



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

Bold Moves for Real Change

**Board of Directors' Meeting
June 20, 2019
Room 101/102 Carondelet Center**

DRAFT

Follow Up Items:

Present: Beth Bird, Anita S. Duckor, Kay Egan, CSJ; Suzanne Herder, CSJ; Stacy Jacobson, Deb Jessen, Mary Lydon, Colleen O'Malley, CSJ; Sue Owen, Ralph Scorpio, Bridget Sperl, Jane Stevenson, Jill Underdahl, CSJ; Jean Wincek, CSJ.

Call to Order: The Ministries Foundation Board of Directors meeting convened at Carondelet Center on Thursday, June 20, 2019. Chair Beth Bird called the meeting to order at 4:11pm.

Prayer: Ralph Scorpio led prayer.

Consent Agenda

Beth asked if there were any questions or comments regarding the April 25, 2019 Board of Directors' meeting minutes. There were no questions and Beth asked for a motion to approve the minutes. Jean Wincek, CSJ moved to approve the minutes, Bridget Sperl seconded the motion; all were in favor and the minutes were approved.

Anita S. Duckor made a motion to add 'Community' to the title 'Peace House' in the Grants minutes since the organization's official title is 'Peace House Community'. The Board was in favor and the Grants minutes will be edited for this correction; additionally, moving forward all minutes will use the full title for the organization.

With a new Fall 2019 grant application being discussed, Bridget asked Ralph to submit the revised application to the Executive Committee for review. All on the Board were in favor of this and the new Fall 2019 Partners in Ministry (PIM) grant application will be submitted to the Executive Committee for review before it is distributed.

Executive Director's Report

Memo of Understanding (MOU): The MOU with St. Mary's Health Clinics was a success with Ralph and Sue Gehlsen working closely throughout the year. They will both visit Northfield to investigate and observe a different clinic model.

Gala: The energy and commitment to the new Gala format was excellent this year with more attending guests compared to years past. However, even with increased energy and attendance, financially the event was not a huge success. Ralph thanked Stacy Jacobson for her hard work as the Gala Steering Committee chair and for donating her time to the event. Stacy asked why he thought net revenue was down, and his answer had five theories:

1. The financial stretch goal set for the Gala (\$500k) was too much.
2. The merger of Fairview and HealthEast lost the event a sponsor.
3. There was a decrease in the number of entire tables purchased.
4. The 'Fund a Need' and auction were all more lucrative, but not in proportion to the number of guests.
5. With more guests comes an added dinner expense.

Colleen O'Malley, CSJ, suggested that focus should be put more on the Sisters to find out how many donated to the Gala. She suggested that an appeal should be sent to each Sister asking for a donation to the Ministries Foundation to gauge the level of support coming from the community. She also asked how many Sisters were invited and attended the event. Ralph answered that the number of Sisters who attended the event was tracked and that everyone who attended paid – no one attended the event for free; the percentage of donors was also tracked throughout the evening.

Capital Campaign: Ralph reported that work with Fox Advancement is moving forward and he has been working closely with the organization in setting up meetings with the ministries and providing them accurate information for a more thorough assessment. He thanked the commission that completed the 'Ministry Landscape' project as it saved the Foundation a lot of money to have all the ministry baselines already tracked. Work with Fox Advancement will continue to better gauge the ability for a capital campaign and to make sure the ministries are comfortable and aware of its intentions.

Fundraising: Ralph reported that it was an average year for donations with staff working hard to figure out why there was a decrease this year. It will be important with the end-of-year data to figure out who our new donors are, which donors did not continue to support us this year, why we had a decrease in donations and what we can do to increase new donors and donation amounts. This will continue to be a problem into the future unless we can figure out its reasons.

Bridget commended the Ministries Foundation for their accomplishments of the last year but warned the Board that a decrease in donors is serious and can have lasting negative effects moving into the future. She encouraged the Board to put more focus on what we can be doing to increase these numbers and wants to make the focus of the next meeting on fundraising strategies.

Province Report

Suzanne Herder, CSJ, reported that there was not a lot of updates to be made about the Province at this time. Many Sisters are preparing for Chapter in St. Louis with the entire leadership team attending along with a few other Sisters. This meeting will determine the direction of the congregation for the next five years.

New Committee Business

Finance (2019-20 Budget): The Finance Committee recommended an approval of the 2019-20 budget and Ralph detailed a few parts for consideration:

- Non-endowment gifts are now included in revenue.
- There is no longer a service fee for work done for specific ministries. The Ministries Foundation's staff members instead track their hours for each ministry and a composite rate is paid back to the Foundation. The Grants Committee recommended that instead of each person's salary being calculated, a composite rate would diminish privacy issues between staff members; this has been going well and the totals are calculated at the end of each quarter.

With no additional comments, Beth asked for a motion to approve the 2019-20 budget. Kay Egan, CSJ, moved to approve it and Anita seconded the motion. There were no further questions, and all were in favor; the budget was approved.

Governance (Revised Policy Manual): Anita gave a huge thank you to Jean Wincek, CSJ, and Ralph for doing much of the updating work to the manual and for making it professional and current. Jean gave credit to Anita for being a good chair for the project and for making it a priority. Jean also commented that there are currently no new policies in the handbook and that moving into the future new ones will be updated and old ones removed. Colleen moved for the acceptance of the revised manual; none disagreed, and the manual was approved. The handbook will be available for all at the August meeting.

Governance (Committee Charters): Anita told the Board that all the charters were updated in a similar format to provide continuity in the handbook. Ralph commented that the Executive Committee's charter was missing but it would be added immediately. Beth asked if there was a motion to approve the charters; Jane made the first motion and Bridget seconded. There were no further questions, and everyone was in favor of approval; all the committee charters were approved.

