



## EXECUTIVE COMMITTEE

May 22, 2019

### Minutes

**Present:** Anita S. Duckor; Kay Egan, CSJ; Suzanne Herder, CSJ; Catherine Mary Rosengren, CSJ; Bridget Sperl; Jill Underdahl, CSJ; and Ralph Scorpio

### **Prayer**

Ralph opened the meeting at 7:35 am with a prayer.

### **Minutes**

Kay moved to approve the March 27, 2019 minutes. Catherine Mary seconded. Committee approved the March 27, 2019 minutes.

### **1. Executive Director's Update**

- a. Carondelet Gala had high energy, an increase of 130 guests over the past three years, much investment from internal groups (ministries, Consociates, etc.). Revenue was good but not great. We lost the equivalent of a \$20,000 sponsorship with the merger of Fairview and HealthEast. The good news is we made that up, plus another \$30,000, but still fell short of goal.

Steering Committee will engage in a review meeting in June.

Executive Committee discussed the need for additional sponsorships to help raise more money at the Gala. Driving attendance is great, but it we need people and organizations willing to donate much more than it costs to feed them. Sponsorship work for 2020 should start asap.

The committee expressed satisfaction with the transition year of the Gala and the success of the many changes that have occurred. It took a lot of work to shift the focus, internally and externally, to all of the ministries, and this was very well received. However, with a smaller than expected financial increase and some additional expenses, the Foundation will not be able to get compensated for its hours to stage the Gala. The MF will be able to honor the commitment to SMHC, and that might be about all.

However, the great news is that the high energy of the 2019 Gala suggests people will return next year.

- b. Annual Fund is slightly under last year's actual and under our YTD goal. Staff has identified last year's donors who have not yet given and is pursuing them. A clean-up mailing is scheduled for the first week of June. Personal contacts with the larger donors is happening. Main goal is to get close to 100% return rate on donors.

Staff is preparing a list of \$2,500+ donors, indicating who is new and who is a returning donor, along with action steps.

Ralph informed the committee that he recently received a letter from an estate attorney in New Jersey notifying us that a large estate will be settled in the coming weeks. This donor had not previously notified us, so this donation will be used at the Board's discretion, according to the most recent policy. It will not automatically be added to the endowment. Ralph suggested that if the gift comes in by June 30 the Board may want to consider allocating some of the funds to the MF operating budget, to offset the lack of earned contract income from this year's Gala.

## **II. Province Report**

- a. Suzanne reported that the St. Joseph Worker program looks like it will have 5 SJWs for the next year, starting in August 2019.
- b. SMHC and Fox Advancement are making progress working on their case for support.

## **III. Committee Reports**

- a. Finance: Approved latest draft of 2019-20 operations plan and budget. Ralph distributed it and said it will be sent out to the entire board this week, far in advance of the June board meeting, where it will be voted on.
- b. Governance Committee has completed drafts of the new Policy Manual and Board Member Handbook. Will vote on these documents at its June 4 meeting. The plan is for the full board to vote on the Policy Manual at the June Board meeting. Board Member Handbook does not require a vote and will be distributed in July. A board self-assessment will be emailed out to the Board in early June. We are working on two new board members for June.
- c. Marketing Committee is working on key elements of the Foundation Communication Transition. It helped change Bold Moves magazine to a quarterly 4-page newsletter; first edition was mailed in early May. Its June meeting will focus on enhancing Septemberfest.
- d. Grants Committee will meet on June 4 to recommend Spring PIM grants and Gala allocations.

## **IV. Agenda for June 20 Board meeting**

- Votes on: 2019-20 budget, Spring grants, nominations, Policy Manual, updated committee charters.
- Engage in fundraising exercise: where can the board help? Sponsorships? Key Relationships?
- Report on board member giving goal.
- Report on Gala to the whole board.
- Executive session on the board self-assessment.

The meeting adjourned at 9:10 am.

Submitted by: Ralph Scorpio