



**Accola Executive Committee Wednesday,
September 25, 2024
8:00 – 9:30 am
Zoom Virtual Meeting**

In Attendance: Kevin Berg; Steve Kenney; Mary Lydon; Brian Mallaro; Susan Oeffling, CSJ; Joel Rainville; Jill Underdahl, CSJ; Anne Weyandt; Jean Wincek, CSJ

Staff: Matt Halley; Lacy Sietsema

Special Guests: Kathy Graves; Brigitte Parenteau

Not Present: Anita S. Duckor, CSJ-C

The CSJ Ministries Inc. Executive Committee convened on Wednesday, September 25, 2024, via Zoom. Chair Kevin Berg called the meeting to order at 8:02 a.m.

DEI: Read by Kevin

Prayer: Joel led the committee in prayer.

Minutes: The July minutes were presented for approval. On page 2, under Committee Updates, Lacy will correct the Mission Education section to read that it will meet on Mondays. With this change, Susan moved to approve the July Minutes and Jill seconded. All present committee members voted to approve.

President's report

Matt reported that Parenteau-Graves will be joining the Executive Committee to review the rebranding process and communications with stakeholders.

Matt stated that his primary focus has been working on the establishment of a new finance office, the roll out of the rebranding, and Wisdom Ways development work. Jim Reetz will no longer be in charge of the finances. There is still the challenge of drafting transparent financial statements. With the establishment of a finance office, there will be an opportunity for greater efficiency. Matt is working with Tiffany to establish an efficient staffing model that will include a high level financial leadership. Positions within this office will be part-time. Bookkeeping will be maintained using Quickbooks.

Matt reported that there has been conversation within the CSJ community about Accola and the its impact on Wisdom Ways. Matt is handling these conversations. This is a time of great transition and change for the community and Accola is a tangible sign of that. Matt asked Board members to help communicate what is happening with this transition to minimize unfounded rumors.

Branding and communications continue to be rolled out. A plan is being developed for how stakeholders are reached.

Committee Updates

Finance/Audit/Investment: Brian reported that the Finance Committee has met and finances are in good shape. The audit should be complete when the committee meets in October. Currently, the committee is working to establish processes and controls.

Investment: Mary reported that she has met with Tiffany Melnik with the goal of developing operational guidelines and processes. The Investment Committee will lean on Fidelity for reporting. The current asset model continues to serve well. Kevin added that assets will soon be transferred to Accola. Mary, Matt, Tiffany, and Kevin will establish who has access to accounts and who can move funds.

Nomination & Governance: Anita and Jean will meet with Sandy Vargas to discuss a possible position on the Accola Board.

Mission & Education: Susan reported that the Mission Education Committee is meeting regularly. The committee is developing its goals.

Programs & Opportunities: Anne reported that the Programs and Opportunities Committee is still developing its goals and committee workplan. The committee has been working with consultants and is looking at Wisdom Ways. There will be an interview process with stakeholders to discuss the spirituality and social justice aspect of Wisdom Ways.

Advancement: The Advancement Committee will meet on September 26. This is now a combined committee of Advancement and Marketing.

Rebranding Process

Kathy Graves and Brigitte Parenteau reviewed the rebranding process. Target audiences were outlined and key messages are drafted. The goal is to keep everything in line with the strategic plan. The action plan was reviewed. Key funders and donors will receive personal phone calls before the rollout of a new visual identity. There will be references to the Ministries Foundation so that people realize that there has been a transition into Accola. There will be outreach to the media, an organizational brochure, a fundraising packet and personal solicitations. Parenteau-Graves will develop the Annual Report and handling Give to the Max.

Brigitte and Kathy will teach staff how to be the voice of Accola. There was a discussion about the creation of talking points. Kathy would also like a statement of endorsement from the Province and will reach out to Jill to begin this process.

Approval – New Description of the Advancement Committee for the Bylaws

Kevin stated that the Finance/Audit/Investment Committee is now two separate entities: Finance/Audit Committee and the Investment Committee. There has been discussion about combining the Advancement and Marketing Committees. Anita has redrafted the language to describe this combined committee in the bylaws and charter. Kevin asked for Executive Committee approval to this change. Jean moved to accept the bylaw/charter change and Brian seconded. All present members voted in favor of this change.

Committee Workplan Reminder

Kevin reminded all committee chairs to draft 1-3 goals for each committee.

Executive Session: The Executive Committee went into Executive Session at 9:16 a.m.

Adjournment: the meeting adjourned at 9:30 a.m.´

Respectfully Submitted,

Lacy Sietsema, Accola