



**Development Committee Meeting**  
**Tuesday, April 14, 2020 4:00 – 5:30pm**  
**Zoom Meeting**

**DRAFT**

**In Attendance:** Michele Foster, Alyssa Howells, Stacy Jacobson Gabrielle Rohde, Annie Sarver-Bodoh, Ralph Scorpio, Jane Stevenson.

The Development Committee meeting convened on Tuesday April 14, 2020 at 4:00 via Zoom. The meeting was called to order at 4:04pm by chair Jane Stevenson.

**Prayer:** by Annie Sarver-Bodoh.

**Minutes:** Jane asked if there were any questions or comments to the minutes from March 3. In reviewing the minutes Jane was reminded that she had supported multiple Thankathons a year and thought it would be important to continue during this time. Ralph Scorpio said that he also wants to continue to call and thank donors and with the stay at home order extended, there will be time for the Ministries Foundation (MF) staff to start calling donors. Jane suggested that Board members could call from home if there was a need for more people. Gabrielle Rohde said that the woman she talked to about joining the committee - Christine Hartmann - is still interested and she suggested Ralph call her on the phone or schedule a Zoom call to speak with her about it. Stacy Jacobson made a movement to approve the minutes and Gabrielle seconded it; all were in favor and the minutes were approved.

**Information Updates**

- **YTD Revenue:** Annie updated the group that the MF is in a very financially healthy position with the Annual Fund past its fundraising goal. Ralph will submit third quarter contract billing next week (money from the ministries to the MF for work done). Almost every Gala sponsor has agreed to pay their sponsorship agreement, but he reminded everyone that the MF will not be able to bill for Gala hours worked by MF staff. There has been no change to wills and bequests. There were no further questions.
- **Institutional Giving:** Grant writing and requests have increased since fall. St. Mary's Health Clinics (SMHC) received an additional gift from the Otto Bremer Trust and the grant they had applied for from the Schulze Foundation was given early and offered as unrestricted. There are numerous grant applications pending, including an opportunity for Learning In Style and Sarah's... an Oasis for Women to receive grants from the Bremer Foundation. Paul Tatro (MF staff) and Annie have researched applying for more operational grants for the clinics. Ralph said that Fairview has gifted a "bridge fund" of \$100k to SMHC to strengthen their relationship and it will come through as an institutional gift. There have also been grants that have been declined but Annie said the MF is in a much better position to understand why they were declined and how we can improve next time. Annie said that they are working with a few organizations for future grant opportunities and the SMHC staff has been very helpful in reaching out to partners and applying for grant funding directly.

- Jane asked Michele Foster if she could speak to St. Joan of Arc on behalf of the MF because the parish grants funds to organizations each year. Michele said that she would send Annie a list of current parishioners with connections to SMHC (to apply for funding a parishioner must have a direct connection to the organization).
- Individual Success Metrics & Not Now, Not Ever: Number of donors is halfway to goal, donations from donors is halfway to goal and recaptured donors is more than halfway. With specific rules about which organizations can apply for what funding, there is not a lot to update on the 'Not Now, Not Ever' document.

### Discussion Topics

- Gala Pivot: The 2021 Gala date will be May 7, 2021 and it will include the same auctioneer and emcee.
  - *New date 2020*: There will be an online auction and fund-a-need from May 1 – 8 through GiveSmart (an online fundraising event platform). Alyssa Howells is working on uploading the auction packages and there is an event on the MF Facebook page.
  - *Constituent Communications*: There have been several communications to constituents updating them on the change in Gala plans and what the MF is doing in response to the Coronavirus. There will continue to be increased communications about the auction.
    - Ralph asked the committee if there were communications people had received that they appreciated more and if there were communications that people did not appreciate. Things people liked: detailed stories from real people, personal stories about direct effects, specifics about what is needed, and messages that are as personalized as possible. There were no comments on bad communication.
  - *Online Auction and Fund a Need*: May 1 - 8.
  - *Marketing Activities*: The Marketing Committee wants to send weekly "positive, spiritual messages" that link back to the Sisters – everyone was in favor.
  - *Gala Appeal*: A card and donation envelope was sent to past Gala attendees; there will be a postcard sent next week to the Bold Moves newsletter list to tell people about the auction and fund-a-need.
  - *Other*: Many expenses from this year will be transferred to 2021 and contracts have already been transferred.
- FY 21 Budget: Ralph talked about the first draft of the 20/21 budget. He has included honest goals that consider the current economy but did not make drastic changes compared to this year. He said that there were fewer donors after the 2008 recession, but donations were not that different. He is expecting next year to be similar but there is always an option to submit a 'contingency' budget in case things drastically change. The budget will be presented to the Finance Committee and then the Board; it is due the third week of June.
- Update \$2,500 thank you calls: Ralph has his list at home and will continue to call people.

### Review Action Items

- Ralph to finish his call list of \$2.5k donors.
- Ralph and Jane will set up a meeting with Christine Hartmann and invite her to the May 5 meeting.
- Alyssa to schedule Zoom meeting for May 5 to start at 3pm.

- Michelle will give Annie a list of St. Joan of Arc past grant requests and parishioners.
- Alyssa to share the Gala appeal card to the committee and Board.

**Other**

Annie said that there will still be a Spring appeal that goes out to donors in May who have not donated yet; more to come.

**Adjournment:** adjourned at 5:10pm.

Respectfully Submitted,  
Alyssa Howells, CSJ Ministries Foundation