



Sisters of St. Joseph of Carondelet
St. Paul Province
Ministries Foundation

Bold Moves for Real Change

**CSJ Ministries Foundation
Grants Committee Meeting
North Conference Room - June 4th, 2019**

Present: Suzanne Herder, CSJ; Alyssa Howells, Deb Jessen, Mary Lydon, Colleen O'Malley, CSJ; Ralph Scorpio, Jill Underdahl, CSJ; Marie Shaun Walter, CSJ; Jean Wincek, CSJ

Follow Up Items:

- Update the Grant application for Fall 2019 and send to the committee for review (Ralph and Deb)
- Present the Grants Committee's recommendations to the Board of Directors

Meeting Minutes:

1. Jill Underdahl, CSJ called the meeting to order at 11:35am and Ralph Scorpio led prayer.
2. Jill asked if there were any corrections to be made to the minutes from January 24, 2019; there were no objections to the minutes and they were approved.
3. *Gala Revenue Report:* Overall the event was a success with about 130 more people attending and \$30,000 more raised than previous years. With the energy and staffing effort put into the event, however, and with it being completely different this year, it was not lucrative enough to benefit the ministries as much as we had hoped. Moving into next year's event we will focus on finding more sponsors to help offset costs and will have a better idea of what organization needs to go into execution. A big part of the sponsorship problem was the healthcare merger that happened between Fairview and HealthEast; this resulted in \$30,000 less in sponsorship money from the companies.
 - a. *Pros:* Terrific energy in the room, full buy-in and participation from the other ministries, more people than ever before.
 - b. *Cons:* Did not make enough revenue to pay the Ministries Foundation for working the event, "The financial statement did not match the energy in the room"
4. *Revenue Report:* There are two pending estate gifts coming to the MF which will not be put into the endowment. It is still unknown how much money this will be; whatever amount arrives will be brought to the Board and it will vote on how to distribute it. Ralph will be making a formal recommendation that this money should go to paying the Ministries Foundation for its help with the Gala.
5. Discussion then moved on to the distribution of the Partners in Ministry (PIM) grants for the six organizations that applied this spring. There is \$281,443 in PIM available along with \$95,693 remaining from the fall grant distribution cycle. The grand total to be distributed is \$377,136 among six applicants. There was some discussion about giving out all the funds versus saving some with Ralph recommending we give them all away since the end of the year is near and the funds won't necessarily carry over. It was agreed that the committee would award all the funds to the current grant applicants and discussion proceeded on the six applications.

6. Ralph brought up that the MF still owes Saint Mary's Health Clinics (SMHC), Learning In Style (LIS), Sarah's... an Oasis for Women (Sarah's) and the St. Joseph Worker Program (SJWP) PIM grants that are guaranteed in their budgets. The remaining money owed is \$50,000 to SMHC, \$50,000 to LIS, \$50,000 to Sarah's and \$35,000 to SJWP; each ministry received the first half in Fall 2018. The committee decided to create a 'third' column on the grant requests form for extra funds leftover from the total available funds after the financial commitments were made.
7. LIS is asking for \$56,300 in grants to be used for operating expenses and the purchase of two additional projectors. There were more school cancellations this year due to extreme weather; LIS had less hours and students to bill the state and thus has a deficit. To offset the deficit Martha Nemesi has expanded summer school hours. Jean Wincek, CSJ asked if the school had received both of their allocations from the state because according to their budget it appears as if it has only received one. Since the MF has committed to \$50,000 to the school it was decided that LIS would receive the \$50,000 and the committee would put the additional \$6,300 in the 'third' column to be reviewed later.
8. SJWP is requesting \$45,000 for operating costs to support the workers and program. In the application it was acknowledged that with less workers this year the program received less funding from placement sites but had the same amount of fixed costs. Ralph brought up that since Taste of Thanksgiving did not happen this year, the money put aside in their budget to pay the MF (about \$15,000) will stay with the program but money from Events is non-existent. This gives the program's budget about \$26,000 in deficit. It was decided to award the program the full amount of what they were requesting and that \$16k would be put into the 'third' column to make up the difference between the money lost from Taste (since the program is asking for \$10k more than what the MF has committed and this amount subtracted from their deficit would come to \$16k).
9. SMHC: The committee unanimously agreed to grant the clinics the \$50,000 they requested to fulfill our commitment. A 'third' column amount was not immediately discussed because the clinics are guaranteed money from the Gala.
10. Sarah's is asking for \$60,000 for operating expenses. This amount is \$10k over what the MF is committed to and so it was decided that they would receive \$50k for now with \$10k going into their 'third' column. There was a brief discussion about the maintenance allocation in their budget and if PIM grants cover capital improvements to the building. It was decided that the grants are not for that purpose; it was acknowledged that building costs are unavoidable and the issue should eventually be addressed.
11. After addressing the four ministries that the MF is directly responsible for, there was a total of \$32,300 in the 'third' column (\$6,300 + \$16k + \$10k). The committee approved the ministries 'third column' amounts and there is now \$210k left to distribute. Jill reminded the group with the great amount of money leftover we can move into the rest of our deliberations with a "sense of abundance."
12. Peace House Community (PHC) is requesting \$40,000 to presumably continue the manager position that their PIM grants last year covered. The manager position was created last year to help the organization better organize its volunteers, lead and to be a representative in the community helping to spread the word. Suzanne Herder, CSJ said that Marti (PHC manager) met with the leadership committee and has a good understanding of what is expected of him in his role. Marti has good ideas for future projects, understands the PHC mission and is confident in his abilities to help the organization. Even though it appears that the manager position is going well, it was discussed whether its salary will continue to be worked into the budget or will it be a PIM grant. It was not apparent from the application if PHC is asking for the manager's salary or