Governance (Nomination of Brian Mullen): Even though there is only one person being nominated for the Board, Anita told the group that there were a lot of great candidates who wanted to be involved but are currently unavailable to make a commitment. These people will be considered in the future and will keep supporting the Ministries Foundation. She also commented that the Board needs to continue to be flexible in how we bring new people on to the Board and we can invite them throughout the year.

Ralph then thanked Stacy for bringing Joanne and Brian Mullen on as honorary chairs for the Gala as this led to Brian being nominated for the Board. Brian is thrilled to be invited and is excited to get started with his term; he brings an extensive amount of HR experience and has a large extended family. Beth asked for a motion to approve Brian's nomination; Colleen moved to approve him first, with Sue Owen seconding the motion. There were no disagreements, all were in favor and Brian Mullen was approved for his first term.

Jean told the Board that both the budget and the nomination slate must be brought to the Province Committee for their official approval. Both Kay and Colleen made friendly amendments to their motions and moved that the documents be submitted to the Province Committee. All were in favor.

Governance (Members' Second Terms): Anita asked if there were any questions about keeping both Colleen and Bridget on for their second terms to the Board. There were no questions and Sue moved to accept them with Deb Jessen making the second motion. All were in favor and Colleen and Bridget will both serve second terms on the Ministries Foundation Board of Directors.

Governance (Board Officers): Anita asked if anyone had questions or concerns about Beth, Bridget, Jean and Kay keeping their jobs on the Board. No one was against it and Colleen moved to approve them first with Kay seconding her motion. All were in favor and they were approved; this information will be brought to the Province Committee as general knowledge.

Grants (Partners in Ministry grant requests): Jill Underdahl, CSJ, talked about how moving into grant request deliberations the committee was encouraged to think about "meeting the need of the ministries". With this principle in mind, the committee looked at offsetting costs for the Province and tried to remember the high costs of keeping the clinics running. The committee recognized that Wisdom Ways submitted two requests and while it only funded one, they will be encouraged to dream big and submit a request in the Fall.

Bridget suggested that the updates to the Fall 2019 Grant Application should include requests for more detailed information. This would include data regarding full time employees, the number of people served and appropriate unit costs. The Board agreed that Bridget's suggestions would be beneficial to add to the grant application; Ralph and Deb will work together to update the application and it will be completed before the Fall 2019 applications are distributed.

There was no further discussion on the grants and everyone on the Board was in favor of confirming them. Jane made the first motion and Sue seconded; all were in favor and the Spring PIM Grants were approved.

Adjournment: the meeting was adjourned at 5:45pm with the following speeches being given by Ralph to the retiring Board members.

"We have five retiring board members this year: Dr. Al Michael, who left the board in January; Paul Donovan, who served two terms plus a year; Susan Jasko, CSJ and Sue Owen, who each served one term; and Paul Pribyl, who is leaving the board after 6 years, one year shy of two full terms. Dr. Al, Sister Susan and Sue are present tonight, so they get our attention today. But if you have time, it would be nice if you could drop a note or an email to both Pauls and thank them for their years of service to the Ministries Foundation.

Sister Susan Jasko

Sister Susan Jasko is the first CSJ from another Province to have served on our board. She's from the Albany Province (which I, being from Providence always thought was the beginning of the Midwest) but living and working here in St. Paul. Albany doesn't have a foundation, so this was an intriguing invitation for her – to see up close how other provinces support ministries, raise money, and engage the wider community in philanthropy.

Susan helped us out on the development committee and offered her wisdom and thoughtful feedback to the whole board and staff when we had issues and conflicts to work through. Her gift to us was to step back from the day-to-day tension, look at the bigger picture, and offer guidance – most likely the same gifts she brings to the people at the Center for Victims of Torture.

For all of this, we say Thank You!

Sue Owen

Sue served as our Gala Chair in 2001 and has been a strong and loyal supporter of St. Mary's Health Clinics, the Ministries Foundation, and all the CSJ ministries ever since. But it took me almost all those years to persuade her to accept our invitation to join the board. If I remember correctly, her first response was, "You don't want me on your board." Well, we did, and I am grateful.

Sue's talent and energy are all about operations; and, as you know, ministry operations aren't really our responsibility. But when we did need to dabble there, her insights and thoughts were always so clear, concise, and helpful. I hope we can work out a way to get you appointed to the St. Mary's Health Clinic board. That's where your ideas and your passion for the Sisters' ministries would really shine. But, in the meantime, thank you, Sue for your support, your advocacy, and your strong prodding for us to keep moving forward.

Please don't forget about us! Thank you!

Dr. Al Michael

Dr. Al has served nearly two terms with the Ministries Foundation and more than two terms on the St. Mary's Health Clinics board before that, so he's been involved with us for many years. We are grateful for each day of all of those years!

Al's years with us coincided with the years of great change in health care all around us. He helped us see what was going on and to notice what was missing. Health care for all is what was and still is missing! His passion for St. Mary's Health Clinics is rooted in his strong belief that health care is a right that belongs to everyone, not just those who can afford it. Because he saw the great need for the Clinics, he helped shape the Clinics' vision while on their board and then helped us with our work with them. His voice has been so very valuable. Al also deeply admires and respects the Sisters of St. Joseph and has always been a true supporter of all their ministries, including the Ministries Foundation.

"We thank you, Susan, Sue and Al, for everything you have given us over the years. We hope you stay close to us, even if you don't have to attend meetings."

Respectfully submitted by,
Alyssa Howells, CSJ Ministries Foundation