



Sisters of St. Joseph of Carondelet
St. Paul Province
Ministries Foundation

Bold Moves for Real Change

**Ministries Foundation Steering Committee
Tuesday, January 25, 2022; 7:30 – 9:00 am
Zoom Virtual Meeting**

DRAFT

In Attendance: Kevin Berg; Beth Bird; Anita S. Duckor; Meg Gillespie, CSJ; Brian Mullen; Kristine Smyth; Jill Underdahl, CSJ; Father Larry Snyder; Ralph Scorpio; Lacy Sietsema

The Ministries Foundation Steering Committee convened on Tuesday, January 25, 2022 via Zoom. Chair Brian Mullen called the meeting to order at 7:30 am.

Welcome: Brian Mullen thanked everyone for joining this newly created Steering Committee. The purpose of this committee is to create a redesigned organization that will include both a fundraising arm and a ministries arm under one 501c3.

Prayer: Kris gave the prayer.

Introductions

Introductions were given between the eight members of the Bold Moves Steering Committee. Kristine (Kris) Smyth is a current Ministries Foundation Board Member, and she serves on a couple of the committees. Beth Bird is a retired CPA, a former Chair of the Ministries Foundation, and has been a Ministries Foundation committee member for a number of years. Anita S. Duckor is a current Ministries Foundation Board member, is part of the Racial Awareness Working Group, and has ties to Peace House Community. She has vast experience in corporate America and currently has a business consulting company. Kevin Berger grew up in St. Paul and was educated by the Sisters of St. Joseph. He is a lawyer by trade, but for twenty years he has worked for Asian Foods. He retired two years ago as President. Kevin has served on the Foundation Board, including chair. He is currently an ad hoc member of the Governance Committee. Meg Gillespie is a CSJ and has a degree in Library Science. She worked many years for the Hennepin County Library System. She is on the Board for several CSJ Committees, including St. Mary's Health Clinics. Father Larry Snyder is a priest in the Archdiocese of St. Paul and Minneapolis. He has worked locally and nationally with Catholic Charities. Brian Mullen has extensive HR experience in the healthcare field, particularly with Allina and Blue Cross. He is the Chair of the Bold Moves Steering Committee. Jill Underdahl is a CSJ and has degrees in non-profit management, peace and conflict transformation, and education. She is also a current Board member of the Ministries Foundation.

CSJ Ministries and Foundation Background

Ralph Scorpio presented some background on the Ministries Foundation and their role in the CSJ community. Currently, the four ministries included in the Bold Moves resolution (St. Joseph's Workers, Learning in Style, Wisdom Ways, and Sarah's...an Oasis for Women) report directly to the Province Leadership Team/Sisters. The intent of Bold Moves is to move the Ministries Foundation forward in mission and ministry. The Bold Moves 2030 Resolution was presented to the Sister Assembly in August 2021 and approved by the Sisters in October 2021.

The Ministries Foundation was created to provide support to many of the ministries created by the Sisters of St. Joseph. It was recognized by the state of Minnesota as a 501C3 in 1993 and has since gone on to raise funds for St. Joseph Worker Program (SJWP), Wisdom Ways (WW), Learning In Style (LIS), Sarah's... an Oasis for Women, St. Mary's Health Clinics (SMHC), the CSJ Justice Commission, as well as helping to support Peace House Community. The Foundation provides \$2 million annually for the ministries. The Ministries Foundation is self-supporting, receiving no funds from the Province. It raises funds from donors, organizations, other foundations, estate gifts, and special events. It is important to note that the Ministries Foundation is not involved in managing the ministries' budgets nor how the funds are used. The Foundation is basically an ATM.

Bold Moves 2030 will give increased oversight of the restructured organization to the Ministries Foundation board. There are a lot of reasons to do this. First and foremost, many donors are aware of the declining number of Sisters of St. Joseph. Greater independence from the Province will ensure the longevity and sustainability of the CSJ ministries. Ministries currently in the Province are ineligible for grants from most outside foundations and corporations. This would change once they are included in the Ministries Foundation's 501c3. The new organization will also be eligible to apply for membership for the Charities Review Council, which could bring in new donors and provide greater transparency to current donors. The new organization will be able to tell a story of greater accountability, outcome, and future.

Ralph added that we will need a strong Board to help direct, guide, and really serve its purpose. A new organization and a Board that includes program/ministry expertise will help the ministries be more effective. It was pointed out that the ministries aren't static either; there's room for change. Ralph added that the only Sister-initiated ministry currently funded by the Ministries Foundation that isn't involved in Bold Moves 2030 is St. Mary's Health Clinics. SMHC has its own 501c3, Board, and by-laws. SMHC could join the new organization at some point in the future.

Brian reiterated that the Steering Committee only needs to concentrate on the incorporation of SJWP, WW, LIS, and Sarah's and the new design of the organization. Anita added that there needs to be a "placeholder" for how we would vet any new ministries that may join the redesigned Foundation in the future.

Review the CSJ Bold Moves 2030 Resolution

A review of the CSJ Bold Moves 2030 Resolution was given to the Steering Committee. The Sisters of St. Joseph voted on October 9, 2021 to approve the resolution. This resolution proposes to incorporate the St. Joseph's Workers, Learning In Style, Wisdom Ways, and Sarah's... an Oasis for Women Ministries into the Ministries Foundation's 501c3. The Ministries Foundation will restructure to create both a fundraising and ministries arm. It is the goal of the Steering Committee to define the new organizational structure which will allow the Ministries Foundation to support the ministries in their continuing mission to serve the needs of the time.

Steering Committee Shared Commitment

Anita presented the Steering Committee Agreement. This document reflects the shared commitments between Steering Committee members, the organization design principles that will govern the planning and design of the new organizational structure, and planning assumptions of what the new organization will need. Throughout this process, the Steering Committee will adopt the consensus decision-making model used by the Sisters. Brian moved to approve the Shared Commitment document and Kris seconded. All Steering Committee members voted in favor to approve the document.

Proposed Process and Scope of Work

Brian presented Steering Committee 2022 Project Management Plan Process. This process contains 6 phases. Phase one is to take place in January and involves pre-planning. Phase two involves discussion and agreement on Steering Committee Shared Commitments, and the Committee's Scope of Work. Phase three will be completed in February and establish the new organization's design and name. Phase 4 will take place between February – March and will detail a Risk Assessment Analysis. Phase 5 will take place April-May and will involve the alignment of the Risk Assessment Analysis and proposed MOU negotiations. The final phase will submit the final agreement between the Steering Committee and MOU Committee to the Ministries Foundation Board for final approval. This will be completed by the end of June.

There was a discussion about transparency around the Risk Assessment and whether this information would be shared with the MOU Committee. It was stated that both committees need to know what they are working with in terms of what is needed and what will be given. There was also a brief discussion around transparency with the ministry directors. It was suggested that the Steering Committee may want to interview the directors to get their thoughts about this process. Brian said that the Steering Committee is looking to hire someone who can handle the communications between the ministries and manage the project plan. Steering Committee members were encouraged to share possible leads for who may be able to take on this task.

There was a request to have a risk assessment template and Anita said she could design one. Anita added that all of the documents discussed in this meeting are just starting points and other information can be added. Brian stated that the Steering Committee Portal will house all committee information. It was suggested that, especially when it comes to the Risk Assessment Analysis, no recommendations will be posted or shared until they are finalized.

Brian presented the Proposed Scope of Work for the Steering Committee and Subcommittees. The following subcommittees have been identified: Organization Design, Communications, Governance, Human Resources, Ministry Programs and Services, Communications and Information Support. There was a discussion on the purpose of each subcommittee, who will be serving on it, and their purpose. Each subcommittee has a Due Diligence Work Sheet, which details the information they need to obtain and duties they are required to perform.

Next Steps and Assignments

Future Steering Committee meetings will be held on Thursdays, 7:30 – 9 a.m. The next meeting will take place on February 3, 2022. It is hoped that the organizational design model and name decided by February 24, 2022. It was suggested that the findings from Fox Advancement also be shared with the Steering Committee.

Adjournment: the meeting adjourned at 8:50 am.

Respectfully Submitted,
Lacy Sietsema, CSJ Ministries Foundation