



Sisters of St. Joseph of Carondelet
St. Paul Province

Ministries Foundation

To: Ministries Foundation Board of Directors

Date: February 11, 2022

February Report to the Board of Directors

1. The main focus of our meeting on February 17 will be hearing from our members on the Bold Moves 2030 Steering Committee and the Sisters on the Memo of Understanding Committee on how the work is progressing. We will have an update on the work so far with a time for questions and discussion. Then we will have a time to break out into small groups to talk about how you want to be informed and connected to this work as it moves forward.

This will be our board's focus for the spring, through the end of this fiscal year. We want to make sure that all board members are informed and connected to this work, and this will be great opportunity to let the board and staff know how we should proceed. We will be devoting much time at the board meeting to this important discussion. Please come prepared with your thoughts and questions.

2. One piece of the Bold Moves 2030 project that directly involves me at this time is our work to understand, apply for, and meet the Charities Review Council standards. While our aim is to have the redesigned/restructured Ministries Foundation apply for these standards, there is a whole lot of work than can be done now to prepare. I've registered the Ministries Foundation, so now we have access to the 95 questions. Anita Duckor and I will be reviewing these to see where we meet, exceed, or fall short at this time and what she needs to bring back to the Steering Committee to ensure a successful and compliant redesign.
3. As we experience winter and ongoing COVID, our hearts turn to spring and the promise of getting together at our 2022 Carondelet Celebration on **Friday, May 6**, at the InterContinental Minneapolis – St. Paul Airport Hotel. This year's celebration will be a fantastic event highlighting the ministries of the Sisters of St. Joseph and featuring the music of Jearlyn, Jevetta, and Billy Steele. Our celebration will also feature a delicious dinner, a silent and live auction, and other fun activities.

In the meantime, we need your help. Here are 5 ways to help us now so we have a tremendous success in May:

- Start talking to your family and friends about the Carondelet Celebration. Tell them we are planning a live event; but if that can't happen, we have an entertaining virtual back-up plan if we need it.

- Send us names and addresses of people you would like us to send an invitation to.
- Or, better yet, ask us for invitations so you can personally send them out in March.
- If you have any suggestions for potential sponsors, please let us know. If you help make the connection, we can do the ask.
- Do you have a live or silent auction item to donate? Airline miles, gift cards, a theme basket, a special skill? A connection with a local chef or restaurant who might donate a “chef’s table” or a special dinner? A good way to support local restaurants is to purchase gift cards from them and donate them to our auction. This will help us raise more money at our auction AND help keep your favorite local business open.

4. Our Annual Fund is strong. Donations were strong through December. As we enter the second half of the fiscal year, we are ahead of budget but slipping behind last year’s YTD. The main reason for this is that after Christmas 2020 we received a donation of \$70,000+ IRA settlement from a donor’s son. The donor had intended it to be an estate gift but left her son on the IRA as a beneficiary, so he received it. But, being a good son, he donated it to us. My point is we received a one-time gift from someone who isn’t a regular donor. Without factoring that in, we are holding steady if not slightly ahead of last year. Grantwriting, especially for SMHC, remains strong. Our other designated donations are ahead of last year’s YTD. We also received an unusually large estate gift last year and more usual ones this year.

We move into the second half of our fiscal year in a strong position but still with a lot of work to do. Our next appeal is our St. Joseph’s Day appeal in March and then the Carondelet Celebration in May. In mid-May we will also re-solicit all who have been asked to donate but have yet to this year.

Here are our end-of-January results:

Ministries Foundation Comparison Statement of Fund Raising Activities -- FY 2021/2022

As of January 31, 2022

		Year to Date	Budgeted Year to Date	2021/2022 Budget	2020/2021 Year to Date	2020/2021 Total
Operating Revenues:						
(Unrestricted)						
Annual Fund		\$358,945	\$350,000	\$600,000	\$423,258	\$591,034
Contract Income		\$29,700	\$30,000	\$100,000	\$12,637	\$50,233
Operating Grants		\$0		\$0	\$0	\$0
Septemberfest		\$2,000	\$5,000	\$5,000	\$7,940	\$8,040
sub total:		\$390,645	\$385,000	\$705,000	\$443,835	\$649,307
Ministry Revenues:						
(Designated)						
Grants		\$434,600	\$250,000	\$350,000	\$303,917	\$508,010
Donations		\$140,576	\$160,000	\$305,000	\$105,763	\$164,605
Gala		\$43,100	\$40,000	\$300,000	\$38,250	\$227,421
Other Events		\$0	\$0	\$0	\$0	\$0
Wills & Bequests to Ministries		\$20,855	\$55,000	\$100,000	\$515,816	\$515,816
Wills & Bequests to Endowment		\$74,487	\$0	\$0	\$0	\$0
sub total:		\$713,618	\$505,000	\$1,055,000	\$963,746	\$1,415,852
TOTAL:		\$1,104,263	\$890,000	\$1,760,000	\$1,407,581	\$2,065,159
# of Donors		1026				
# of New Donors		123				

5. We are enjoying a period of strong creativity, productivity and harmony with our staff. All the cylinders are working, separately AND together. This doesn't always happen; so when it does, I am particularly grateful. I hope it has been noticeable to all of you, too.

Committee Updates

Development

- Fall solicitation generated a strong response through December.
- Mailed a Christmas card/thank you card without direct solicitation in December. Although we are just starting a deep dive into the data, it does not appear this hurt our revenue.
- Board members engaged in writing thank you notes to new donors. Staff to distribute work.
- Participated in Give to the Max “season” – two weeks, culminating on November 18. We raised \$29,720 – just shy of our \$30,000 goal. Alyssa did a wonderful job with the social media/online presence for Give to the Max Day.
- Selected Constant Contact as our new email service.
- Mailed second appeal to several thousand women-owned businesses from a rented list. Monitoring returns and results. We have received several first-time gifts, including a few very generous gifts and two recurring monthly donations, from the first mailing.
- Gathering new donor e-mail addresses – always a work in progress. Advent calendar helped grow our email list.

Grants

- We will be accepting Spring 2022 PIM grant applications until May 13 and will set a Grants Committee meeting in late May/early June to recommend grant requests for our June board meeting.

Finance

- Beginning to work on FY2023 budget. It will need to reflect our operations as we begin a year of transition and redesign.
- Reviewing and updating investment policies.
- Edited committee charter and drafted a charter for the Investment Subcommittee.
- Continuing to fine-tune our internal controls, including a policy for how much cash-on-hand is appropriate.

Governance

1. Ministries Foundation Equity Statement approved at the December Board meeting.
2. Ministries Foundation Equity Statement uploaded to website, Policy Manual, and Board of Directors Handbook.
3. Ministries Foundation Agenda Equity Statement to be used on all meeting agendas.
4. Working on CSJ board prospects for 2023.

Marketing

- Advent calendar emailed throughout December to @ 300+ who signed up to receive it daily. Received positive feedback. The days in which we highlighted the ministries received high engagement.
- Continue to improve Ministries Foundation website.

- Added a separate landing page to the website specifically for the women's business mailing which is accessed by a unique barcode and web address on the mailing. It is directed at that specific audience of potential donors and can track the success of the mailing itself. If this strategy is successful we can incorporate the concept into future mailings.
- Working with ministries to regularly get impact stories that can be used in printed, digital, and personal communications.

Thanks again for all you do. Stay healthy and warm!

A handwritten signature in blue ink that reads "Ralph Scarpis". The signature is written in a cursive, flowing style.

Executive Director