



**Ministries Foundation Steering Committee  
Thursday, August 11, 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:** Kevin Berg; Beth Bird; Anita S. Duckor; Brian Mullen; Kristine Smyth; Father Larry Snyder; Meg Gillespie, CSJ

Brian called the meeting to order at 7:31 a.m.

**Prayer:** Kevin read the prayer.

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

**Minutes:** July 21, 2022 — Hearing no corrections/revisions, Meg made a motion to approve, Kevin seconded. Seven voted to approve, with one Steering Committee member unable to attend the meeting.

**Business Case Update**

The Business case is currently on hold until negotiations are resolved. Anita said that putting it together into a final format will be a major effort and there will be a time crunch. She added that the complete Risk Assessment/Due Diligence subcommittee reports will become a separate document and the Business Case will include summaries of these reports, the budget, and the organizational charts.

**Subcommittee Updates**

Programs & Opportunities Risk Assessment/Due Diligence Report: Meg presented the Programs and Opportunities Risk Assessment Summary Report and clarified some of the assumptions, risk, and language. There was a discussion about some of the language in the "Goal" section and clarification of the different types of funding (grants, fees-for-service, public funding, etc.) will be added.

The St. Joseph Worker Program (SJWP): Meg updated the committee about the St. Joseph Worker Program and where they stand with regards to Bold Moves. Only one person applied and they've moved her to California. Co-directors Bridgette Kelly and Lisa Murphy are redesigning and refocusing the program. A resolution that would keep the SJWP tied to the

Province has been sent and is on the next Sister Assembly agenda. Meg asked the Steering Committee to think of and email ways to best present this resolution to the Sisters. Committee members can report back at the next meeting.

Legal & Finance Report: Beth reported that they have requested a lot of information and received quite a bit. The current assumptions are the ones they are working with in terms of the 7-year financial projection. There is an "Open Items" section that came up as a result of a meeting Beth and Kevin had with Ralph, John, and Jim. This section reflects things that need more clarification or information. Beth followed up with Jim regarding this section and until additional information is given, the Legal and Finance Subcommittee will have to wait until they can move forward. Additional documents have also been requested. One of the big issues will be the deferred maintenance on some of the properties. The SJWP also adds some complexity to this report.

Kevin hopes they will have everything in hand by the end of August.

There was a discussion regarding the 501c3 designation. Brian will set up a meeting with Paul and Ralph to walk through grant and donor perspectives and the pros and cons of either keeping the current 501c3 or getting a new 501c3. Neal Buethe will also help with this. Brian hopes to have this information in time for the next Steering Committee meeting. Feedback was given from committee members, with Larry pointing out that the Newly Designed Organization would have greater grant ability, control, and security if they had a new 501c3.

Anita pointed out that communication expenses need to be in this budget as well. Kris can provide this information.

### **Meeting with Neal Buethe Update**

Brian and Anita met with Neal to better understand how this process can move forward while not knowing who approves what and who negotiates what. Neal drafted a series of questions that were the result of this meeting. He has also requested revisions before sending this out to the MOU Committee.

### **Board Meeting**

Steering Committee members are invited to attend the Ministries Foundation Board Meeting on August 25.

**Providing Next Meeting's Prayer:** TBD.

**Adjournment:** The meeting is adjourned at

8:40 a.m. Respectfully Submitted,

Lacy Sietsema, CSJ Ministries Foundation