



## Ministries Foundation Steering Committee

Thursday, June 9, 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:** Kristine Smyth (directed meeting); Anita S. Duckor; Meg Gillespie, CSJ; Jill Underdahl, CSJ, Beth Bird, and Kevin Berg

Kris called the meeting to order at 7:30 a.m.

**Prayer:** Kris

**DEI statement:** Anita read the DEI

**Minutes:** June 2, 2022—Kris tabled till next meeting for corrections.

#### 1) Subcommittee Reports

**Governance:** The committee has completed large sections, including the Board Charter and the Programs & Opportunities Council structure. Jean is completing the proposal for the Sponsorship Council structure. The subcommittee is waiting for feedback in writing from the MOU Committee on the outstanding questions from the negotiating meeting. They will be working on what needs to be included in the by-laws.

**Programs & Opportunities:** They have received specific answers to data driven questions from the four program directors that has been helpful and will be doing a follow up meeting with Wisdom Ways. The sub-committee has decided to leave the St. Joseph the Worker program as it is for now and see how things evolve. The sub-committee also asked the program directors how long they felt it might be until their programs are self-sustaining. They are awaiting each program's answers and plans.

Meg noted that the budgets they received for the current ministries did not seem to include HR\salary costs, and wondered if those are on a separate budget. She asked Beth and Kevin to watch for this to ensure all costs are accounted for and budgeted in. (**Update:** Meg asked Jim Reetz at the Sister Assembly held June 11 if the Province funded category for the 4 ministries included HR. It doesn't. So we need to be sure we get that number and include it in the cost structure.)

Anita noted that none of the 7-Year budgeting can move forward until the July 1 budget for the first year of Newly Designed Organization is approved by the Sisters. Also, Jim noted that the IT number used in past budgets doesn't reflect real costs as it is seven-years old number. Kris is waiting for the new number from Jim through Brian.

Meg also asked the program directors how long they felt it might be until their programs are self-sustaining. They are awaiting each program's answers and plans on this.

**Communications:** It estimated that for each new program added, there would need to be at least \$25,000 budgeted in communications roll-out costs for the new logo, website, collateral materials, and other communication needs. Should this be added every year to the budget?

Kevin responded that it should not be in the regular budget but it should be noted as a contingency fund for if a new program is added. Beth agreed. She wanted the costs definitely noted and explained, but not put in the base 7-Year Budget.

**Development:** There are outstanding questions about the grants the Ministry Foundation hands out to organizations, most prominently the Peace House, which received \$65,000 this year (the amount has been increasing every year) and is a separate 501 (c) (3). What will be the relationship be to the Newly Designed Organization and development/fundraising in the future, and should their costs be budgeted in?

Jill noted that the Grants subcommittee of the Ministries Foundation Board had discussed this. At the full board meeting on Thursday, the subcommittee will be recommending that Peace House be informed that it will likely not receive as much funding in the future due to new design of the organization and that the Newly Designed Organization Board needs to discuss and decide the relationship it will have with Peace House going forward.

Anita said that it should be included as a separate item along with ongoing historic grant recipients, such as the Justice Commission, be noted in the Risks Assessments of Development and the Budget.

**Legal & Finance:** Beth noted that she and Kevin were keeping a running list of all the assumptions, issues, and items that need to be included in the 7-Year Budget and contingencies/risks so they are not missed. They will be meeting with Jim, John, and Ralph to go into more detail. Once they get the next year's approved budget, they can begin running the numbers to proceed fairly quickly.

## **2) Business Case Progress:**

Anita said that the Business Case is coming along well with opening sections written. The Governance Committee will identify the elements that must be included in the MOU for agreement so the by-laws can be written. Meg recommended that she talk to Neal Buethe as he had worked on by-laws on the Ethics Center and St. Joseph Hospital.

Anita is also pondering about the form the Risk Assessments should take in the Business Case.

## **3) Sisters Assembly:**

Jill will be presenting for Brian, so she will talk to Cathy to get his notes. The basic message will be that the MOU timeline has been *extended to September 30, to get things right*. The SC had been awaiting the

approval of the first-year budget (July 1 start); the input from the program directors, and the responses from the MOU Committee on the negotiations over governance.

**Next Meeting:** Thursday June 16, 2022 -- 7:30 am to 9:00 am

**Prayer for Next Meeting:** Brian

**Adjournment:** The meeting adjourned at 8:05 am.

Respectfully submitted, Marybeth Lorbiecki, Communications Consultant