



Ministries Foundation Finance Committee
Tuesday, January 19, 2021
Zoom Virtual Meeting

DRAFT

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

The Ministries Foundation Finance Committee convened on Tuesday, January 19 via Zoom. Chair Mary Lydon called the meeting to order at 7:34am.

Prayer: led by Ralph Scorpio.

Minutes: Mary asked if there were any corrections to the minutes from November 17, 2020. There were two suggestions for edits from Marg Wall and Beth Bird; Alyssa Howells will make these corrections. Marg made a motion to approve the minutes with Catherine Mary Rosengren, CSJ, seconding her motion. All agreed and the minutes were approved.

Review of November & December Financials

Jim Reetz updated the group that Kennedy Capital officially close the small-cap fund and moved the remaining funds into the Environmental Social Governance medium-cap fund after our discussion about it during the November meeting. He has not yet received the information about the transfer but is hoping to use the paper copies of the account information to update the December financial report today.

Since the December financials are not yet complete, Alyssa screen shared the November financials and Jim reviewed it. There was a large gift that came in as unrestricted from a donor that recently passed away. Jim is waiting for a response from the Payment Protection Plan (PPP) and investments continue to grow. Steve Kenney asked if the first PPP loan was forgiven and Jim said that he hasn't heard back yet. He will hopefully have more to report at the next meeting.

Statement of Activities: We are over budget in operating revenues, but the Annual Fund is behind. Salaries are right on budget and we are under budget for net operations; computer expenses are over because we replaced a few older computers before our relationship with our pro-bono security provider ended. Jim explained that Gala expenses are negative because when the Ministries Foundation (MF) received the refund from the hotel (previous event space), they sent it as a check. Marg said that if we ever need to get a refund again, we should ask for the money back right away and not wait so long. All agreed. The Partners In Ministry grants were distributed in December and those amounts will show in the December financials. St. Mary's Health Clinics (SMHC) has not had to use as much cash as in previous years thanks to the high number of COVID-19 grants they have received. SMHC's cash flow looks better than it has in a long time and Jim guessed that the clinics may not request additional funds until March, but he can't be sure because this has never happened before. If SMHC doesn't need the cash this year, then this committee could technically decide not to give it to them and discuss contracted funds with SMHC for the 2022 Gala.

Investments: Jim said that this is the first time MF investments have reached \$20m. We are heavily invested in equities and the Investment Subcommittee recommends putting some of it into cash. Jim said that the December statements should be done this week.

Marg pointed out to Jim that there was a typo on the Investments sheet; Kennedy Capital is listed at 394%. Jim will correct it.

Investment Subcommittee Update

Jim has not yet told DeMarche that the MF has accepted their project proposal and Ralph said that he will prepare an official acceptance letter. Ralph asked the committee where the money to pay DeMarche should come from and Jim said that it would be an expense, Beth agreed. There will be more of an update after DeMarche starts its work and has something to present to the committee. There were no further questions.

Committee Action Plan

Alyssa shared the current action plan and Mary wants people to think of other members to invite to join this committee, particularly someone with investment experience. Educating the Board about MF financials will happen at the Board education event in March. Roles of investment subcommittee has not yet been started because we first need to figure out how we monitor and manage it. Ralph thinks there needs to be some sort of unofficial charter created and Mary suggested that the subcommittee meets quarterly. Ralph volunteered to draft a 'charter' and will send it to Maria and Mary for review. Steve asked about the number of decisions will need to be made with DeMarche so we can determine how often the subcommittee meets. Maria said that since DeMarche will provide recommendations, then Jim should have the ability to approve a certain amount of money and anything over that should be approved with others; Steve agreed. Jim said he doesn't imagine the MF investments will take up more time than the Province investments and he suggested we evaluate it at certain times throughout the year. He would like another person to be there with him to give approval. Ralph said that the Bold Moves documents are in progress and the ministries have been asked evaluate how COVID-19 has affected them and consider what their budgetary needs are. Ralph and Jim are still working on the definitions of Funds Held for Others.

Update on Payment Protection Plan

Jim reviewed this earlier in the meeting.

Other

Ralph said that there isn't an up-to-date AF report because there was no Development Committee meeting this month. It will be sent out when we have it.

Marg asked to discuss socially responsible funds at the next meeting. Mary said that DeMarche will discuss this with the MF and we will have a follow-up on that in the future. Jim will remind the DeMarche contact to make sure that they keep it in mind. Ralph said that next meeting we should talk about that for review to the entire committee.

Next meeting will include an initial DeMarche presentation and the first draft of the 2021-22 budget.

Adjournment: the meeting adjourned at 8:21am.

Respectfully Submitted,
Alyssa Howells, CSJ Ministries Foundation