



Ministries Foundation Executive Committee Meeting
Wednesday, March 24, 2021; 8:30 – 10:00am
Zoom Virtual Meeting

DRAFT

In Attendance: Beth Bird; Anita S. Duckor; Kay Egan, CSJ; Alyssa Howells; Suzanne Herder, CSJ; Mary Lydon; Gabrielle Rohde; Ralph Scorpio; Kristine (Kris) Smyth; Jill Underdahl, CSJ; Jean Wincek, CSJ.

The Ministries Foundation Executive Committee meeting convened on Wednesday, March 24 via Zoom. Acting Chair Anita Duckor called the meeting to order at 8:30am.

Prayer: led by Ralph Scorpio.

Minutes: Anita asked if there were any corrections to the minutes from January 27, 2021. There were no corrections and Kay Egan, CSJ, made a motion to approve the minutes with Gabrielle Rodhe seconding her motion. All agreed and the minutes were approved.

Written Reports Follow-up

- A. Executive Director's Report: Ralph explained the conversation he had with Maureen Bausch about the Carondelet Gala, and her suggestion to change the name to Celebration instead of Gala. Maureen encouraged the Ministries Foundation (MF) to add more entertainment value and to utilize Jearlyn Steele more. After discussing the name change with other MF staff, all agreed with Maureen's feedback and it will be called the 'Carondelet Celebration' this year. It was not a huge deal to change the name because the invitations hadn't been printed yet and Ralph believes it will be a stronger event that will appeal to more people. There is a lot of hard work going into increasing viewership and bringing in a new audience. Suzanne Herder, CSJ, asked if we could keep using 'Celebration' instead of Gala from now on and Ralph said that it is probably time to change it; will be discussed after the event this year. The event will all be pre-recorded. Ralph added that there is a Board education event tomorrow about MF finances and the Board orientation for Maria Bonnie and Steve Kenney was earlier this week. The MF is doing very well with donations and fundraising.
- B. Ministry Reports
 - a. *Development:* Kris Smyth said that we collected many new phone numbers at the Thank-a-thon events in January and February but there was very little Board member participation. The Feast of St. Joseph mailing was sent with hand addressed LYBUNT envelopes and personalized inserts. Kris said that she did not receive the St. Joseph mailing and Ralph will check in with Peggy Summers (MF staff member) to make sure all Board members are included in all mailings from now on. Kris added that tomorrow she, Ralph, and Annie will meet with a new donation processing organization.
 - b. *Finance:* The committee met recently and discussed the DeMarche proposal about investment recommendations. The first draft of the 2021-22 budget is complete.

- c. *Marketing*: Gabrielle said that the committee is still working on the website and Annie recruited a new person to run a user experience survey.
- d. *Governance*: Anita said that the committee is continuing to work on diversity of Board members and updating the Chair's roles and job descriptions. Ralph mentioned that Monica Cruz declined to join the MF Board of Directors after being approved at the February Board meeting. Ralph, Suzanne, and Sue Gehlsen all agreed that it was a disappointment because it would be beneficial to have a Board member from St. Mary's Health Clinics (SMHC) on the MF Board. Suzanne said that since the relationship between the MF and SMHC is very strong right now, the SMHC Board didn't think Monica joining the MF Board was needed. There was a lengthy discussion about what, if any, follow-up was needed to the SMHC Board about Monica. Some people on the committee thought it was a good idea to send a letter stressing our disappointment, while others thought that Ralph should meet with Sue and Steve Lokensgard (SMHC Board Chair) to get a better idea about why the decision was made. All agreed that any further actions should be dealt with professionally and with the understanding of good intent, we should not make assumptions, continue to work with the SMHC Board into the future, and that we should keep in mind how any further actions may make Monica feel uncomfortable and awkward in her new role on the SMHC Board. As a next step, Ralph will set up a meeting with Sue and Steve and Anita will wait to contact Monica for follow-up until she hears about the outcome of the meeting. It was agreed that whatever action happens after the meeting should come directly from the Governance Committee because it is a governance issue.
- e. *Grants*: Jill Underdahl, CSJ, said that we are still between grant cycles and she is asking Sisters to join the committee. Ralph added that it should be discussed if any of the estate gift should be added to the Partners In Ministries grant money. He said that it is the responsibility of the Board to decide what to do with the money and it needs to begin with the Executive Committee.

Province Report

Suzanne said that not much is progressing with the previous St. Joseph Hospital site right now because the committee is struggling to find partnerships for the project. There has been some disagreement about how to best utilize SMHC in the space. A week ago, seventeen families moved into the "Project Home at the Provincial House" and CSJs, Consociates, and other Province staff members greeted them when they arrived. Move-in day went well, and the project will move in more families to reach maximum capacity once the first seventeen families are settled. There are many potential opportunities with this partnership moving forward.

Bold Moves 2030

All qualitative and quantitative data has been compiled from all surveys. A Sisters' cabinet was established of past leadership Sisters to make recommendations.

- A. Sisters' Cabinet Update: Is reviewing the first round of data and will then be distributed to the task forces for presentation decisions. Once the task forces have decided how to present the current data, it will be presented to the broader Community and the ministries will be invited to the meeting. Jill said that there was good energy at the last meeting with Fox

Advancement (Fox) because it very clearly showed what the Sisters' role is, what the ministries are doing, and what the need is currently. There was also some redundant information gathered but that's helpful too because it shows what we can stop doing/focus on more/less. Jean Wincek, CSJ, said that the meeting showed what sort of PR work needs to be done and she hopes that Fox will provide a continuum of possibilities for the future.

- a. *Financial Data*: The ministry directors have been asked to complete a worksheet about their budgets and to seriously consider the effects of the pandemic on their ministries. It asked each ministry to consider how it has changed since 2019 and if any of those changes will continue after the pandemic.
- B. Sisters' role in decision making update: It is the responsibility of the Sisters to make the final decision about how to use the data from Fox into the future.
- C. MF Board's role: Will be the key providers of feedback for decision making and would be the leaders of a capital campaign (if it is decided we need one). Ralph stressed that the MF Board gets to decide if we do a campaign, based on the data and if it is strong enough to support a campaign.

May Board Education Topic

Ralph asked people to email him with ideas about future Board education topics. Anita suggested talking about Marketing at the next event. It was decided that July's topic will be Development.

April 15 Board Agenda

Ralph encouraged doing breakout rooms again, but not sure what will be discussed. Anita and Ralph will meet to discuss further.

Executive Session: broke for session at 9:55am.

Adjournment: the meeting adjourned at 10:00am.

Respectfully Submitted,
Alyssa Howells, CSJ Ministries Foundation