



**CSJ Ministries Inc. Board of Directors
Thursday, June 20, 2024; 4:00-6 PM
Carondelet Center & Zoom**

DRAFT

In Attendance: Kevin Berg; Anita S. Duckor, CSJ-C; Kay Egan, CSJ; Karen Gervais; Stacy Jacobson; Steve Kenney; Mary Lydon; Brian Mallaro; Brian Mullen; Maya Missaghi; Susan Oeffling; Colleen O'Malley, CSJ; Joel Rainville; Mark Richards; Gabrielle Rohde; Angela Schreiber, CSJ; Kris Smyth; Fr. Larry Snyder; Bridget Sperl; Jill Underdahl, CSJ; Anne Weyandt; Jean Wincek, CSJ

Staff: Cheryl Behrent; Matt Halley; Elisabeth O'Toole; Ralph Scorpio; Lacy Sietsema

Not Present: Brian Mallaro; Fr. Larry Snyder

The CSJ Ministries Inc. Board of Directors meeting convened in-person on Thursday, June 20, 2024. Kevin Berg called the meeting to order at 4:03 p.m.

Modified DEI Statement: Read by Kevin.

Prayer: Karen led the prayer.

Minutes: The April Board minutes were presented for approval. Hearing no changes or corrections, Angela moved to approve, and Stacy seconded. All present Board members voted to approve the minutes.

President's Report

Matt reviewed his report to the Board. The 2024-2025 Budget has a new layout that allows for greater clarity. The NDO Branding Committee will have a name and tagline to submit for Board approval in July. The 2024-2025 Operations Plan is being developed and organized by the NDO Senior Leadership Team (Program Directors & Advancement). There are conversations about Wisdom Ways, its role within the NDO, and how it can intersect with Sarah's and Learning In Style.

Program Reports

Advancement: Ralph reported that it has been a strong year. Grants have brought in over \$1 million in funds. Estate gifts have been generous. Fundraising for Sarah's, Learning In Style, and Wisdom Ways is moving forward. There will be no Carondelet Celebration in 2025. There will be smaller events each month of the 2024-2025 fiscal year. This will provide new engagement opportunities.

Learning In Style: Elisabeth reported that the LIS Summer School program is underway and going well. The teachers leading the program have included half-hour conversation circles to increase student engagement. There are some slight compliance issues, which will be fixed for the 2024-2025 school year. There will be a staff development meeting before the upcoming school year. LIS is expanding and hiring additional teachers. An English language teacher will be working with Sarah's to provide lessons to its

residents. LIS is also loaning it's caseworker to Sarah's for a few hours a week. Several staff have retired: Mary Lang, CSJ, Bill Graham, and Martha Nemesi.

Sarah's... an Oasis for Women: Cheryl presented the Board with the life experience of one of residents of Sarah's. Cheryl told of this resident's history, how she came to be at Sarah's, and her progress moving forward.

Committee Reports

Finance/Audit/Investment: Brian reported that the financial statements will have a new format. Consultant Darcy Flinn helped design a streamlined financial tool that will provide greater transparency and easier budget management. Matt added that currently, the NDO is performing well and spending is contained. Mary stated that this is an evolving report and that a "Forecast" column may be added.

FY25 Budget Proposal: There was a discussion about the new budget format and how it is organized. Overall, Matt referred to the FY25 Budget as a "flat" budget. There are no dramatic changes. Matt reviewed the budget numbers. One of the largest expenses is around staffing. Minor adjustments and changes to FTEs were taken into account. Salary compensation was briefly discussed, and there will be a 3% wage increase for all staff. There will be no 2025 Celebration. There was a discussion about the revenue brought in from Wisdom Ways. There will be an increase in transition-related contract expenses. There was a discussion about how program impact measurements, DEI related expenses, cost-per-program, and per-person costs.

Matt explained that the Endowment Fund is built upon designated gifts. These gifts are have been made known to Advancement and are expected. Gifts that are not known in advance are considered unrestricted and can be applied to the operating budget or directed based on Board discretion. Kevin is developing an Operating Reserve Policy.

Matt would like the Board to approve this budget for FY25. Joel moved to accept the proposed budget and Susan seconded. There was a discussion about adding volume, unit cost, and capacity. Joel suggested that the Board approve the budget for the total amount presented and requests that the numbers be presented differently next year. There was no amendment to the proposal and all present Board members voted to approve the budget for FY25.

Nomination and Governance: Anita presented the recommended slate of Board Officers. Kevin Berg will continue to serve as Chair, Steve Kenney will serve as Vice Chair, and Jean Wincek, CSJ will serve as Board Secretary. A motion was made to approve the slate and all present Board members voted to approve.

Anita presented the recommendation to nominate Marjie Blevins to the Board. Her resume was briefly reviewed. She would begin her service on July 1, 2024 and serve a 3-year term. She may be re-elected for one 3-year term. A motion was made to approve this nomination and all present members voted in favor.

Branding/Marketing Ad Hoc Committee: Maya reported that the committee is in good shape and moving forward.

Recess

The Board went into recess at 5:40 p.m. and reconvened at 5:48 p.m.

Discussion and Approval – Basic Structure for Foundation & NDO

Kevin stated that the Foundation needs to remain in some form. He explained that the Endowment currently resides with the Ministries Foundation. Estate Gifts also go to the Foundation. The relationship between the Foundation and the NDO and how it is governed needs to be determined. Kevin explained that the goal is to move the Endowment to the NDO, and the Ministries Foundation Board needs to sign off on this. There was a discussion about alternative options. There was also a discussion about funds designated to healthcare. Ralph explained that these funds are restricted for healthcare purposes and that SMHC does not have a claim on all the funds.

A motion was made to sign off on moving the Endowment to the NDO. Ministries Foundation Board members will provide signatures to the motion. The Board agreed to move forward with this recommendation.

Committee Membership/Leadership Update

Kevin reviewed committee membership.

Recognition

Kevin recognized the service of Bridget Sperl and Kay Egan, CSJ. They are retiring from the Board. He recognized the work of Kristine Smyth, who will be stepping down as Vice Chair.

Kevin and Jean expressed appreciation for all the people who dedicated their time, service, and expertise. Jean moved to approve the resolutions for outstanding service and Karen seconded. All present members voted to approve.

Executive Session: No executive session.

Board Adjournment: The meeting adjourned at 6:27 pm.

Respectfully Submitted,

Lacy Sietsema, CSJ Ministries Inc.