



**Ministries Foundation Board of Directors**  
**Thursday, December 16, 2021; 7:30-9:00 AM**  
**Zoom Virtual Meeting**

**DRAFT**

**In Attendance:** Anita S. Duckor; Kay Egan, CSJ; Suzanne Herder, CSJ; Stacy Jacobson; Steve Kenney; Mary Lydon; Maya Missaghi; Brian Mullen; Roger Norris; Colleen O'Malley, CSJ; Mark Richards; Gabrielle Rohde; Ralph Scorpio; Lacy Sietsema; Kris Smyth; Bridget Sperl; Jill Underdahl, CSJ; Jean Wincek, CSJ.

**Special Guest:** Marti Maltby

The Ministries Foundation Board of Directors meeting convened on Thursday, December 16, 2021, via Zoom. Kris called the meeting to order at 7:30am.

**Prayer:** Maya Missaghi led the prayer.

**Agenda:** Bridget asked for a motion to approve the revised December agenda. All were in favor of the agenda and it was approved.

**Minutes:** Bridget asked if there was any feedback or corrections to the minutes from October 21, 2021. No feedback or corrections were given and the minutes were approved.

Anita added announcement of the DEI Statement. She stated that a lot of work went into the statement and involved a subcommittee that consisted of herself, Maya, and Gabi and wants to include those names in the Governance minutes.

Roddy moved to approve, and Gabi seconded the motion. All minutes were approved by the Board.

**Committee Minutes:** Committee minutes were presented. Kris asked if there were questions. Brian made the motion to approve, Mary seconded. All agreed and the minutes are approved.

**Executive Director's Report**

Ralph briefly highlighted the Executive Director's Report, which was presented on the Board Portal. He highlighted that we've had a busy and generous fall. Staff in-service will be held in January and the year 2022 will bring many changes.

**Committee Reports**

Development: Kris stated that the Development Committee is very excited about the Womens Owned Business mailing. As a result of the mailing, there was a donation of a one-time gift for \$500, two sustaining gifts for \$15 and \$100 a month. There are plans to resend the mailing in early 2022. Kris also thanked the Board for volunteering to write thank-you notes to new donors.

Finance: Mary stated that the bulk of the work involving the Finance Committee this fall revolved around reallocating our investments. Within the confines of existing policy, they have been able to

diversify more assets with the intention of protecting on the downside. With the help of DeMarche, the Finance Committee is also reviewing current investment policies.

Marketing: Gabi stated that the Marketing Committee has been involved in two major efforts: the new Ministries Foundation website and the Womens Owned Business mailing. She said that Alyssa Howells has done a fabulous job and shown great initiative addressing areas on the website that could be improved. Bridget added that the new site is a good reflection on the organization.

### **Committee Actions**

Governance Committee – Vote on DEI Policy: Anita presented the new DEI policy. This policy is our Equity Statement and she stated that Maya and Gabi helped formulate the first couple of drafts. The DEI policy contains a vision, mission, and definition so that there is a shared understanding of principles. It was suggested that this statement be read after prayer so that it grounds Board and Committee members in important work, and she hopes other committees will adopt this policy. Anita hopes to have a Board presentation around this in the upcoming year. She added that the DEI policy will be on the Ministries Foundation website and visible to the public. Jill suggested changing the word “charism” to “mission.” With this change, Kris made a motion to accept the new DEI policy as corrected, Steve seconded, and all Board members voted in favor.

Grants Committee – Vote on Fall Partners in Ministry Grants: Jill stated that we had an abundance of funds this fall. Ralph added that last fiscal year we received a large estate gift, which the 2020-2021 Board determined should go out to grant recipients. He added that with Bold Moves going forward, there will also be some expenses that aren’t in the current budget. Jill said that we primarily fund the operating budgets for Learning In Style, St. Joseph Workers Program, Sarah’s... an Oasis for Women, and St. Mary’s Health Clinics. Wisdom Ways submitted a grant application for a new project that will enhance their online offerings. It was noted that Peace House is a ministry that we have a long-standing relationship with, as it was started by Rose Tillemans, CSJ. Jill explained the Grants Committee recommendations and why they opted to give more than the requested funds for some of the ministries.

There was a discussion about the grant requests and amounts, and Ralph stated that we’re trying to eliminate the Province subsidies and offset Province expenses. A motion was made to approve the grants as recommended. This motion was seconded, and the Board unanimously approved the Grant Committee recommendations.

Jill presented the Grants Committee’s final recommendation that up to \$100,000 could be used towards Bold Moves transition costs. Maya added that this is with the idea that the Steering Committee will be hiring a Change Consultant. Jill moved to approve this second recommendation and Kay seconded. All Board members voted in favor of the second recommendation. It was noted that we will still have a surplus that can be used in Spring as well.

### **Ministry Update: Peace House Community**

Ralph introduced Marti Maltby and presented some background on Peace House Community, which was an initiative started by Sr. Rose Tillemans, CSJ. It has since become separate from the Province but a strong relationship has been maintained by the community over the years.

