



Ministries Foundation Steering Committee

Thursday, February 17, 2022; 7:30 – 9:00 am

Zoom Virtual Meeting

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

Chair Brian Mullen called the meeting to order at 7:30 a.m.

Prayer: Jill gave the prayer.

Minutes: Anita moved to approve minutes from February 17, 2022; Meg seconded. All members voted to approve the minutes.

1) Updates from Each Committee: Brian mentioned that from now on he would ask for updates from each committee, even if little to report, to keep all subcommittees aware of any news and able to coordinate more easily.

Organization Design Sub Committee:

Brian noted no significant progress since our last meeting. He will focus this week on outlining the needed functions of the new organization and present a draft organizational chart at the next meeting. The Steering Committee will begin discussing which functions should remain contracted and which to hire staff to perform the duties.

Governance Sub Committee:

Anita's subcommittee will be meeting tomorrow) and will focus on Board development—membership rules and responsibilities, needed new attributes and skills. They will be asking the question: What do we need going forward both from new and existing members. What skills are needed? Do some members have skills and background we have not fully utilized and can ask more of?

Moving forward the MF will be a department of the newly designed organization, which is a significant change. The responsibilities of the newly designed organization will have more responsibilities. It will be important for the current MF board to understand this.

Communications and Information Services Sub Committee:

Kris explained that she has been holding back on sending questions to the directors about their communications until the presentation to the ministry directors. She had an informal conversation with Trevor May, Province IT employee, that went well. He does not charge services per se as he works for the Sisters. So it needs to be determined what those services would cost the Foundation if formally contracted with the Province. Would it be best to have Trevor/IT in-house and then contract out to the Sisters or vice versa?

Kris has had some informal conversations with John Croak Viktora-Croke, Ralph and Alyssa.

Human Resources Sub Committee:

Brian said that a large amount of HR documents has been received from Kim Wagner, and more are coming. He will continue to reach out to each of the subcommittee chairs to ensure all necessary HR information is collected and analyzed. Brian hopes to have all documents collected from Kim by next Thursday.

Ministry Program & Services Sub Committee:

Ministry Programs and Services has been conducting business by email. The sub-committee has a questionnaire to send out by email to the Ministries' directors and their direct reports (Cathy Steffens, Susan Hames and John Viktora-Croke). We plan on sending it immediately after the PPT presentation on March 1. Kristine Smyth asked if the questionnaire from Communications and Information Support could be sent with it. That questionnaire will be included with the email. Kris will get her questions to Meg. We will expect the questionnaires to be returned by Wednesday, March 9.

Finance and Legal Sub Committee:

Beth said her subcommittee is still in the process of collecting financial and legal documents.

Anita asked where the responsibility of drafting a 5-to-7-year operational budget resides.

Beth mentioned that this would require information from many sources, including historical data that resides with the Province.

Kevin said that some of the contracted services from the Province would need to be budgeted/assessed against market rates and then projected forward, which will take some market research.

The MOU committee in its process might offer some clarity.

Then Anita brought up the question of confidentiality in working with the Finance Director of the Province (Jim) in running numbers for the Business Case and a 5-to-7-year Operational Budget. The basic impression is that Jim has historically been quite discreet. The decision was made that Jim could be relied on to run the numbers.

Also, Anita asked who will write the Employee Handbook, which will be radically different for this new organization. The Employee Handbook will have major new sections.

Development Sub Committee:

Kris noted that she agreed to co-chair Development with Anita, and Kris feels fairly up to date on this as she has talked with Ralph and been on the Development Committee on the Foundation Board so she knows the lay of the land.

2) New time for meetings on March 24 and May 26 because of conflict

Brian stated that the Ministries Foundation board will have board meetings on Thursday, March 24th and May 26, conflicting with the Steering Committee meetings. As a result, the Steering Committee will meet from 9:30 – 11:00 on those mornings.

3. Vacations planned by Steering Committee members. Brian asked that all members submit their vacations schedules to him. He will consolidate this information into a single document and email to all members, providing updates as they come along. This will help with cross-subcommittee scheduling, shared work, and planning.

4) Question?

The Portal has been redesigned by Lacy for additional information, please check it out. Anita praised her work and recommended that a thank you note be sent from this committee for outstanding work.

5) Presentation

Brian noted the presentation was well received by the Board of Directors, and good feedback was provided by Jill and Jean. Brian will send the revised PP out to all SC members in advance of the presentation on Tuesday. It looks like there will be a good turnout for that meeting.

Prayer Next Meeting: Larry

Next Meeting: Thursday March 3, 2022

Adjournment: Brian adjourned the meeting 8:12 am

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant