



Ministries Foundation Board of Directors Meeting
Thursday, April 16, 2020 4 - 6pm
Zoom Meeting

DRAFT

In attendance: Beth Bird; Anita S. Duckor; Kay Egan, CSJ; Suzanne Herder, CSJ; Alyssa Howells; Stacy Jacobson; Mary Lydon; Brian Mullen; Roger Norris; Colleen O'Malley, CSJ; Gabrielle Rohde; Annie Sarver-Bodoh; Ralph Scorpio; Bridget Sperl; Jane Stevenson; Jill Underdahl, CSJ; Jean Wincek, CSJ.

The Ministries Foundation Board of Directors meeting convened via Zoom on Thursday April 16, 2020. The meeting was called to order at 4:00pm by chair Beth Bird.

Prayer: by Kay Egan, CSJ.

Action: Beth asked if there were any additions to the minutes from the February 20 meeting. There were no comments and Bridget Sperl made the first motion to approve. Gabrielle Rohde seconded her motion, and all were in favor; the minutes were approved.

Status report on Action Items from Previous Meeting: updated during meeting progression.

Executive Director's Report

Ralph Scorpio referred to the board packet that was received before the meeting and said that all important updates were included. He asked if there were any questions about the Gala pivot and there were not any questions. He said that the Ministries Foundation (MF) staff is learning from what other organizations are doing and he feels good about the decision to change the Gala format.

- COVID-19 Updates
 - *Staff:* Staff have accomplished a lot remotely and rallied around changing the Gala. Have held every committee and staff meeting on Zoom.
 - *Carondelet Gala:* The decision to change the Gala format was made almost immediately after the stay-at-home order and it was a good thing to focus on. Everyone has been flexible and accommodating. Ralph thanked the honorary chairs, emcee, and auctioneer for being helpful and understanding. Bridget asked if a formal thank you from the Board would be appropriate and Ralph thought it was a good idea.
 - *Budget:* Ralph submitted a first draft and the final is due in June.
 - *Annual Fund:* Included in board packet.
 - *Ministries:* Included in board packet.
- Fox Advancement Exploratory Study Update

Ralph and Kevin Fox had a positive conversation with Fairview led by Fox. The study is continuing and moving forward. Jane Stevenson asked that if a fundraising campaign happens, will Fox Advancement do it? Ralph answered that yes, they would lead it, but it would not be until the next fiscal year at the earliest.

Province Report

Suzanne Herder, CSJ, said that the Province is moving ahead on a lot of projects and will continue to pay people until the end of June. The governance meeting has been moved to the end of August. Most committees are still meeting and there is a weekly group that meets to talk about employees, budgets, and general concerns. There will be a meeting next week to talk about the budget with every department director.

- Update on conversations with Fairview about St. Joseph Hospital: There was a meeting with James Hereford and Judy Trusella with Sue Gehlsen (director of St. Mary's Health Clinics), Ralph, and Suzanne to talk about St. Joseph Hospital. There is a lot of excitement about having St. Mary's Health Clinics (SMHC) as a permanent establishment in the building and they are committed to keeping the Sisters as a partner with them moving forward to make this a success. Fairview granted SMHC a \$100k grant to help the clinics to the end of the year. Conversations with Fairview and SMHC started before the pandemic and everyone is dedicated to keep them moving forward.
- COVID-19 Effect on Province: All buildings have been closed with exceptions for work that must be done onsite. Most employees have been able to work from home.

Committee Reports

- Development Committee: Jane talked about the new committee member Michele Foster and she will be talking to a potential new member soon. Annie Sarver-Bodoh highlighted a few metrics from the development reports and said that the MF is in a financially healthy position and there will be a final appeal in May sent to donors who have not donated all year yet. Annie also said that she has been monitoring the COVID funds that have come out and the MF has applied for anything it qualifies for. At the end of the year the MF will have applied for about 30-40 grants. There were no further questions and Jane said again that the MF is in good shape.
- Finance Committee: Mary Lydon said that the MF did not receive the Payroll Protection Plan but it would apply for the second round of funding. She said that there is a greater need now to make plans for the endowment investment; the investment subcommittee will continue to meet in the next months. The Partners In Ministry spring grants will not be greatly affected this year because the fund is on a five-year average, but the MF needs to be more mindful about investment decisions. Ralph talked about the first draft of the MF budget and how it was drafted before the stay-at-home order. It represents status quo in terms of staffing and expenses and includes modern growth in revenue. There will be no structural or staffing changes. The Board will get a copy in early June for review and the final vote will be at the June Board meeting. Ralph foresees having an issue growing the donor base but isn't worried about losing donations.
- Governance Committee: Anita said that there will be an assessment survey for the Board as well as for each committee to complete. An email will be sent out before the assessment; there were no questions. She said that the committee reviewed another candidate and there is one more to be considered. Ralph talked about Kristine Smyth and how she loves the Sisters, has been involved with St. Catherine University and she has a great background in development. A motion was made to vote on her Board candidacy at the June meeting.
- Marketing Committee: Bridget went over most of the communications that have come out since the middle of May including the Gala appeal, postcard, ministry updates, an email to the Gala Steering Committee and the phone calls that were made to people who had already sent an rsvp

to the Gala. The committee decided to start sending out a weekly “Care Message” to share messages of hope and spirituality to the newsletter subscribers.

Breakout Session: “Social Media” Distancing

Alyssa Howells gave a presentation on how to follow the MF on its social media platforms, which include: Facebook, Instagram, Twitter, and LinkedIn. She also went through how to register on the auction & fund-a-need site and encouraged everyone to register after the meeting. She will send out an email after the meeting that will include social media graphics that can be posted by Board members. If anyone needs help posting anything on behalf of the Gala, please contact her and she would be happy to help.

Announcement

- Board member and staff recognition: Beth gave a shout out to the MF staff for being flexible and working hard; everyone agreed.

Meeting Recap and Review

- Action Items: Participate in virtual gala and get registered; review potential board member to be voted on at June meeting; watch for board assessments and complete.
- Other: Updates about Carondelet Online Auction & Fund-a-Need progress during event.

Adjournment: adjourned at 5:30pm.

Respectfully Submitted,
Alyssa Howells, CSJ Ministries Foundation