Julie Gould & Cheryl Smith

This workshop will focus on community investment opportunities available to Catholic institutions and how to incorporate them into portfolios. Drawing from the experiences of Catholic institutions, the panel will trace the path of community investing - from idea to implementation, connecting investors and poor families. The panel will highlight current investment opportunities, model portfolios, how to overcome barriers, social impact, and the successes and challenges in implementing community investment programs.

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## LEASE BACKS, COVENANTS, REAL ESTATE CORPORATIONS

– Mark MacDougall

Religious institutes often own valuable land and buildings, but face the difficult question of how to best use those assets to meet changing demands of ministry and membership. The property may be too large for the institute’s current needs or the institute may be seeking alternative sources of funding for its future. At the same time, individual buildings or parcels of real estate may have historical significance or the institute and its members may be unwilling to sell the property and move for a variety of other reasons. Often, religious institutes own and occupy real estate that is adjacent to – or even surrounded by – property that is now part of a lay-controlled college, high school or medical campus. Using a case study format, this workshop will address some of the most common alternative means of solving these problems including real estate trusts and holding corporations, sale-leasebacks, conservation easements, subdivision and life estates.



**33 WE HAVE MET THE SENIORS AND THEY ARE US: LEADERSHIP CHALLENGES FOR RETIREMENT, ELDER CARE AND PLANNING**

– Mary Pat LeRoy, SNJM & Steve Glodek, SM

Through presentation and interaction the workshop will explore the practical retirement issues faced by religious congregations today and the role of leaders in planning effective responses. Content will include examples of practical strategies leaders are using to address these challenges and elements that seem to facilitate or hinder successful outcomes. The presenters will draw on their experience as leaders in their own congregations, as consultants, and as facilitators of NRRO (National Religious Retirement Office) planning processes.

**34 LEGAL ISSUES UPDATE**

– Donna Miller

This workshop addresses some of the most frequently asked questions from the last year as well as some of the changes in laws that affect religious institutes, their members, and employees.

10:30 – 11:00 a.m. Break

**11:00 A.M. – 12:30 P.M. SESSION 8**

**35 POSITIVE WAYS OF REDUCING HEALTHCARE COSTS**

– John Airola & Marilyn Crawford

A substantial body of research connects health risks to medical costs increases, and health management interventions to medical costs savings. Research has found that health-related productivity losses cost employers substantially more than medical and pharmacy costs. Understanding positive ways of reducing healthcare costs can ultimately help to reduce the cost of health care coverage. Learn about programs that companies and institutes can implement to keep their members or employees healthy and add to their quality of life. Preventative care, wellness programs and disease management, are only a few of the topics to be discussed.

**36 ESG INTEGRATION AS PART OF FIDUCIARY DUTY: A PRIMER FOR THE FAITH-BASED INVESTOR**

– Karoline Barwinski

This workshop will explore how faith-based institutions are increasingly recognizing that environmental, social and governance (ESG) investing can align with their fiduciary duty and their organization’s mission. The session will define ESG investing, explain the difference between traditional socially responsible investing (SRI) and ESG, present independent studies evaluating ESG and performance, as well as, fiduciary responsibility, and provide tools and take-aways for members who would like to align their values with their investment strategy.

**37 MANAGING UBIT AT A SMALL INSTITUTION**

– Dave Moja

Small organizations have numerous questions regarding the unrelated business activities arena. Many wonder whether or not some of their activities should be considered as unrelated business activities and reported on Form 990-T. In this session we will look at methods to track, analyze, and account for potential areas of UBIT.

This session will begin with a review of unrelated business income tax issues and recent developments. The discussion will continue with a dialogue of the various statutory exclusions related to UBI and cover some of the activities where UBI may “hide.” We will cover a framework that can be used by smaller organizations to identify and analyze potential unrelated business activities. This framework includes the formation of a checklist, implementation of training, and a set of procedures to utilize today and in the future. Finally, we will discuss Form 990-T and its availability to the public.



