



**Ministries Foundation Steering Committee  
Thursday, October 20, 2022; 2:00 – 3:30 p.m.**

**Steering Committee's Commitment to Diversity, Equity, and Inclusion**

*We will use a lens of racial and economic justice by working on seeing, hearing, and identifying how to change and improve both individually (in our everyday interactions), and through systemic change in communications, policies, and procedures within our planning of a newly designed organization.*

**In Attendance:** Kevin Berg; Anita S. Duckor; Brian Mullen; Kristine Smyth; Father Larry Snyder; Meg Gillespie, CSJ; Jill Underdahl, CSJ

**Not Present:** Beth Bird

Brian called the meeting to order at 2:00 p.m.

**Prayer:** Larry read the prayer.

**DEI statement:** Brian read the DEI Statement.

**Minutes:** September 29, 2022 — Hearing no feedback/corrections, Anita moved to approve, Kris seconded. All voted to approve.

**Review/Approve Business Case**

Anita presented the finalized Business Case for review. All comments and changes have been listed. The Steering Committee made suggestions and some edits. The Finance Subcommittee will add the 7-year projection to the Business Case. With these changes, Anita asked the Steering Committee to approve the Business Case. The Steering Committee voted to approve and the Business Case will now be presented to the Ministries Foundation Board.

Kris will schedule a meeting with the Board for Thursday, October 27, 2022 to discuss and approve the Business Case. After this, the Business Case will be sent to the Province Leadership Team and Province Council.

**Neal Buethe Email**

Brian reviewed an email he sent Neal Buethe which includes Neal's responses. From the questions asked within that email, new language was generated. Brian went over the main responses and added that they provide some insight as to what the Sisters are thinking.

Anita suggested putting together a letter which will articulate where the focus must be. During the meeting, each Steering Committee member shared their top three priorities. This letter will be shared with the Leadership Team, Province Council, and the Ministries Foundation Board. There was a discussion about communication with staff and how this should take place. It was suggested that a couple Steering Committee members could help the Leadership Team when crafting a letter to address all staff. The creation of a summary, vision statement, list of expectations, and resources provided would be a proactive

move.

**Providing Next Meeting's Prayer:** Anita

**Adjournment:** The meeting is adjourned at 3:25 p.m.

Respectfully Submitted,

Lacy Sietsema, CSJ Ministries Foundation