



Ministries Foundation Steering Committee

Thursday, March 3, 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 7:31 a.m.

Prayer: Father Larry gave the prayer, based on Pope Francis' direction for nontraditional fasting.

Minutes: With adjustments to avoid any confidentiality issues, Anita moved to approve minutes from February 24, 2022; Kris seconded. All members voted to approve the amended minutes.

1) Updates from Each Committee:

Organization Design Sub Committee:

Brian deferred on the Organizational design update to later in the meeting.

Governance Sub Committee:

Anita's subcommittee met and made excellent progress on Board design and required competencies. They will have recommendations for SC to review and approve in a week or two.

Communications and Information Services/ and Development and Fundraising Sub Committee:

Kris met with John Viktor-Croke yesterday and will talk with Cathy Steffens tomorrow for continued information gathering.

On the Development side, Kris will be talking with Anita on the Development Risk Assessment/ Due Diligence scope of work.

Human Resources Sub Committee:

Information is still being collected and analyzed. Brian will talk with Beth and Kevin early next week to assess what additional information they need.

Ministry and Programs Sub Committee:

The SWOT questionnaire prepared for the ministries was emailed to Ralph and the ministry directors after the PPT presentation at this Thursday's meeting. The Communications Sub-committee questionnaire was also sent. They are due by Wednesday, March 9. When they are received, Communications questionnaires will be sent to Kris Smyth; Ministry and Programs Sub-Committee will begin work on analyzing responses to the SWOT analysis and determining what next steps will be.

Anita emphasized the significant role of volunteers in ministries and the important work of volunteer oversight. Kris added that liability insurance for volunteers is key.

Finance and Legal Sub Committee:

Beth said they received many finance and legal documents at once, fewer now. They will talk with Brian next week about gaps to fill. After collating and assessing, she said there is likely to be a second round of questions/docs needed.

2) Discussion regarding functional areas of the new organization

There was a healthy discussion from all members regarding both which functional areas need to be included in the new organization, which of those functional areas should be centralized, and whether or not we should continue contracting some of those areas with the Province. We will continue to discuss these issues over the coming meetings and ultimately decide on our recommendation to the Ministries Foundation Board.

3) Question about Creating a Q/A Resource for Ministry Directors and Staff

The Steering Committee discussed the value of developing a question and answer document based on the questions asked from presentation to the Ministry's Directors, their supervisors, and the MOU Committee. There was agreement that it would be helpful. This document will be drafted and then reviewed by the Committee next week.

4) Other Business

Anita recommended, and it was agreed that the Steering Committee will read that Newly Designed Organization's Equity Statement at the beginning of each meeting to keep it in the forefront of the Steering Committee work.

Prayer Next Meeting: Kris

Next Meeting: Thursday March 10, 2022

Adjournment: Brian adjourned the meeting 8:50 am

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant