



Sisters of St. Joseph of Carondelet
St. Paul Province

Ministries Foundation

Ministries Foundation Steering Committee

Thursday, February 17, 2022; 7:30 – 9:00 am

Zoom Virtual Meeting

In Attendance: Chair Brian Mullen; Anita S. Duckor; Kristine Smyth; Meg Gillespie, CSJ; Jill Underdahl, CSJ; Beth Bird.

Chair Brian Mullen called the meeting to order at 7:30 a.m.

Prayer: Meg gave the prayer

Minutes: Meg offered a spelling correction. Anita motioned to approve the minutes with the correction; Kris seconded. Minutes were approved.

1) Subcommittee Timelines Presented by Each Committee

Organization Design Sub Committee: Brian presented the Organizational Design work plan to the Committee, noting that most of the functions, high level positions and whether the positions will be paid positions or contracted will be completed by the end of March. Discussions with the MOU Committee will influence the final decisions. He expects that the other Sub Committees will include additional positions for their areas and they will be added to the org charts at that time. During this discussion, it became clear that another Sub Committee, Development, will need to be added.

Governance Sub Committee:

Anita said February would be dedicated to board structure and developing a single page summary on the vision, mission, strategy, value statement and guiding principles of the new organization. She and Ralph had spent time going over the questions and framework of the Charities Review Wizard. We don't have a Strategic Plan that is one of the Charities Review Council's requirements. The Visionary Framework that will be developed will move us toward having a strategic plan. It will be added as a section in the Board of Directors Handbook.

March will be spent on the actual board organizational chart for governance with the drafting of the Board of Directors Handbook in April. As naming won't occur by then, a place marker will be used. May will be spent on the Policy Manual to aim for presentation to the Board of Directors meeting on June 23. Early June will also be spent in establishing a strategic governance budget so that by June 23rd, the Governance Committee will have established Board Structure, Handbook, Policies, Strategic Framework, and Budget.

Communications Sub Committee:

Kris presented that this group is in data gathering stages. Receiving information from each individual Ministry is critical because they all are functioning within their own silos. Concerns were discussed on the best way to collect information from each Director without each of the sub committees contacting them separately. Kris also asked if Brian could speak to Kathy Steffens to inquire how the MOU would like communication maintained with the Province.

Human Resources Sub Committee:

Brian stated that data collection of HR resources in the ministries and foundation should be completed by early March and the analysis of that data by the end of March. When done, he will be able to provide to the other sub committees the total cost of adding more employees to the new organization as budgets are developed.

Anita emphasized the need to account for volunteers as well within the HR systems, analysis, and policies.

Ministry Programs & Services Sub Committee:

Ministries will be engaged in data collection early in the process. A particular challenge will be getting beyond-“soft data” into hard data. Next step will be to focus on the direction of the ministries and developing a scenario.

Ministry directions needs to be pulled together by mid-June to be able to integrate into a full business case by end of June. This led to a discussion about how each subcommittee’s plans are determined by hearing data from other committees. This will require a great deal of intra-committee sharing and coordination.

A meeting with the Province Operations/Facilities Manager will be scheduled soon, as well as one with the ministry directors.

There is a need to get simple fact-based data collection done on communications ASAP. When can they send out a questionnaire for that kind of information? Email communications could work. A meeting with Ralph will also be arranged.

The topic of timing/process of collecting the necessary specific information needed by each subcommittee was left open as to which would be coordinated and which would be sought individually.

Finance Sub Committee:

Beth said her subcommittee has requested a number of organizational, financial, and legal documents and related information from the Foundation, Province, and Ministries to review as a part of the due diligence process. This will include an analysis of current and potential liabilities and commitments.

2) PowerPoint for Directors and MOU Committee

Kris presented the draft Power Point, so the Steering Committee could provide feedback, edits, suggestions, and questions.

The meeting will take place the week of February 28th and include the Steering Committee, the MOU Committee, the Ministries Directors and their supervisors.

Power Point Reactions:

Overall responses affirmed that the PowerPoint presentation provided the right tone and a positive overview of the process. There was some content and grammatical changes made that will be added to the presentation.

Prayer Next Meeting: Jill

Next Meeting: Thursday February 24, 2022

Adjournment: The meeting adjourned at 9:00 am.

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant