



**MOU Drafting Committee**  
**Wednesday, February 2, 2022**  
**ZOOM Meeting**

**Present:** Kay Egan, Sharon Gondek, Patricia Gries, Mirja Hanson, Catherine Mary Rosengren, Marie Herbert Seiter, Cathy Steffens

**Guests:** Brian Mullen, Ministries Foundation Steering Committee Chair

Topic	Discussion	Outcome (Decision/Vote/Recommendation)	Next Steps (Action/Follow-up)
<b>Regular Business</b>	<p>C. Steffens led the group in a centering prayer. Dates for the next two meetings were reviewed in light of the Leadership Selection Process revised schedule.</p> <p>M. Hanson reviewed the agenda and MOU Committee Work Plan. Opportunities for sharing information with the Province Council and Sister Assembly were reviewed. The Work Plan includes appendixes with information M. Hanson gleaned from the various community meetings.</p> <p>A brief reminder that the Steering Committee (SC) reports updates on its work to the Province Council and Sister Assembly.</p> <p>The MOU Committee prepared for the meeting with Brian Mullen, Steering Committee Chair and reviewed the SC Management Planning Process and Scope of Work documents.</p> <p>K. Egan asked about the timeline for Phase III and questioned if the SC could have much information by the end of Feb/Mar. Will the SC have answers to questions around ministries in place by that time? e.g., will the group know expected residency rates for Sarah's, operating expenses for the new entity, funding etc.? The MOU Committee will need this information in order to understand the expectations for the Province (short- or long-term support etc.)</p>	<p>The MOU group will resume regular meetings on Wednesday afternoons following the February 15 meeting.</p> <p><u>Suggestions</u>  Basic information could be shared with the community in February.</p> <p>Committee members will bring questions they hear back to the committee for consideration.</p> <p><u>Questions for MOU Committee to consider</u>  Will this new organization serve well?  Will they have the capability of raising resources?  Is this a good investment for our resources?  How will legal questions, lawsuits be handled?</p> <p><u>Future Agenda Items</u>  Charities Review Board accreditation.</p>	<p><b>Next meeting dates:</b></p> <p><b>Thursday, February 10, 2022, 2-3:30 p.m.</b></p> <p><b>Tuesday, February 15, 2022, 2-3:30 p.m.</b></p> <p><b>Next Agenda:</b> Look at schedule/dates for communicating updates to the community; clarify MOU Committee work plan and when to bring in experts etc.</p> <p>A section for Questions will be added to agendas.</p> <p><b>Action:</b> M. Hanson will send notes from meeting with Pat Croke to the B. Mullen.</p>

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<b>Steering Committee Work Update</b>	<p>After introductions, B. Mullen reviewed the SC scope and project process. The Working Document will be a guide for the work of the SC and subcommittees.</p> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>*SC has had one meeting. The plan is to complete work by the end of June.</li> <li>*Subcommittees will meet more frequently.</li> <li>*Branding the new entity is important. Discussion will include asking how and why we reached decisions.</li> <li>*Each group will share notes and representatives of each group (chairs?) will meet or have contact regularly for updates.</li> <li>*The SC is reviewing accreditation by the Charities Review Board which would help attract donors to the ministries.</li> <li>*The Working Document may change. Updates will be communicated.</li> </ul>	Communication will be critical so the work can flow and timelines met. Questions will drive direction of the work.	<p>B. Aubert will send portal access information and CRC links, MOU Committee will review this information.</p> <p>B. Aubert will email SC documents from the portal as they become available.</p> <p>B. Aubert will send MOU Committee notes to Lacy Sietsema for distribution to the SC. <b>MOU to clarify when notes are sent. SC will send notes after approved by their committee.</b></p> <p>B. Mullen will bring questions on services and leasing/ purchasing properties question back to the SC.</p>
<b>Adjourn</b>	The meeting adjourned at 3:30 p.m.		The next meeting (zoom) is <b>Thursday, February 10, 2022, 2-3:30 p.m.</b>

Respectfully submitted by Barb Aubert