



**Ministries Foundation Executive Committee**  
**Wednesday, May 27, 2020 7:30 - 9:00am**  
**Zoom Virtual Meeting**

**DRAFT**

**In Attendance:** Beth Bird; Anita S. Duckor; Kay Egan, CSJ; Suzanne Herder, CSJ; Alyssa Howells; Mary Lydon; Ralph Scorpio; Bridget Sperl; Jane Stevenson; Jill Underdahl, CSJ; Jean Wincek, CSJ.

**Prayer:** led by Suzanne Herder, CSJ.

The Ministries Foundation Executive Committee convened on Wednesday, May 27, 2020 on Zoom. The meeting was called to order by Chair Beth Bird at 7:30am.

**Minutes:** Beth asked if there were any comments or edits to the minutes from March 25, 2020. There was no feedback and Jean Wincek, CSJ, made the first motion to approve the minutes with Mary Lydon seconding her motion. All were in favor and the minutes were approved.

**Feedback on Printed Report**

- a) Executive Director's Report: Ralph Scorpio added four things to his report sent on May 22:
  1. Septemberfest has been canceled/reconfigured and the Ministries Foundation (MF) staff is rethinking ways to move the event to an online platform;
  2. The 2018-2019 Annual Report has been published to the MF website;
  3. The MF staff will continue to work from home as they are able; and
  4. Ralph is checking in weekly with Irene O'Neill, CSJ, in regards to Sisters Rising Worldwide and she has signed the agreement. She is still waiting for the 501c3 to be reinstated.

Anita Duckor wanted to know how communication is going with donors and would like the top line report at the next meeting along with the Integrated Fund Development Assessment. Jane Stevenson added that the MF is in a very strong financial position, but we still need to be vigilant in engaging our donors. A good next step will be re-connecting with people over the summer. Jill Underdahl, CSJ, asked Ralph when the Board will hear more details about the Fox Advancement Study. Ralph made sure to emphasize that the project is the responsibility of the entire Community and not just the MF; everyone is responsible for making sure the ministries have a future and our job is to support them in their missions. Ralph will join the Province Council next week to talk about the Study again and we will then have a better idea about when to share information about it. Jean added that it is Fox's job to help the ministry directors make decisions and plan for their future. Anita thinks that the assessment is going to take at least a year and that maybe this is the perfect time to do the work that will be needed to ensure its success. Overall, everyone was in agreement that this work will be slow and require a lot of effort; the ministries will need to seriously think about their futures, how they get there, and what the ministries should look like moving forward. This is not the time to move forward aggressively but is instead a good time to reflect on priorities and plan for success in the future.

- b) Province Report: There was a Sister assembly to discuss the budget and a supportive discussion among directors about cuts. The Leadership Team and Administration Center is keeping in contact about staff returning to work. Carondelet Village is still in lockdown and there have been four positive COVID-19 tests in the last week. The Leadership Team will continue to work from home.
- c) Development: There will be a last Spring Appeal sent to donors who have not yet donated this year and there will be a deep analysis on giving from the year. The MF did receive the Payment Protection Plan and Anita suggested sending a thank you letter to Jim Reetz in appreciation of the work he did to obtain it.
- d) Finance: The third draft of the budget and operations plan will be reviewed by the committee before it is presented to the Board. Net revenue from the Carondelet Online Gala was not all that different from an in-person event and gifts are still coming in. The Investment subcommittee has had a few meetings and has decided to submit an RFI to DeMarche to help us know how to move forward. Most of the lost revenue in March was gained back in April.
- e) Marketing: The committee has asked the MF staff to reimagine Septemberfest and Mimi Pizzi (MF staff) and Annie Sarver-Bodoh (MF staff) will present a list of ideas at the next meeting. There have been positive responses to the weekly inspiring emails.
- f) Governance: All assessments have been distributed to Board and committee members. There will be one vote on a new Board member on June 18. The Whistle Blower policy is already covered in the employee handbook and the new one can be much shorter.
- g) Grants: The committee will meet next week to discuss the Spring PIM 2020 grant applications. Decisions will be reported at the board meeting in June.
- h) Ministries: Nothing else to add other than what was in the written letter/report.

#### **Discuss Agenda for June 18 Board meeting**

Ralph asked the committee if they thought it would be a good idea for Fox Advancement to present at the Board meeting as an introduction to a potential campaign in the future. Kay Egan, CSJ, thought it should be a focused interview about who they are, when the work began, their history with the MF, and where everything is at now. Jean agreed and thought that they need to be introduced so everyone is on the same page and has a baseline understanding of the work being done. Ralph thought it was a good idea to invite Fox to the meeting and others were in favor as well.

The agenda will include:

- a) Committee Reports.
- b) Votes on budget, grants, and new member nomination.
- c) Board engagement.
- d) Ministry Presentation: Potentially a presentation by Fox Advancement about its work so far. Bridget also thought that Martha Nemesi could talk about the Learning In Style food shelf and the school's relationship with Blake School. Kay suggested writing a thank you letter to Blake School and Ralph will work with Suzanne to write it.
- e) Departing board member tributes: Erin Schneeman is the only member terming out. Ralph assured the group that after Board members leave there is communication and plans to keep them engaged.

**Staff Update**

The committee talked about MF staff after Alyssa Howells exited the meeting at 8:49am.

**Executive Session**

Convened at 9:06am after Ralph left the call.

**Adjournment:** the meeting adjourned at 9:20am.

Respectfully Submitted,

Alyssa Howells, CSJ Ministries Foundation