



Ministries Foundation Steering Committee

Thursday, May 19, 2022; 7:30 – 9:00 a.m.

Zoom Virtual Meeting

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: Chair Brian Mullen; Anita S. Duckor; Kristine Smyth; Meg Gillespie, CSJ;

Beth Bird, Kevin Berg, Father Larry Snyder

Chair Brian Mullen called the meeting to order at 7:37 a.m.

DEI statement: Brian

Minutes: May 12, 2022--Meg moved to approve, Kris seconded, unanimous approval.

Prayer: Anita

1) **Mission Statement Updated:** Anita read the new version that had input from others and moved to have it approved; Brian seconded, unanimous approval.

2) **Process Steps with MOU Subcommittee:** Anita created a planning document that has Scope of Work, Deliverables, and Timelines, and asked for thoughts. On page 2, there was a list of the financial investigations (revenue sources and expenses) required by each subcommittee, and page 3 had more notes. Anita asked everyone to read all the pages. Development will need/is working on a 7-year plan, and the same for the Programs & Opportunities Subcommittee.

Beth said the Finance Sub Committee would also be budgeting administrative costs, such as office supplies, into the budget.

Anita asked that each Sub Committee chair continue to assess if this timeline is attainable as laid out.

Kevin queried about the process of designating the interim president/leader mentioned on page 5. Everyone agreed this process is worth talking about.

3) **Joint SC-MOU Subgroups Negotiation Meeting:** Brian said that the time is not yet set. SC Members will be Anita, Jill, Jean, and Brian. Mirja Hanson will facilitate. The MOU Committee subgroup so far is

Cathy Steffens and Marie Herbert Seiter. Individuals on the negotiating teams will change depending on what items are on the agenda.

4) **Programs & Opportunities:** Meg said that the Ministry Directors were sent a survey of questions asking for specific detailed information, including current costs and revenue, management data, numbers of volunteers and staff, projections, etc. Wisdom Ways received a slightly different survey as they have already provided much of this information. St. Joseph Worker Programs wanted to just chat about it rather than fill in the numbers, but they were told it is required. They currently have only one woman in the program and have signed a two-year lease on the worker house. The subcommittee will have a separate meeting with them Monday morning to discuss concerns and plans.

Anita said that she and Jill had had a conversation about whether or not St Joseph the Worker program should be part of the Newly Designed Organization or remain under the Provence. Also, the question of long-term viability-- are there enough women able to make the one-year commitment without income at this time? The program is not a national program, just many Provence's have their own independent programs on similar models. The question of this program may belong to the Sisters rather than the Newly Designed Organization.

4) **Development:** Anita and Kris are developing an initial 5–7-year plan. Kris met with Ralph Wednesday. Kris is working on getting the full picture of revenue sources and the grants picture—current grants and future opportunities. Paul Tatro is the MF grants writer and is a contracted grant writer for St. Mary's Health Clinics. He spends most of his time currently on seeking grants for St. Mary's Health Clinics. Paul identified some Foundations that could be approached for funding for the Newly Designed Organization but told Kris that he is maxed out and would need a half-time person to help with those grants.

It was agreed that Ralph needs to come back with more information on the current revenue sources and how they are structured and potential ones, plus operating expenses for a development department.

The Endowment provides 3 to 5% per month. Beth said this is on earnings and the investments have done well and therefore raised more than 3 to 5%, so the extra went back into the Endowment. Kevin will follow up with Ralph regarding the specifics of the Endowment and report back to the Committee.

Brian will not be present next week. Kris will lead meeting.

Next Meeting: Thursday May 26, 2022 -- 9:30 am to 11:00 am

Prayer for Next Meeting: Kevin

Adjournment: The meeting adjourned at 8:55 am

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant

