



Ministries Foundation Development Committee
Tuesday, April 6, 2021; 3 – 4:30pm
Zoom Virtual Meeting

DRAFT

In Attendance: Alyssa Howells, Stacy Jacobson, Stephanie Klenk, Brian Mullen, Annie Sarver-Bodoh, Ralph Scorpio, Kris Smyth.

The Ministries Foundation Development Committee convened on Tuesday, April 6 via Zoom. Chair Kris Smyth called the meeting to order at 3:00pm.

Prayer: led by Kris Smyth.

Kris introduced the new Development Committee member Stephanie Klenk. All committee members introduced themselves and welcomed her.

Minutes: Kris asked if there were any corrections to the minutes from February 9, 2021. Hearing none, Stacy Jacobson made the first motion to approve the minutes with Brian Mullen seconding her motion. All agreed and the minutes were approved.

Information Updates

- **Revenue YTD:** Annie Sarver-Bodoh reported that the Annual Fund is at \$511k against a goal of \$550k. Grants revenue is above goal at \$432k against a goal of \$300k. Paul Tatro (Ministries Foundation grant writer) has applied for many CARES-based grants and been very successful. Funds will continue to come in over the next month for the Carondelet Celebration. Ralph Scorpio gave a brief explanation of the Ministries Foundation's (MF) revenue streams and the different ministry operation revenues. The completed Payment Protection Plan forgiveness application has been submitted and should arrive by June 30, 2021; the money will go into contracted income. No further questions.
- **Individual Success Metrics:** The overall donor count is looking good and number of new donors is above goal. We are also over goal with recaptured donors and first-time donor renewals is almost at goal.
- **Institutional Giving - Grant Tracker:** The changes from last meeting are highlighted in yellow with a new grant received from the Otto Bremer Trust. Brian asked what changes will be made to the grants goal for next year assuming that there will be less COVID-19 related grants available. Ralph said that the MF will be conservatively making decisions but will also factor in that we have received more grants this year than in recent years.
- **Bold Moves 2030 (BM 2030):** Ralph gave a summary of BM 2030 and said that the Sisters oversee the project, but the MF is closely working with them. There will be a decision from the Sisters in the next month or two about what the plan will be moving into the future. The goal is to have all the Sisters involved in what is going to happen with the ministries' futures, but there

are many opinions. Fox Advancement is helping the Sisters with this work and they have extended their contract by two months.

Discussion Topics

- Committee Charter: Kris said that she was reviewing the Development Charter and is suggesting that every committee discusses their charters once a year. First, she suggested that the responsibilities were reviewed, specifically the first one about 'securing funds.' The committee agreed that the wording made it seem that the committee was responsible for any deficit each year for fundraising. Ralph said that the committee is not responsible for securing the funds, it is responsible for supporting the securing of funds. Brian said that he interprets the committee's role as being responsible for telling the Board if there are problems. The role of this committee is to raise money, but it was decided that it is also more than that. The committee reviewed the charter and Alyssa Howells re-organized and edited the responsibilities based on member's edits. All members were comfortable and confident in the final draft, and Ralph volunteered to bring it forward to the Governance Committee for approval.
- Carondelet Celebration: Stacy Jacobson thanked the MF staff and committee members for all the hard work being done for the Carondelet Celebration on May 7. The next step is to get people to register, get involved, watch the event, get more people to talk about the Celebration, and generally contribute to the success of the event. Annie asked the committee to review the list of past participants to invite personally and to think of others to invite. The committee gave a huge thank you to Stacy for all her hard work.
- Donor Retention
 - Initial Appeals Analysis YTD: The fall appeal was different this year and there was a self-mailer in the essential justice campaign. Annie said that she will continue to track the changes and report back on the progress.
 - Board Thank-a-thon Results: Almost half the Board participated, and donors appreciated the calls.
- Donor Acquisition: All to be discussed at next meeting.
 - Final Results
 - Social Justice and Woman Owned Businesses
- Development Plan – To be discussed at next meeting.

Action Items

- Stacy will do the prayer next meeting.
- Next meeting: Discuss Development plan and donor acquisition.

Adjournment: the meeting adjourned at 4:25pm.

Respectfully Submitted,
Alyssa Howells, CSJ Ministries Foundation