



Sisters of St. Joseph of Carondelet  
St. Paul Province

Ministries Foundation

**To:** Ministries Foundation Board of Directors

**Date:** May 22, 2020

**RE:** May Update

### Executive Director's Report

Staff continues to work remotely, and all is going well. We are scheduled to return to the office on June 1, but this may change if the Governor continues to ask those who can work remotely to continue to do so. We connect for zoom staff meetings twice each week, with lots of ongoing communication in between. Board committees have maintained an active schedule via Zoom.

a. Our main focus up until May 8 was the Gala online auction and fund-a-need, which we held during the first week of May. In April we mail appeal to a list of likely Gala donors (donors and guests from any of the past 3-5 years) asking them to help us recover from losing the Gala revenue this year still supporting the CSJ ministries. We promoted the online auction through the enews, Rapid Relay, social media, the website and a postcard to the Gala invitation list.

Response was strong.

- 223 Donors (through GiveSmart)
- \$11,265 in Auction Revenue
- Tickets: \$7,575 in ticket purchases (only a couple asked for a refund)
- Donations: \$18,035 in donations
- Most donors paid their own transaction fees
- About 50% of auction items sold for over full market value and the others were close

When all is said and done, this year's Gala activity will net approximately \$160,000. Most expenses will be deferred to the 2021 Gala. Last year's Gala netted approximately \$190,000, so we came close without even hosting a live event.

Congratulations to our staff for pivoting at the last minute and pulling this off creatively, wisely, and successfully! It was truly a team effort.

Our next Gala is scheduled for Friday, May 7, 2021. The hotel, emcee, auctioneer, and Honorary Chair couples have signed on. As the year unfolds, we are aware that even a year

from now a live event with hundreds of guests may not be the best idea, so we continue to think creatively about what the future of the Gala may look like. Your input is always welcome.

**b.** We've added an "emotional health" weekly email to our social media. We use material generated for the Province's "[St. Joseph's Workshop](#)" and other sources. This has been greatly appreciated by donors and others on our email list.

**c.** Grant writing, especially responding to several emergency granting opportunities that large foundations have put into place, has been very busy and productive. St. Mary's Health Clinics has established an emergency fund for patients, and so far we've written and received \$5,000 from the St. Paul Foundation, \$10,000 from the Constellation Fund, and \$40,000 from Greater Twin Cities United Way. Other recent donations have been received from M Health Fairview (\$100,000), Schulze Foundation (\$25,000), additional funds from The Otto Bremer Trust (\$25,000), Allina Health, and the Fred C. and Katherine B. Andersen Foundation (\$15,000).

**d.** The 2020-21 budget and operating plan I have been working has gone through a few drafts and is near completion. The Finance Committee will review both again in June in preparation for the board to consider at the June board meeting. The year ahead includes no big staff changes and no capital campaign. The Finance Committee evaluated the budget in terms of a possible recession and fundraising downturn, and I'm adjusting some line items.

**e.** Our work with Fox Advancement continues to move forward. At a future meeting I will go over the draft of the work plan. It has been affirmed by the task force we assembled last fall and the Leadership Team and has been presented to the Province Council. Right now it is in the process of continued conversation within the Province Council. In the meantime, we are working on populating committees for each of the three pillars and hope to begin to truly brainstorm how bold we want to be in the next ten years. Then we'll bring those ideas back to the Task Force and write a comprehensive plan, including costs and estimates of funds we'll need to raise.

**f.** The Ministries Foundation applied for and received a (approximately) \$78,000 PPP loan to help overcome losses due to COVID. It is a loan that is forgivable if certain requirements are met. We hope to use these funds to help make up for the lower revenue from this year's Gala. We are working with Jim Reetz to make sure we're in total compliance. Thanks to Jim who secured this loan for us!

## **Province Report**

The Province has prepared a Preparedness Plan for the reopening of the Administration Center, Carondelet Center, and the ministries. The Ministries Foundation staff is following this plan. In addition, there was concern about everyone returning to the Ad Center at once, so I offered that the Ministries Foundation would continue to work remotely as long as needed. Right now we're looking at returning on June 1, but this may change.

At our meeting, Suzanne will report briefly on other Province news and activity.

## Committee Reports

Highlights below. Committee chairs will report briefly on these and any other items at the meeting.

### a. Development

Even with the COVID pandemic, we are having a strong year. As the chart below shows, Annual Fund has exceeded the year's goal. We have one more appeal to send out, just to those who gave last year or the year before but not yet this year. It includes about 1,000 names. We hope to keep our donors engaged from one year to the next.

As of May 15, 2020						
		Year to Date	Budgeted Year to Date	2019/2020 Budget	2018/2019 Year to Date	2018/2019 Total
<b>Operating Revenues:</b> (Unrestricted)						
	Annual Fund	\$654,770	\$500,000	\$585,000	\$374,007	\$427,334
	Contract Income	\$38,991	\$75,000	\$115,000	\$28,400	\$39,600
	Operating Grants	\$0	\$5,000	\$10,000	\$0	\$0
	Septemberfest	\$3,609	\$5,000	\$5,000	\$4,188	\$4,188
	<b>sub total:</b>	<b>\$697,370</b>	<b>\$585,000</b>	<b>\$715,000</b>	<b>\$406,595</b>	<b>\$471,122</b>
<b>Ministry Revenues:</b> (Designated)						
	Grants	\$355,000	\$275,000	\$300,000		\$280,000
	Donations	\$190,633	\$275,000	\$315,000	\$122,219	\$147,897
	Gala	\$155,027	\$300,000	\$375,000	\$256,207	\$303,952
	Other Events	\$0	\$0	\$0	\$0	\$0
	Wills & Bequests to Ministries	\$18,673	\$0	\$0	\$6,361	\$7,420
	Wills & Bequests to Endowment	\$78,848	\$0	\$0	\$272,351	\$282,351
	<b>sub total:</b>	<b>\$798,181</b>	<b>\$850,000</b>	<b>\$990,000</b>	<b>\$657,138</b>	<b>\$1,021,620</b>
	<b>TOTAL:</b>	<b>\$1,495,551</b>	<b>\$1,435,000</b>	<b>\$1,705,000</b>	<b>\$1,063,733</b>	<b>\$1,492,742</b>
	# of Donors	1598				1,796
	# of New Donors	269				337

### b. Finance

Investments took a big hit in March but regained about half of that loss in April.

