

To: Ministries Foundation Board of Directors

Date: February 15, 2021

Executive Director's Report

1. **Bold Moves 2030:** Suzanne, Bridget and I have been working closely with Fox Advancement on how best to present the qualitative (45+ interviews and 150+ returned surveys) plus quantitative (financials, budgets, outcomes, comparative studies) data to the Sisters, the task forces, and the wider community. This is the most important part of this project so far, and it deserves and requires the time it needs. As a result, we have worked in some additional time in the schedule to make sure we do this right. Reports and results will begin to be shared to the Sisters starting in February and to the Task Force in late February/early March. We will devote time at a future Board meeting to discuss the next steps. **In the meantime, weekly updates and all other information can be found on the [Bold Moves 2030 Portal](#) (password: CSJministries) or find it on the Province website: csjstpaul.org.**
2. Suzanne will have Province updates the M Health Fairview/St. Joseph Hospital project and the Provincial House/Inter Faith transitional housing project to share at our meeting. Each of these projects has required much behind-the-scenes conversations and meetings. It is an exciting time for CSJ ministries. We are not sitting still!
3. We have not yet received our **PPP loan** forgiveness (approximately \$78,000) yet, but it is in the works. We have conservatively budgeted \$60,000 in general operating income from PPP for this current fiscal year (FY 2021), however it will end up being closer to \$78,000.
4. Stacy Jacobson has done a great job of leading the Gala Committee in its work on a virtual event that will have some "at home" engagement opportunities. The burden on the committee is to present a lively, engaging, informative and fun fund raising opportunity for not only those who traditionally attend our Gala but to all those who either never wanted to or just couldn't. We will discuss this and fully engage in the Gala at our board meeting. Look forward to some productive break-out groups conversations!
5. The December Development Report is below. We had a very busy – and generous -- December. We are keeping pace with last year, which was very generous.

Committee Reports

All committees have finalized their workplans for the year. In addition, here are high-level updates. Committee chairs will answer any questions/concerns at our meeting.

Development

Kris Smyth is our new Chair of the Development Committee! Thank you, Kris!

The Committee is specifically asking Board Members to respond to two invitations:

1. As part of the Committee's Acquisition Goals a search of donor lists of non-profits with similar missions as the MF has been undertaken. Annie has been sending you these lists asking for you to look through them and let her know if you recognize any names so that they may be researched to see if they might be a fit for a MF staff member to contact. We need your help if we are to have success with that goal. Annie asks that you contact her whether or not you know someone.
2. Thankathon Calling Dates are Thursday, February 25th, 6:00 to 8:00 p.m. and Tuesday, March 3rd, 5:00 to 7:00 p.m. You are encouraged to come and call from the Admin Center, but if you are uncomfortable with that you may call from home. Alyssa will be sending you a sign-up invitation online. This is the time we may personally thank the MF benefactors, not only is this important, it is fun.

The Annual Report Year to Date is \$444,253 which is about \$14,000 over the Budgeted Year to Date (**See reports in the [portal](#)**. Password: csjmfboard2021). Congratulations to Ralph, Annie and staff. The upcoming solicitation mailings are the Feast of St. Joseph, Gala Invitations, Bold Moves Newsletter with envelope.

Governance

- Working on Vice Chair vacancy.
- Continuing to recruit and vet board candidates, with a focus on diversity

Grants

In between grant cycles. Fall Partners In Ministry (PIM) grants were distributed in late December. We will meet again in May or early June. Next vote on PIM grants will be at the June meeting.

Finance

- Hired DeMarche to proceed with a process to evaluate policies and recommend investments, including:
 - Evaluation of the general governance structure from staff on up with feedback on areas that might be modified.
 - Recommended asset allocation mix(es) based on return goals, time horizon, and risk tolerance the investment committee would provide.
 - Spending policy decisions and levels in today's low-rate world. Important to this evaluation for the Foundation is how decisions should be made today and in the future.
 - Capital market assumptions and outlook.
- Should see recommendations in March. Finance Committee will evaluate and then bring to the Board.
- Ralph beginning work on 2022 budget.

Marketing

- Working on MF website evaluation. Core group met weekly in January and produced a more streamlined, visually appealing website with a user-friendly attitude! There is still work to be done, but subcommittee will begin to meet monthly to stay on top of this. We encourage you to visit the [website](#) and let us know your thoughts.
- Strengthening communication plan with other Province ministries, esp. SMHC and Sarah's.
- Working on how to develop more virtual marketing opportunities.

Thank you!

A handwritten signature in blue ink that reads "Ralph Scarpis". The signature is written in a cursive style with a prominent flourish at the end.