



**Ministries Foundation Finance Committee**  
**Tuesday, May 19, 2020 7:30 - 9:00am**  
**Zoom Virtual Meeting**

**In Attendance:** Beth Bird; Maria Bonnie; Alyssa Howells; Steve Kenney; Mary Lydon; Jim Reetz; Catherine Mary Rosengren, CSJ; Annie Sarver-Bodoh; Ralph Scorpio; Marg Wall.

**DRAFT**

The Ministries Foundation Finance Committee convened on Tuesday, May 19, 2020 on Zoom. Chair Mary Lydon called the meeting to order at 7:32am.

**Prayer:** led by Ralph Scorpio.

**Minutes:** Mary asked if there were any corrections to the minutes from April 21, 2020. Marg Wall had corrections to page one and the edits will be made. There were no other corrections and Marg made the first movement to approve the minutes and Steve Kenney seconded her motion. All were in favor and the minutes were approved.

The Form 990 was reviewed virtually via email and the committee approved. Jim Reetz said that the Ministries Foundation (MF) received the Payroll Protection Plan (PPP) with \$78k coming in May to be used for payroll costs and two months of rent. 75% must be used for payroll and the other 25% can be used for operation costs. Ralph would ideally like to use some of the PPP money for the MF's lost contract income from the Gala. Marg asked if the MF is going to do the whistle blower report and Ralph answered that a finished report will go to the executive committee for approval next week.

**Current Financial Report**

Balance Sheet: Cash has been keeping up with demand (payroll and expenses) and Peggy Summers (MF staff) has been processing donations onsite once a week. Designated Gala expenses still need to be moved into pre-paid expenses and Jim will try to do this before the end of May. The Funds Held for Others Fund, specifically for St. Mary's Health Clinics, is close to being spent completely.

Statement of Activities: Annual giving is \$290k ahead of budget. Service Fees will be updated after quarter three contract income is returned from the ministries. Overall revenue is above budget and ahead of expected. Operating expenses and salaries are also on budget. Events will continue to increase with Gala payments continuing to come in and expenses will be changed to reflect pre-paid expenses for next fiscal year. Grants are the same but will change when the Partners In Ministry grants are distributed in June.

Investments: April was a good month compared to March. The MF made back \$1.5 million of the \$2.1m that was lost in March.

There were no further questions for Jim about the financial statements.

## **Annual Fund Report**

Annie Sarver-Bodoh reported that the Annual Fund is healthily ahead of budget at \$654k compared to a goal of \$585k. The spring appeal will arrive in houses next week to donors who have not yet donated this fiscal year. Grants are at \$355k and counting with a few pending applications. There was an increased amount of grant applications sent out this year. The Gala goal was \$375k and is currently at \$155k. Gala revenue is about where we hoped it would be with everything considered. The virtual event from May 1 - 8 raised about \$35k and Mimi Pizzi (MF staff) is almost done delivering the auction items to all winners. Total is at \$1.495m against a goal of \$1.705m. Marg asked if people who had rsvp'd early to the Gala had been contacted and refunded. After the decision was made to cancel the in-person event, MF staff personally contacted every person who had bought tickets and most people decided to donate their ticket costs. Overall, this year it was made apparent that online auctions can be successful but there is more success to be had at an in-person event. Mary asked if we are still thinking about how to cut costs for next year and Annie said that she is. This was a good year to test the online platform, but we will still need a plan for 2021 in case it is not yet safe to gather in large groups.

## **2020-21 Budget and Operations Plan**

Ralph sent out the next draft of the budget and operations plan, and it is very similar to the first draft. Minor changes were made to operation funds. Ralph wants to be aspirational and build on what was done in 2019-2020, but there are no guarantees with individual giving in response to the pandemic and economy. It was recognized that the MF is in a lucky position because it does not rely on federal funds. Marg asked about the advertising budget and what considerations were made to decrease it. Ralph said that the MF will most likely not invest in Minnesota Women's Press again because there was not a large return. If we continue to be in a position of no face-to-face contact, we need to figure out how to better reach people and communicate. There will be no Septemberfest this year. Catherine Mary Rosengren, CSJ, asked if the MF would be following the Province with a 0% increase in salaries and Ralph said that it would be. Marg said that there was a 2.5% increase in the operations plan for salaries and that needs to be reflected in the budget. There was a discussion about having both the budget and operations plan reflect a 0% salary change. It was decided to add a footnote into both that if the economy improves, the 2.5% increase will be re-instituted. There is no policy prohibiting this and Ralph will add it and remove the 2.5% increase from the operations plan. There were no further questions or comments.

## **Review Committee Action Plan**

This was thoroughly reviewed at the last meeting and the committee decided to mark "expand committee" as complete. Alyssa Howells will update.

## **Investment Subcommittee Update**

Recent Investment Subcommittee meetings have been productive with two new members being added. It was decided that the subcommittee will reach out to DeMarche (firm that does work for the Province) with an RFI to determine what level of service is needed for the MF's investments and a suggestion for future direction. Once that information is returned, the subcommittee will better know what is needed and will send out an RFP to a list of appropriate organizations. It will start as a consulting-type relationship to better understand what model is best for us and how much help we will need. Beth Bird does not think Board approval is needed to send the RFI to DeMarche but a notification of intent would be nice. The subcommittee will also start to review the spending policy. Ralph said that the goal is to have something ready for the 20/21 fiscal year and he hopes to be seriously considering an organization to work with by July 2020. Beth also thinks that paying for an investment firm could be paid for by the

endowment. This is an initial project to help decide how the MF should move forward. As it stands currently, we may still hire a manager, continue to do it ourselves, or work with a consulting manager every few months.

There were no further questions or topics to discuss. The next meeting will be June 9.

**Adjournment:** the meeting adjourned at 8:42am.

Respectfully Submitted,  
Alyssa Howells, CSJ Ministries Foundation