



Ministries Foundation Steering Committee
Thursday, February 3, 2022; 7:30 – 9:00 am
Zoom Virtual Meeting

DRAFT

In Attendance: Kevin Berg; Beth Bird; Anita S. Duckor; Meg Gillespie, CSJ; Brian Mullen; Kris Smyth; Jill Underdahl, CSJ; Father Larry Snyder; Ralph Scorpio; Lacy Sietsema

The Ministries Foundation Steering Committee convened on Thursday, February 3, 2022 via Zoom. Chair Brian Mullen called the meeting to order at 7:30 am.

Prayer: Jill gave the prayer.

Minutes: Brian asked for Approval of the January 25, 2022 minutes. Anita made the motion to approve and Kevin seconded. The minutes are approved.

Summary of Fox Advancement

Ralph presented his summary of the Fox Advancement Assessment of the Ministries. The assessment began in 2018 when the Province Leadership Team started looking at ways to increase St. Mary's Health Clinics fundraising capacity. It was made clear that it wouldn't make sense to look into this for one ministry and soon expanded to include Sarah's... an Oasis for Women, Learning in Style, Wisdom Ways, and the St. Joseph Worker Program. It was made clear that this needed to be a Sisters-led project. All guidance and spearheading came from the Province Leadership Team and three taskforces were organized to include fifteen people in each who would focus on health care, spirituality, and education. These taskforces helped to assess the attributes and impact of the ministries. Fox Advancement led a community needs assessment to see who else is doing similar projects, how they implement their programs, and to explore other community needs not currently being met. A financial assessment was also provided of the five ministries. This assessment examined budgets, the amount it costs to run each ministry, the number of people they serve, and where funds come from. Based on this information, Fox Advancement also looked at the ministries cost over time and types of endowments needed to continually support the ministries in the future. At the end of these assessments, a Sisters Cabinet was established to look at the information in depth and made something presentable to the wider CSJ community. The cabinet came up with five potential models for future operations and ultimately decided to introduce the second model to the sisters: "Using the current legal 501c3 designation for the Ministries Foundation, redefine an organization to consist of a fundraising arm and a ministries arm." This is the model the Steering Committee is working with.

As Fox Advancement worked with the Sisters, the point was to gather data, dig deep, and present the results to the Sisters so that they can see what the data is telling us. Fox was very clear that the data recognized barriers to success and at least four potentially problematic areas. These areas are listed in Ralph's summary.

It was asked if the data included interviews and surveys from St. Mary's Health Clinics. Since SMHC is not part of the initial reorganization, there is the possibility that the addition of SMHC could skew the data. Ralph stated that the Healthcare Task Force did most of the one-on-one interviews, but that it isn't possible to know how many people participated in the survey results and if that data can be pulled out. Steering Committee and subcommittee members should only focus on Sarah's, Learning In style, Wisdom Ways, and the St. Joseph Worker Program.

Review of Risk Assessment Business Case

Anita presented a review of the Risk Assessment Business Case. The purpose of this is to develop a rationale for the newly designed organization. The primary part responsible for developing the Business Case is the Steering Committee. Sections will include an Executive Summary, Findings (identifies problems/risks/issues/opportunities), an Assessment Summary (identify major problems/risks), and Recommendations (includes mitigation strategies for managing risks/issues, management of opportunities). There will also be sections that list Goals, Accountability, Implementation. An Appendices section will provide financial statements, organization chart, Board chart, and any other information yet to be determined.

Review of Risk Assessment Due Diligence Analysis

Anita presented the Risk Assessment/Due Diligence Analysis document. She stated that each subcommittee will be responsible for completing this document for their section. The first step is detail how each subcommittee will proceed with its work. Subcommittees will have to determine what things to review. To ensure that subcommittees are on the right track, they will present a proposed plan to the Steering Committee.

Step two involves a review of each Subcommittee's Risk Factors. Anita has compiled a list of factors that should be taken into consideration. This document is on the Steering Committee Portal. Subcommittees will be responsible for collecting and reviewing current data, determining what is missing and needed, identifying possibilities and opportunities, assessing risks and developing mitigation strategies, assessing future possibilities and opportunities, how the opportunities will be implemented, and figuring out ways to monitor risk and opportunities in the future. There is a Due Diligence template at the bottom of this document. When the Subcommittees have completed their Risk Assessment/Due Diligence Report, it will be submitted to the Steering Committee for approval. These reports will form the basis for the Business Case.

There was a discussion about how to go about collecting current information and accessing the liability of the different ministries, given that the data from Fox Advancement is a couple years old and we don't know how deep Fox Advancement delved into this information. It was suggested that each subcommittee think about what information they need and who would be able to provide this information. Subcommittees can bring this information to the Steering Committee for review and to ensure they are on the right track. Also, the Chairs of each Subcommittee should lay out an action plan for their work process and have it vetted through other people. There may need to be a meeting that centers around these actions plans, especially since there may be overlap between Subcommittees. Anita suggested that the Steering Committee host a meeting with the four ministry directors. This meeting will be to ask questions, as well as provide them with an understanding of why the Steering Committee is doing this, why help is needed, and provides an opportunity for the directors to say what they want.

For the next meeting, a plan should be established for all Subcommittees and each Chair will come up with a scope of work questionnaire to ask the ministry directors and anyone else who may be able to provide relevant information.

MOU Committee Update

Brian announced that he met with the MOU Committee February 2, 2022. It went well and they seem very willing to be collaborative in this process moving forward. Mirja Hanson will be serving as the facilitator for this process. Brian hopes to meet with the MOU Committee weekly to give mutual updates on each Committee. The MOU Committee will have access to the Steering Committee Portal. They asked a lot of questions, and the discussion clarified some things that will come up in the Steering Committee.

Process to Post Documents on Portal

There was a discussion about posting Steering Committee documents to the Portal. Many of the documents are currently in the “working” phase and are subject to change. Only final documents will end up in the Portal. The cabinet will review and approve all documents for the portal, which will then be sent to Lacy for uploading.

Review of Organizational Design/Title

It has been decided that the creation of an Organizational Design/Title is not something that can be done in a matter of days or weeks. Work is being done to come up with the functional areas that will be needed in the new organization. After this is completed, decisions will be made about keeping roles in-house or contracting out, and if contracted out, for how long.

In regards to the naming of the new organization, Brian referenced Gabrielle Rodhe (Chair of the Ministries Foundation Marketing Committee) and her statement that this would be the one opportunity to come up with a name that is unique, reflects how the ministries are incorporated, and shows what the newly restructured organization is about. Brian stated that this work will not be done in February and it will be important to bring someone with experience in branding into this discussion. However, the Steering Committee may not want to take on this expense until there is a signed agreement from the MOU Committee. Kris added that we will want to interview two or three people when we have more information to give them.

Next Meeting: Thursday February 10, 2022 at 7:30 a.m.

Adjournment: the meeting adjourned at 8:51 am.

Respectfully Submitted,
Lacy Sietsema, CSJ Ministries Foundation