## 3J Global Ministries “5/15 Report”

“5 MINUTES TO READ—AND 15 MINUTES TO WRITE”

# CEO’s Monthly Report to the Board of Directors

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**DATE:** May 15, 2020

**TO:** 3J Global Ministries Board of Directors

**cc:** Bob Brown and Brenda Smith, Senior Team

**FROM:** John W. Doe, CEO

**RE:** CEO’s 5/15 Monthly Report to the Board

**Greetings.** This is the first of what will now be monthly board reports to you, generally emailed on the 15th of each month. I’m calling this the “5/15 Report” – because it will take you just five minutes to read and it will take me just 15 minutes to write (with Bob’s help).

*This new report format will be especially helpful to show to board prospects as we brief them on the work and ministry of 3J Global Ministries.*

### Board Governance

**Board Meeting Schedule:** Draft #1. As we confirm dates for future board meetings (calls and in- person meetings), we’ll fill in the meeting grid (see attached).

**Next Board Meeting.** See you soon! Our next board meeting is our annual board retreat, as you know. (See the email from Bob with all the details.)

**Date** May 21-22, 2020

**Day/Time** Thursday 4:00 p.m. to Friday 4:00 p.m.

**Location** ABC Conference Center, Phoenix, Arizona

**CEO’s Annual S.M.A.R.T. Goals.** Attached is the Monthly Dashboard Report and update on my 2020 CEO S.M.A.R.T. Goals.

**Board Documents.** I am working with Enrique, and the team, to create drafts for your consideration on the following board documents:

* + Board Member Annual Affirmation Statement (and Conflict of Interest Statement)
	+ Board Nominating and Election Policies (tied to our bylaws and/or proposed bylaw changes)
	+ Board Chair and Officers Position Description (roles and responsibilities)
	+ Board Policies Manual and Prime Responsibility Chart
	+ Board Member Orientation Notebook
	+ ECFA Accreditation (*www.ECFA.org*)

###  CONFIDENTIAL!

**“Prospect Pipeline” for Future Board Members.** Here’s an update from the Nominating Committee on the board prospects they are interviewing. See the board schedule for when board members will be elected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Prospect** | **Recommended by:** | **Status** | **Nom. Comm. Action** |
| 1 | Jane Doe | Nominating Committee | Fully vetted | Yes |
| 2 | Billy Kim | Nominating Committee | In process |  |
| 3 | Alberto Villa | CEO | Fully vetted | Yes |
| 4 | David Burry | Former Board Member | Still “dating” |  |
| 5 |  |  |  |  |

### Financial Reports

As of April 30, 2020, we are $ ahead/behind of our proposed four-month budget forecast.

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| --- | --- | --- | --- | --- |
| **Financial Report** | **FY2020**12-Month Budget1/1/20 - 12/31/20 | **FY2020**4-Month Budget1/1/20 - 12/31/20 | **FY2020**4-Month Actual1/1/20 - 12/31/20 | **FY2020**4-Month Variance1/1/20 - 12/31/20 |
| Revenue | $ | $ | $ | $ |
| Expense | $ | $ | $ | $ |
| **Net Income** | $ | $ | $ | $ |

The full four-month financial reports and dashboards will be uploaded to the board portal by May 25, 2020.

### 2020 Major Program Notes

Per board consensus, the following programs are updated here monthly, along with the staff’s color-coding of the progress on program goals YTD.

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|  | **Program** | **News/Changes/Concerns** |
| 1 | 3J Global Ministries Forums | * Attendance is up by 30% YTD.
* Revenue will hit, perhaps, 40% of annual budget.
 |
| 2 | Vision 2022 Initiative | * Slow start due to staff changes, but we will recover.
 |
| 3 | Mission Agency PartnersProgram | * Just exceeded our FY goal of 10 partners. PTL!
 |
| 4 | Local Church AmbassadorsProgram | * May need to postpone until next fiscal year.
* Pilot program was a dismal failure, but we learned a lot!
 |
| 5 | Care Coaches Initiative | * Our consultant brought huge value. Client satisfaction goals of 4.2 on a scale of 1.0 to 5.0. Exceeded goal!
 |
| 6 | MissionFuture Capital Campaign | * Frankly, a disappointing start. May ask our Executive Committee to address our rather conservative fund development policies.
* Consultant is concerned, but we just received a major unrestricted gift of $100,000. (Details at our meeting.)
 |

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| **GREEN****on Target** | **YELLOW****Caution!** | **RED****Alert!** |

**Additional Program Notes:**

### 2020-2021 Calendar

Here are our key calendar dates, our travel, speaking engagements, etc. This is listed for board members both as an “FYI” and as a prayer reminder.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Event** | **Venue City, State** | **Sponsored by:** |
| **Year 2020** |  |  |  |
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| **Year 2021** |  |  |  |
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### A 3J Global Ministries Story—For Your Encouragement!

*Here’s a portion of an email we received from an enthusiastic volunteer!*

**“Headline . . . ”**

*Insert story here . . . . .*

### Thank you, Board Members!

Thank you for investing your time and resources in 3J Global Ministries! (Add more here…) Gratefully,

# John

P.S. Please note our future board meeting dates on the attached pages.

**2020 Board Meeting Schedule** (Draft 1 as of Jan. 15, 2020)

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 2020** | **Day/Time** | **Location** | **Agenda** |
| February 20 | Thursday10:00 a.m. PDT | Telephone Conference Call | * Review FY2019 financial reports
* Quarterly Update Call
 |
| May 21-22 | Thursday 4:00 p.m. toFriday 4:00 p.m. | Annual Board RetreatABC Conference CenterPhoenix, AZ | * 2021-2022 Strategic Plan brainstorming
* Board Governance update
* Nominating Committee Report
* Financial Reports (4 months)
* CEO’s Annual S.M.A.R.T. Goals – Review
* Board Meeting Schedule approval
 |
| August 20 | Thursday10:00 a.m. PDT | Telephone Conference Call | * Review 7-month financial reports
* Quarterly Update Call
* CONFIDENTIAL: Prospect Pipeline Report (future board members)
 |
| November 19 | Thursday8:30 a.m. – 4:30 p.m.Optional Dinner with spouses at 6:00 p.m. | Chicago | * Welcome to New Board Members
* Financial Reports (10 months)
* 2021 Annual Plan, Calendar, Leading Indicators and CEO’s 2021 S.M.A.R.T. Goals
* 2021 Budget
* Plans for CEO’s Performance Review (based on 2020 S.M.A.R.T. Goals)
* Board Governance Committee Report on Board Member Self-Assessment Survey (Oct.)
* Appointment of Auditor
 |

**2021 Board Meeting Schedule** (Draft 1 as of , 2020)

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| **Year 2021** | **Day/Time** | **Location** | **Agenda** |
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**Note to CEOs:**

Some CEOs also attach their ***Monthly Dashboard Report*** (see Tool #11) to the *5/15 Report*. Or you may prefer to email it as a separate document.