Marti thanked the Ministries Foundation for all their support through the years. He stated that Peace House is in the process of diversifying revenue streams but that the Foundation is still responsible for a

major piece of their financial support. He added that Peace House has had several members of the CSJ community volunteer with Peace House, but COVID has changed that in recent months. He reiterated the strong connection between Peace House and the CSJ community and stated that it's nice to know they are a part of a bigger movement in the way they are affecting society, Minneapolis, and the Twin Cities.

The Peace House campus reopened in August. Throughout the summer, Peace House activities were conducted in the parking lot. Marti stated that this worked better than expected, but made sense as there was a group of people who really prefer to not go into buildings unless they need coffee or a bathroom. COVID has really changed the dynamic and there is more diversity and vision with how Peace House can be a community. Peace House typically interacts with about 70 people a day. They are encouraging social distancing and masks are required in the building. They are looking into getting air purifiers that can filter out COVID particles, and have received recommendations about changes to the furnace system that will hopefully lower heating costs. Peace House has been working on recruiting more volunteers that will hopefully reflect the diversity of the community. Peace House is also working to better promote themselves with the wider public. Their website and social media presence has also improved over the last few years and continue to move into the 21<sup>st</sup> century while maintaining their mission.

Ralph asked if Marti has noticed changes in the Peace House Community during the pandemic and what a good response would be for helping. Marti stated that the community has changed quite a bit. Regular Peace House visitors have stopped coming in. Peace House has been receiving quite a few newer people and he thinks that might be because COVID forced public libraries to shut down and made it impossible for people to go to other sites. Peace House is working to make new people feel comfortable and used to rules about drugs and fighting. In terms of how the Ministries Foundation can support Peace House, Marti stated that they are grateful for the financial help and would appreciate the continued mentions in communications, emails, and social media.

Marti added that Peace House is looking to add to their Board people with expertise in long-term financial planning, campaign and recruitment strategies. His dream is to open Peace House seven days a week but they need more volunteers to do this.

Bridget thanked Marti for being here and the remarkable work they are doing.

### **Bold Moves 2030**

Suzanne announced that the Province Council and Ministries Foundation Board met on December 8 and discussed roles and responsibilities and possible candidates for the Steering Committee and MOU Draft Committee. The Steering Committee is responsible for developing the restructured Ministries Foundation organization. The MOU will identify the relationships and responsibilities of each party and will be chosen by the Province Council. It is hoped that both committees will be established by January 1, 2022.

Bridget added that the Executive Committee spent a fair amount of time discussing qualifications and attributes and they came up with a solid list of candidates. With the help of Kris and Anita, they have begun calling people to serve on the Steering Committee. So far, Steering Committee members include: Kevin Berg; Beth Bird; Anita S. Duckor; Meg Gillespie, CSJ; Brian Mullen; Kristine Smyth; and Jill Underdahl, CSJ. There is the hope that Father Larry Snyder will also be able to join the committee.

Bridget opened up the discussion to questions. Hearing none, a motion was made to approve the list. All Board members approved.

### **Walk-through Website and Board Portal**

Alyssa presented a quick crash course on the new website and appreciates any questions and feedback. She stated that the old website was difficult to edit, hard to navigate, and slow to load. The new website used the Wix platform, which is more mobile and user-friendly. She kept the same color scheme and simplified/cleaned up many of the webpages. She kept the initial menu similar to the old website and added an “Impact” page that will help donors see what we do and how their donations help our ministries. Her main goal was to make it easier for people to understand what the Ministries Foundation does. She created individual pages for each ministry and they are all consistent with color and format. She added that we do a good job of saying that our ministries are individual and unique but fall under the same family. She also created a “Get Involved” page, which contains a volunteer form. A number of people have already filled this form out and Alyssa has reached out to them. She also listed ways people can donate.

It was asked if there are ways to track how many people visit the website. Alyssa responded that she uses Google Analytics to track overall website traffic. Google Analytics also allows her to track individual page visits, how much time the visitor spends on pages, where they enter and exit from. Wix also has their own analytics platform. Analytics are valuable in showing what is working and where improvements can be made. There was a question about how people find the website. Alyssa responded that she has a number of phrases that flag people and hopefully push our site to the top of searches. We do use Google Ads to help target potential visitors with specific words.

Alyssa presented the Board Member Portal. She stated that the Board Portal is where Board members can find everything they could possibly want. This ranges from meeting minutes, manuals, committees, action plans, ways to follow the CSJ community and the ministries we support. The portal is not public and does require a password to access. She encouraged Board Members to reach out to her if they have any questions and feedback.

**Executive Session:** started at 8:57 am.

**Board Adjournment:** the meeting adjourned at 9:00am.

**Special Executive Committee:** Session began at 9:00am.

**Special Executive Adjournment:** the meeting adjourned at 9:30am.

Respectfully Submitted,  
Lacy Sietsema, CSJ Ministries Foundation