## WORKSHOP DESCRIPTIONS (continued)

**38** NEW MODELS OF LEADERSHIP:  
GOVERNANCE & MANAGEMENT

– Mark MacDougall & Daniel Ward, OSB

Members of religious institutes elect persons for leadership but, after election, the leaders find themselves doing mostly management both of the institute and of ministry corporations. Historically, when institutes started in the U.S., the superior was probably both the religious leader and the head of the ministry. However, it may be time to look at dividing the role of leader and the role of manager. As persons elected to leadership may be older and do not have the energy or the skills to be managers of corporations actually involved in all personnel decisions, overseeing finances, and overseeing maintenance.

Newer members may shy away from leadership because they see leadership as too much management. Lay managers may be well suited to performing many of these functions, but the assignment of important management roles to laypersons – roles that have historically been performed by religious – may lead to different problems. This workshop will look at the role of leadership and of management and suggest ways to enable leaders be leaders and managers be managers.

**39** ASSOCIATES OF RELIGIOUS INSTITUTES ...  
A WAY FORWARD

– Amy Hereford, CSJ

Many are coming to see the need to clarify roles and relationships between vowed religious and associates and to develop our understanding of the identity and purpose of the associates, as well understanding the specific identity of the vowed members. This workshop presents models for understanding the history and evolving relationships of religious institutes and societies to their associates. It discussed the civil and canonical issues raised and explores best practices.



# CONFERENCE REGISTRATION

## WORKSHOP AND MEAL SELECTIONS

Review the Conference registration information and select the workshops and hospitality events you plan to attend. Your selection assists RCRI in providing adequate room assignments, hand-outs, and meal guarantees. Food functions listed on the registration form are included in the registration fee. Continental breakfasts are available Wednesday and Thursday; on Friday there will be a hot buffet-style, sit-down breakfast. *Please carefully select which meals you will actually attend, as RCRI incurs the expense regardless of your presence.*

## CONFERENCE FEE AND REGISTRATION DATES

Please register using our on-line form available at [www.trcri.org](http://www.trcri.org) under "Programs." Registration is available through September 17, 2012, but save \$50.00 by registering early!

### BEFORE 8/10 AFTER 8/10\*

RCRI members rooming at the Caribe Royale*	\$450	\$500
RCRI members not staying at the Caribe Royale*	\$525	\$575
Those who are not RCRI members	\$800	\$850

RCRI members include all members and employees of religious institutes with paid 2012 membership in RCRI, not just the named representative.

\* RCRI must meet a minimum number of room reservations to benefit from complimentary meeting space. Thank you for your assistance in supporting conference space needs by rooming at the Caribe Royale.

## CANCELLATION POLICY

- For written cancellations before September 17th, RCRI will refund the registration fee, less a \$50 processing fee.
- Fifty percent (50%) of the registration fee will be refunded for cancellations made between September 17th and September 30th.
- On or after October 1st, no refund will be made.
- Substitute attendees are permitted. Please give advance notice if possible. If not possible, please present a document signed by registered attendee, naming his/her substitute.

## POLICY FOR GUESTS

There is a \$130 charge for RCRI conference guests. Guests are welcome in the Exhibit Hall and all food functions if properly identified with a name badge. Guests are not permitted to attend workshops.

## CONFERENCE SITE

The 2012 RCRI National Conference (lodging and events) will be held at

The Caribe Royale Hotel  
8101 World Center Drive  
Orlando, FL 32821

**PHONE:** 407-238-8000

**FAX:** 407-238-8400

**Your hotel room is NOT included in the conference registration fee.**

## THE RESOURCE CENTER FOR RELIGIOUS INSTITUTES

# HOTEL RESERVATIONS & TRANSPORTATION

### SPECIAL RATES FOR RCRI CONFERENCE ATTENDEES

The hotel rate of \$135 for single and double occupancy rooms is available over the conference dates—and based on hotel availability—the rate will be offered for the three days prior to and three days following the conference. **To ensure the specified rate, hotel reservations must be made by September 19, 2012.** Direct reservations to the hotel will not be awarded at the RCRI discount rate.

### HOTEL RESERVATIONS

All reservations must be made through the Nix & Associates online reservation system; a link is on the RCRI website, [www.trcri.org](http://www.trcri.org) under Programs. Credit card information is required when making your reservation. *The first night's deposit is required at time of booking.* If sharing a room, please register each individual by name on the registration form to be assured of the discounted RCRI conference registration fee. Special needs should clearly be identified on the hotel reservation form.

