



**Ministries Foundation Board of Directors Meeting  
Thursday, February 20, 2020  
Assembly Room, CSJ Administration Center**

**DRAFT**

**Present:** Beth Bird; Brian Dillon; Anita S. Duckor; Alyssa Howells; Stacy Jacobson; Mary Lydon; Roger Norris; Colleen O'Malley, CSJ; Gabrielle Rohde; Annie Sarver-Bodoh; Erin Schneeman; Ralph Scorpio; Bridget Sperl; Jane Stevenson; Jill Underdahl, CSJ; Jean Wincek, CSJ.

**Special Guest:** Barbara Lund, Director of Wisdom Ways Center for Spirituality.

**Prayer:** led by Ralph Scorpio, Anita S. Duckor and Stacy Jacobson.

The Ministries Foundation Board of Directors meeting convened on Thursday February 20, 2020 in the Assembly Room of the CSJ Administration Center. The meeting was called to order at 4:04pm by Chair Beth Bird.

#### **Welcome**

Beth asked if there were any corrections or feedback about the minutes from December 19. There were no corrections and Anita made a movement to approve the minutes with Mary Lydon seconding here motion. All were in favor and the minutes were approved. Beth then asked if there were any updates on action items from last meeting and no one had any updates. Lastly there were two new Board members to introduce: Gabrielle Rohde and Roger Norris. Every Board member introduced themselves and said a little about how they are connected to the Ministries Foundation (MF). Gabrielle and Roger introduced themselves and both said how excited they were to be a part of the Board.

#### **Executive Director's Report**

Ralph updated the Board that work continues with Fox Advancement and in 2019 there were two meetings to go over vision. Kevin Fox and Ralph brought a working draft of the vision to the Province Leadership Team and it was well received. The team was excited about the work moving forward and they told Ralph to present the report to the Province Council. The next step is to reconvene the task force and present the draft to get a recommendation about moving forward; the meeting will be March 4. Ralph hopes that the meeting with the task force will be constructive and that there will be feedback about moving forward. After meeting the task force, the next presentation will be to the Board and then a final presentation to the Community.

#### **Province Report**

Suzanne Herder, CSJ, was not present at the meeting so there was no Province report, but Ralph gave an update about what she told him after her conversation with James Hereford from St. Joseph's Hospital. Suzanne had a meeting with James and M Health Fairview is aware that any decisions made about the hospital system will need to include the Sisters. Ralph and Kevin Fox have spoken with Suzanne about encouraging everyone to include St. Mary's Health Clinics (SMHC) in conversations about the hospital's

future and to think of SMHC as an opportunity. Ralph assured the Board that Suzanne will keep us updated.

### **Committee Reports**

- Development Committee: Annie Sarver-Bodoh talked about the revenue chart and highlighted that the MF is in a good financial position currently. The Annual Fund is 75% to its goal and grants are set to reach goal as well. The Gala is doing ok so far but there needs to be more revenue coming in to make sponsorship goal. There were no other revenue changes. The committee tracks the revenue chart every month and goes over the success metrics to make sure the MF is on track. Jane Stevenson talked about the Gala and reviewed how people can sponsor a table, invite friends, and talk to an affinity group about attending; everyone can do something to help the Gala succeed. The goal is 600 attendees and there have been no changes to ticket prices. Jearlyn Steele will be more involved in the program and the sponsorship levels have been increased. Invitations are at the printer and the online module will be live starting next week.
- Finance Committee: Mary talked about being ahead of goal for the Annual Fund and discussions around the need for a capital campaign. The Investment Sub-Committee is still in the works, but it is proving difficult to get others to join because most will only join if they are retired.
- Governance Committee: Anita said that the committee hasn't met recently but will meet next month to talk about two more Board candidates. The committee is also making sure that the MF has everything in place for a potential financial campaign.
- Marketing Committee: Bridget gave an overview of four things: 1. 'Find a Sister' is now available on the website. 2. A press release is being drafted about interest in CSJ life. 3. The committee is working with the Justice Commission to 'Get Out the Vote'. 4. The Province will invest in an electric sign for in front of the building.

### **"On the Ground" Report: Wisdom Ways Center for Spirituality**

Barb Lund and Sonja Ausen joined the meeting to talk about the grant Wisdom Ways (WW) received to start their online class modules. In the future they hope to do a podcast but need to get the operating platform up and running to make it happen. Sonja has done a lot of work to research about virtual teaching platforms and what WW needs to make it a reality. WW has looked at what stories need to be told and how they need to be told; this is well done online and will reach more people.

Sonja introduced the online spirituality class including the videos that will be in every module, extra materials for journaling, forums for discussions and additional materials for people to get involved. WW is hoping for the first class to be live by April or May. Sonja has been working closely with a videographer and teacher to create a product that is interactive and interesting. Colleen O'Malley, CSJ, gave credit to Barb and Sonja for the great work they have done. WW sees this reaching many people and growing exponentially. There is now a basic rubric for programming moving forward but will need to greatly expand for success into the future.

### **Breakout Session: Fundraising Training Session**

Jane introduced the training session and the importance of role playing before asking for donations. Ralph reviewed the 'why we ask' and he read the mission statement of the MF. We need to fundraise because there is less "income" coming in and the endowment needs to support the ministries in the years to come. He said that the Sister started this work but they never meant to do it alone; we all need to play a part to ensure the ministries' future. Jane asked people to imagine asking for money and then the group went around and shared what their feelings were about it. Jane talked about why people are weird about asking for money (family, embarrassment, privilege, etc.) and she told people to breathe deeply, watch what the MF staff is doing, and don't be afraid of silent time – the donor will need time to

think. She reminded everyone that they are important, the work the MF is doing is important, be ready to tell your story about why you're on the board and why it's important. She then reviewed why people give: want to be involved, to make a difference, religious beliefs, want to feel important, tax benefits, and being a part of a community. Annie gave a "fundraising 101" crash course and went through some basic terms of fundraising. She talked about how the MF has a case statement now and that it is a great tool for getting more support.

The group separated into groups and role played asking for donations from a list of examples. There was a debrief about how the role playing went and what people learned.

**Announcements**

Thank you to Stacy for getting Maureen Bausch and Sarah Gavin as the Gala Honorary Chairs.

**Adjournment:** adjourned at 6:10pm.

Respectfully Submitted,  
Alyssa Howells, CSJ Ministries Foundation