Accola Executive Committee
Wednesday, March 26, 2025; 8:00 – 9:30 am
Zoom Virtual Meeting

In Attendance: Kevin Berg; Anita S. Duckor, CSJ-C; Steve Kenney; Mary Lydon; Brian Mallaro; Susan Oeffling, CSJ; Jill Underdahl, CSJ; Anne Weyandt; Jean Wincek, CSJ

Staff: Matt Halley; Lacy Sietsema

Excused Absence: Joel Rainville

The Accola Executive Committee convened on Wednesday, March 26, 2025 via Zoom. Chair Kevin Berg called the meeting to order at 8:02 a.m.

DEI: Read by Kevin.

Spiritual Centering: Kevin led the committee in spiritual centering.

Minutes: The January minutes were presented for approval. Hearing no changes or corrections, Mary moved to approve and Steve seconded. All present members voted to approve.

President's report
Matt reported that the Accola 2025 Online Auction will take place April 2-11. Sponsorships have been acquired to the amount of $11,000.

Matt updated the committee about the March Kindness campaign. Overall feedback regarding the campaign has been positive.

Matt stated that there will be a fairly aggressive communications activity through the end of the year. There will be an end-of-year appeal, the annual report will be drafted, and Sarah's is hosting a June event. Wisdom Ways is organizing its summer solstice event and has vendors/food trucks lined up to participate.

Matt updated the committee on the two open positions in Advancement and Wisdom Ways. He has shared drafts of the position and would appreciate any feedback. Matt reported that he is looking to make some organizational shifts to the Advancement department. The goal is to let the new Director of Advancement develop the team while providing a stable foundation. Matt is working with Tiffany to draft a budget and he is creating a new MARCOM position. The Finance/Audit Committee will meet soon to review the new budget for FY26.

Matt reported that Accola/WW staff will be moving out of the CSJ Admin Center and embedded into the programs. This will take place before the end of the fiscal year.

Kevin updated the committee on SMHC. He and Matt meet monthly with Susan and Monty (SMHC Board Chair) and discussed proprietary/donor information.

Committee Updates
Investment: Mary reported that the Investment Committee met in January. The markets have turbulent. She reported that investment reports have been streamlined with greater clarity. The PIM Funds have been consolidated into Operating Funds.

Mission Education: Susan reported that the CSJ Mission Education Committee is preparing for the May Bus Tour. This tour will take Board members and Staff to important CSJ sites in St. Paul. A script for the tour is being drafted. This tour will take place May 22 from 3-7 p.m.

Programs & Opportunities: Anne reported that she will be leading the discussion about the Wisdom Ways recommendation at the next Board Education session.

Finance/Audit: Brian reported that Accola continues to do well with regards to the budget. Tiffany has been instrumental in finding opportunities for greater efficiency. She has been identifying and documenting processes and policies. Brian updated the committee about the FY26 Budget.

Discussion/Action – Combining PIM and Operating Funds in the Endowment
Mary reported that the Investment Committee has met and recommended the consolidation of the PIM Funds and the Operating Funds. Prior to Accola, the Ministries Foundation set aside PIM Funds and would disperse these funds to the programs in the form of grants. Accola is no longer a granting organization. By consolidating the funds, this would give Accola an additional $75,000 a year. Kevin explained the calculations for determining the $75,000 additional funds.

There was a discussion about SMHC and funds related to healthcare. Kevin explained that the HCEF Fund is donor restricted and can only be used for healthcare activities. SMHC receives 5% of these funds. A portion of the Campaign Funds is also allocated for SMHC. Accola manages the HCEF Funds for SMHC. There was a discussion about the need to document all processes and procedures regarding these funds.

Hearing no further discussion, Steve moved to consolidate the PIM Funds and Operating Funds and Mary seconded. All present members voted in favor.

Discussion – Board and Committee Self-assessment Process
Anita reviewed the Board and Committee Self-Assessment Process. The surveys have been updated and this will help develop clarity around what Board members feel they don't know. Anita reviewed the updates and explained that the surveys will be confidential. The committee self-assessments will help committee chairs determine where there is room for improvement. Anita will coordinate the data collection and work with Lacy. Steve pointed out that on one of the assessments there is a reference to the Executive Director. This will be correction to refer to the President. These surveys will be included in the handbook and this process will be documented.

The Executive Committee discussed the Board Officer Selection Process.

Discussion – President Performance Review process
Anita reviewed the President's Performance Review Process. There was a discussion about the

President's job description and if it needs to be updated. The President will prepare and present an annual report. It was suggested that a section be added regarding Board relations/support, as well as the collection of staff feedback.

Discussion: Revised and updated Inclusion and Belonging Statement
Matt presented a revised and updated DEI Statement. He explained how the change in the political environment is impacting staff and program participants. Matt is proposing a new strengthened policy statement about inclusion and belonging. This is designed to reflect our values and will leave no room for interpretation about Accola's commitment to equity. Matt pointed out that Accola currently doesn't rely on government funding. This statement can also be used as a recruitment tool.

The Executive Committee discussed current and future funding prospects and the possible impact this statement may have on potential donors and grant opportunities. Matt recognized that this statement does not come without risks. The committee reviewed the statement and made suggestions to avoid possible confrontations.

Hearing no further discussion, Susan moved to approve the statement with the understanding that the statement will be reviewed, and some revisions may take place. Mary seconded the motion. The Executive Committee voted in favor of approving the motion, with one member opposed. The motion carried.

Executive Session: The Executive Committee went into Executive Session at 9:42 a.m.

Adjournment: the meeting adjourned at 10:00 a.m.`

Respectfully Submitted,
Lacy Sietsema, Accola