Committee reviewed second and third drafts of the budget and operating plan for next fiscal year.

Investment subcommittee has met twice and will solicit Requests For Information for consultants and/or active management of our assets.

Top priority will be for the chosen professionals to look at our investment policies, allocations, etc. and recommend changes.

### **c. Marketing**

Discussed “emotional health” weekly email.

Published annual report online. We will let people know it is published in the next Bold Moves mailing.

Exploring “reimagined” Septemberfest. Decided that the physical Septemberfest event won’t happen but one or more alternative opportunities will replace it under the Septemberfest brand. Billboard will direct attention to the new “event.”

Continued focus on the LIS facility for voter registration and information sharing. We may be able to create partnerships with other nonprofit organizations to get out the vote. Marty Roers and the Social Justice commission will be partners in this work. Specifics will start to come together this summer.

### **d. Grants**

Grants Committee will meet in early June to award Spring PIM grants.

### **e. Governance**

Will present at least one nomination in June, Kris Smyth.

Preparing Board Self-Evaluation for June action from the board.

Prepared Whistleblower Policy for board action.

## **Updated Ministry Responses to COVID 19/Action Plans**

### **a. Wisdom Ways Center for Spirituality**

- Will provide an abbreviated online programming presence.
- Maybe additional “pop-up” programming if allowed.

### **b. Sarah’s . . . an Oasis for Women**

- While working toward a plan to return to work at the Sarah’s site, staff is continuing to work under the employee guidelines set forth by the CSJ community has developed temporary policies and benefits that will support staff through this crisis. To that end, the

staff is working remotely. For residents, she continues to make adjustments in order to protect their health because they are particularly vulnerable in times of crisis.

- **Sarah's has canceled its annual fundraiser, Sarah's "Welcome Home" Breakfast Buffet and Benefit.**

### **c. St. Mary's Health Clinics**

- Medication/virtual visits continue, operating three days per week.
- Each Tuesday afternoon, medications are dispensed from the Carondelet Center and patient consults are conducted by phone and visual applications. These services are offered at St. Matthew's Church on Wednesday afternoons and on Thursday afternoon, St. Francis Medical Center is the host site.
- Physicians are very willing to be present at each session as patient charts are reviewed, medications updated and labs ordered as necessary. Note that there is no physical contact, and personal protective equipment is worn with medication distribution. Hand sanitizer and cleaning supplies are available for use during and after each session. Patients simply arrive at their designated time and pick up their prepared medications from a counter or table. Any education, special instructions or questions are addressed by the nurse before or after a visit per phone, and/or, any time a patient calls the nurses at the office. Patients are very grateful for the services. Information detailing available community resources such as food shelves, rent relief, utility bills, etc. is provided to patients also.
- Social worker has been especially busy with calls, screening patients and responding to requests for various services. The greatest social service needs of the patients calling in or contacted include housing/rent concerns and inability to cover bills. A high number of patients have lost employment as many were employed in entry level service jobs such as hospitality, restaurant services, housekeeping, etc. Financial concerns remain a huge challenge for these families.
- The insulin situation has improved greatly. It's a great relief for patients and staff and we are hopeful that it continues. Some patients had been shifted to the plan "B" purchase of insulin from WalMart and were provided gift cards to cover the expense. Plan "B" will remain the back up plan if would experience a similar shortfall.
- Planning is underway to outline details and guidelines for reopening clinics, whenever that may happen. Through the month of May, we anticipate providing services as we have, with possible reopening of some direct care in June. Issues being addressed include clinic sites, phasing in reopening of clinics, supply availability, staffing needs, physical layout and workflow to honor social distancing, screening patients and staff, etc.

### **d. St. Joseph Worker Program**

- The St Joseph Worker staff is working from home but remains in contact with the SJWs.

- All of the St Joseph Workers continue to serve remotely from their St Joseph Worker Community home with the exception of one Worker who is serving at an emergency shelter in person two days a week. The Workers are also investigating urgent needs, like food distribution, in their community to respond to the needs of this time.
- The St Joseph Worker staff is continuing to recruit for 2020-21.

#### e. Learning In Style School

- Learning In Style School is closed for the remainder of the school year.
- All English teachers have been asked to stay in touch with their students during this time. They are able to bill for their student-contact time.
- The Clothes Closet has been transformed into a food pantry, thanks to the great assistance from the Blake School community, in order to respond to the more pressing need of this time: food.

Our **June board meeting** (Thursday, June 18 at 4 pm) will include a few important votes (budget, board nominations, grants), so please plan on attending via Zoom. BYOB!

We appreciate all that you do for the Ministries Foundation and look forward to seeing you (remotely!) at the June board meeting.

Thank you for all you do for the Ministries Foundation!



Beth Bird, Chair



Bridget Sperl, Chair Elect



Executive Director