something else. This is confusing because this is the most grant money that they have ever asked for. It was decided to grant them \$40k because it's what they were granted last year.

13. Wisdom Ways (WW) is asking for a total of \$93,000 in grants this cycle to go towards training four new spiritual directors (\$65k) and new electronic equipment for their online presence (\$28k). WW submitted two separate grant requests and it was discussed that the first was not well explained (\$65k for new spiritual directors) and was a significant amount to ask for without explanation. It was unclear if the money would go towards paying the new spiritual directors, training them or for finding new individuals to hire. With limited information it was decided that granting the \$65k would not be a good idea at this point but Jill said that committee should encourage them to apply again in the Fall. As to the second grant, it was discussed that WW has done a good job in making themselves accessible online. This will be very important moving into the future and the second grant (\$28k) would go towards development of online programming. The committee agreed that this grant would benefit a significant number of people and that WW cannot continue to expand without these materials. It was decided to grant WW \$28k and to encourage them to keep dreaming big and to re-apply in the Fall with more details.
14. After granting PHC and WW their grant amounts there was about \$81,700 left to give away. Colleen O'Malley, CSJ asked whether we should consider giving the Justice Commission any money even though they did not submit an application. Suzanne was also in support of giving them a grant and thought it would be considered an act of goodwill from the committee. Jill and Deb Jessen were not in favor because the Justice Commission did not apply and it should not be assumed that they want any money currently. It was decided that the committee would not be giving the Justice Committee any grant money.
15. With the remaining amount being agreed to go towards the four ministries that the MF directly supports, Jean suggested that we split it evenly four ways. Deb brought up that since the MF has a deficit coming from SJWP, LIS and Sarah's that the remaining funds should be directed towards them. Jill commented that since SMHC is the biggest money maker then \$50k should go to them, and the remainder should be split three ways. It was decided that \$50k would go towards the clinics and the rest would be divided among the three.
Among the committee it was discussed that dividing the remaining funds evenly among the three looks badly when the SJWP only has three current workers; LIS and Sarah's help many more people. Mary Lydon suggested that instead of giving \$10k to SJWP it should be divided evenly to LIS and Sarah's – with the extra balance also being evenly distributed to them. This suggestion felt better to the committee and the final figures were agreed upon:

Learning In Style: \$72,218

St. Joseph Worker Program: \$61,000

St. Mary's Health Clinic: \$100,000

Sarah's... an Oasis for Women: \$75,918

Peace House Community: \$40,000

Wisdom Ways: \$28,000

16. Jill asked if everyone was ready to approve the grants and there were no objections. Colleen made a motion to approve them, Jean seconded the motion and all approved.
17. Jill asked if there was any other discussion topics and the Fall 2019 grants application was brought up. Deb and Ralph both moved to add a question to the application about what the funds would be going towards and how exactly the requested funds would be spent. Everyone agreed with the additional question(s). Deb and Ralph will meet to add this to the Fall 2019 application.

18. There was no further discussion and it was decided that the next meeting will be Tuesday, November 5th from 11:30am to 1:30pm. The Fall 2019 application will be due sometime in October with the Board approving them in December.

The meeting adjourned at 1:38pm.

Respectfully submitted,
Alyssa Howells, CSJ Ministries Foundation