



Accola Board of Directors
Thursday, October 16, 2025; 4:00-6:30 PM
In-Person & Zoom

DRAFT

In Attendance: Kevin Berg; Marjie Blevins; Karen Gervais; Steve Kenney; Mary Lydon; Brian Mallaro; Susan Oeffling, CSJ; Colleen O'Malley, CSJ; Adele O'Sullivan, CSJ; Joel Rainville; Mark Richards; Kris Smyth; Sandy Vargas; Anne Weyandt; Jean Wincek, CSJ

Staff: Andrée Aronson; Janine Capelle; Matt Halley; Tiffany Melnik; Lacy Sietsema

Excused Absences: Comfort Dondo; Anita S. Duckor, CSJ-C; Brian Mullen; Gabi Rohde; Angela Schreiber, CSJ; Jill Underdahl, CSJ

The Accola Board of Directors meeting convened in-person and on Zoom on Thursday, October 16, 2025. The meeting was called to order at 4:04 p.m.

DEI Statement: Read by Steve.

Spiritual Centering: Led by Steve.

Minutes: The August minutes were presented for approval. Hearing no changes or corrections, Sandy moved to approve the minutes and Kevin seconded. All present Board members voted to approve the minutes.

Staff Report & Discussions

Q1 Operations Report: Matt presented and reviewed the Accola Annual Operations Plan. This plan consists of eleven initiatives and will record the progress being made for each. Matt explained the various strategies that are being developed for each initiative and who is taking responsibility for the work.

There was a discussion about initiative five, which involves the Sarah's facilities project. Matt reported that a team has been organized to determine whether it is better to renovate the current Sarah's building vs buying a new building. Matt explained the criteria a new facility would need to meet before being purchased. There was a discussion about possible program expansion.

Advancement Report: Andree highlighted the two upcoming open houses. The October open house will take place at Learning In Style School and the November open house will take place at Carondelet Village. Invitations have been mailed out to major donors, consociates, and Sisters.

Integrated Fund Development Plan: Andree reported that this plan is meant to increase sustainability, resources, and partnerships. This plan has been developed with feedback from the Advancement Committee and additional Board members. She highlighted the major goals contained within this plan and the strategies that will help make this plan successful. Andree reviewed the success metrics that will

determine progress.

LIS Update: Janine reported that the school year is moving forward and enrollment is on par with where it was this time last year. Students logged more hours in September. LIS is seeing less “new to the US” enrollees; however, LIS is seeing an internal migration of students who have moved to Minnesota from different states. It was reported that some of the classes now have wait lists and management/teachers are trying to move current students around to accommodate new students. Janine updated the Board on the partnership between St. Thomas and LIS, as well as the partnership with Blake School. It was reported that LIS will also host the Minneapolis Consortium meeting later this month. This meeting involves a network of schools that provide adult basic education. Janine reported that LIS has hired a consultant to help identify areas where the school could improve. There was a discussion about cultural competency and awareness.

Committee Reports

Finance and Audit

August Dashboard: Tiffany reviewed the August Financial Dashboard. This report shows that Accola is lower than budgeted regarding operation activities. She reviewed the revenue by source and how this is organized. The Advancement Performance was reviewed, and it was that Andree’s report will look slightly different. Tiffany explained how fund disbursement is determined.

FY25 Audit: Brian Mallaro reported that the financial statements have been finalized and that the audit has been largely completed a month ahead of schedule. There were no material adjustments and Accola is in a strong financial position in terms of resources today. There is the continued challenge of its ability to generate revenue without dipping into the endowment. This audit required Tiffany to identify restrictions. Brian reported that the auditors did come up with material weaknesses with regards to internal controls but reiterated that this isn’t something for Board members to worry about. There was a discussion about restricted and unrestricted funds. Tiffany explained the process for designated funds and how they will be identified in the future.

Brian reported that the Finance and Audit Committee recommends that the Board approve the financial statements. He moved for approval and Joel seconded. All present Board members voted to approve the financial statements.

Investment Committee: Mary updated the Board on the committee’s progress on hiring an Outsourced Chief Investment Officer (OCIO). She reviewed the RFP that went out and the committee interviewed four candidates. The candidates have been narrowed down to two, and Tiffany will follow up for additional information. Mary stated they would like to schedule a transfer of funds by the end of the year. Mary suggested that the committee make a final recommendation to the Executive Committee, which can approve recommendations on behalf of the Board.

Nomination and Governance: Karen presented the resolutions regarding the resignation of Maya Missaghi and Mark Richards. Karen read through the resolution regarding Maya and moved to approve. Kris seconded the move and all present Board members voted to approve. Karen read through the resolution regarding Mark and moved to approve. Susan suggested that the language be changed to state “Therefore be in....” With this change, Susan seconded and all present Board members voted to approve.

Programs and Opportunities: Anne reported that the committee has been having conversations about

partnerships, outreach, and what this would look like for Accola. The committee is also finalizing its goals, which includes looking at opportunities that complement and enhance existing programs, and engaging with reflection as a committee and Board around what Accola is and what it wants to be.

Anne provided the Board with an update on the Annual Board Retreat, which will take place on Friday, February 27 and Saturday, February 28. A location will be established for this retreat. Lacy will send out calendar invites.

Advancement: Joel reported that the committee has been focused on its charter revisions, and that marketing will move over to staff. The committee did a deep dive with the Integrated Fund Development Plan. Joel reported that the committee is looking for 2-3 more members to join it. The committee is finalizing its workplan for FY26.

CSJ Mission Education: Susan reported that the committee is exploring Accola's connections with the CSJ community and ways to deepen these relationships. The committee wants to encourage an increased Accola Board presence at CSJ community events.

Earned Revenue Status and Discussion

Matt introduced the Board to the Earned Revenue Status and explained that this is part of Accola's strategic plan. It was emphasized that every idea needs to be carefully considered with regards to implementation, returns, and resources needed, and Matt asked for feedback and reactions. Tiffany reviewed the process that led to this discussion and stated that it would not be feasible to consider every idea. There will be three Board liaisons (Anita, Brian Mallaro, and Anne) that will work between the working group that developed this and the Board. Income sources are being looked at, as well as a feasibility study to be conducted.

The Board provided initial feedback regarding local resources and possible revenue streams. Andree explained that Accola is pursuing grants but has the fortunate challenge of having an endowment. She explained the current landscape of grants and the importance of connections.

Executive Session: The Board went into Executive Session at 6:18 p.m.

Board Adjourned: The Board Adjourned at 6:45 p.m.

Respectfully Submitted,
Lacy Sietsema, Accola