When you click the 'Submit' button, your hotel reservation will be transmitted to Nix & Associates on a secure website which protects your identity and information. For other inquiries, contact Nix at [registrar@nixassoc.com](mailto:registrar@nixassoc.com) or phone toll free 800-266-0866, or 314-645-1455. All guests with confirmed reservations will be accommodated.

**If you do not have access to the internet and need a paper copy, please contact the RCRI office.**

### HOTEL AMENITIES

The Caribe Royale does have Wi-Fi available in rooms and public areas for \$9.99/per day (*subject to change*). They have a full service business center and provide several on-site dining options. All meeting areas are accessible by elevator and escalator. The hotel has an extensive fitness center, and an outdoor swimming pool.

### TRANSPORTATION

#### AIRPORT

The nearest airport is **Orlando International Airport (MCO)** located 20 miles from the Caribe Royale. The hotel does **not** provide shuttle service.

#### BY CAR FROM AIRPORT . . .

Take 417 South (Central Florida Greenway) to exit #6. Follow to World Center Drive (do NOT turn right onto International Drive). After the light, both hotels are located on the right side. The Caribe Royale is the 1st hotel on the right. Buena Vista Suites is the 2nd hotel on the right. Tolls will total \$2.50.

#### SHUTTLE

Mears transportation has offered us discount shuttle transportation to and from the airport. Please visit the link below for reservations.

<https://secure.mearstransportation.com/default.asp?referrer=429641007>

### DRIVING AND PARKING

Parking is free for guests at the Caribe Royale.

### DISNEY WORLD

RCRI has been offered specially priced Disney Meeting/Convention Theme Park tickets **for advance purchase. Please visit the website: <http://www.mydisneymeetings.com/rcri/>.**

Please note the cut-off date for advance purchase savings is **OCTOBER 15, 2012.**

# OTHER INFORMATION

## OTHER INFORMATION

### CONTINUING PROFESSIONAL EDUCATION UNITS - (CPES & CLE'S)

For those who require CPE credits, following the conference please submit your request for RCRI verification of attendance. We will send you a letter of verification that will include a list of workshops for which you registered and attended.

For those who require CLE credits, there is a \$75 fee. State and License number are required. We are seeking CLE credits for the following events: the Pre-Conference seminar Canon/Civil Law 101. Workshop numbers 3, 8, 13, 22, 32, 34, 37 & 38. If you have questions, contact Sabrina Hidalgo, [shidalgo@trcri.org](mailto:shidalgo@trcri.org) or 301-587-7776.

### CORT MEETINGS

A space will be provided for CORT's that request to meet during Wednesday's lunch period. Please contact Sabrina Hidalgo at [shidalgo@trcri.org](mailto:shidalgo@trcri.org) to request space.

### AUDIO TAPES AND WORKSHOP HANDOUTS

Audio cassette tapes and CDs of the workshops, updates and general sessions will be available for purchase immediately following the presentations. DVDs will be available for the Keynote Addresses as well. To order copies after the conference, call GEM TAPES at 806-797-9608.

## EXHIBITOR INFORMATION

### EVENT SPONSORSHIP

RCRI is grateful to any organization that can sponsor a speaker, a meal or a break as it helps us offer a more affordable conference to religious institute members and employees. Sponsorship information will be posted on our website along with other exhibitor information. Please contact Sabrina Hidalgo, [shidalgo@trcri.org](mailto:shidalgo@trcri.org) or 301-587-7776 for more information.

### EXHIBIT INFORMATION

See exhibitor materials on our website [www.trcri.org](http://www.trcri.org) for booth fees, registration forms, sponsorship opportunities and cancellation policy. Contact Nix & Associates, Inc. at 314-645-1455 and mention the RCRI conference for more information. To assure inclusion of information in conference materials, please register by September 17, 2012.



**THE RESOURCE CENTER  
FOR RELIGIOUS INSTITUTES**

**8824 Cameron Street  
Silver Spring, MD 20910  
[www.trcri.org](http://www.trcri.org)**