



Ministries Foundation Steering Committee

Thursday, March 10, 2022; 7:30 – 9:00 am

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: Chair Brian Mullen; Anita S. Duckor; Kristine Smyth; Meg Gillespie, CSJ; Jill Underdahl, CSJ; Beth Bird, Kevin Berg, Father Larry Snyder.

Chair Brian Mullen called the meeting to order at 7:31 a.m.

Prayer: Kris, using UN Prayer for Peace

Minutes: Meg motioned to approve minutes from March 3, 2022; Jill seconded. All members voted to approve the minutes.

1) Reading of DEI statement: Brian read the DEI statement

2) Vacation schedule:

(Item moved forward on agenda while waiting for Cathy Steffens, CSJ, to join.) Brian presented the vacation table and noted the difficulties in assessing if people on vacation are available for meetings or not. The purpose is to note as best as possible when unavailable for meetings and to keep updated as time progresses. He will email to all members for review and updates.

3) MOU Update:

Cathy joined and provided an update of the work thus far on the MOU. She was appreciative of Brian's and the Steering Committee's presence and guidance on timeline (Phases I II, II) and ongoing conversations so that the MOU doesn't have to feel like they need a completed document by the April Assembly meeting. She's happy that the Steering Committee will work with MOU on April Assembly presentation, messaging, and Q/A. She's also glad that Bridget from the Foundation board will be in conversation with her to make sure everyone is on the same page.

The draft MOU Table of Contents will include:

- Purpose and Intentions
- Roles and Responsibilities
- Resources
- Approvals (NDO-F's Sponsorship Relationship & ongoing CSJ Input)

It was agreed the MOU committee will work with the Governance subcommittee of the Steering Committee on the language for these areas. At the conclusion of Cathy's update, she exited the meeting.

4) Updates from Each Sub Committee:

Organization Design Sub Committee:

No new updates.

Governance Sub Committee:

Anita's subcommittee has made good progress, especially now with Cathy Steffens' agreement to work out a similar sponsorship model as St. Kate's, which the subcommittee was already using as a model. Jill and Anita can work with Cathy on a visionary framework and relationship language for the MOU. Jill emphasized this as a path to ensuring the CSJ Mission, Charism, Vision, and Priorities, including racial justice and DEI, will continue forward in the NDO-F.

Brian and Jill noted how this desire to continue to be part of the CSJ work was so much on the minds of the Assembly members and particularly on the minds of the current hired and contracted staff members of the Foundation and the Ministries. The CSJ framework gives their work meaning and must be preserved and built up through the work of the NDO-F.

Communications and Information Services/ and Development and Fundraising Sub Committee:

Kris has been working together with Meg as well as Cathy Steffens and Susan Haines. She has received a great deal of information from Meg in the SWAT analysis and questionnaires.

Kris and Anita have been steadily conversing on development.

Human Resources Sub Committee:

Brian stated that he will add the above-mentioned queries to his data collecting emails with Kim.

To address volunteer positions and hours, he will seek out a tracking system, as the number of volunteer hours is key for marketing the NDO-F and attaining grants.

Ministry Program & Services Sub Committee:

Input from the ministries to be included in the new organization is due March 9. Then the ministry and Program Services subcommittee will sort through and assess results of the SWOT analysis and questionnaires. The committee is also seeking information from supervisors of the ministry directors. The subcommittee and Brian will tentatively plan on meeting with the directors for additional input.

Discussion followed on St. Kate's model of governance and sponsorship. The Board of Trustees has an Education Committee that serves as an additional support to the governance structure. for CSJ input.

Meg provided this description of the Education Committee after the meeting for clarification: *The Education Committee for St. Catherine University board is composed of CSJ St. Paul Province members (both board members and additional CSJ representatives) as well as faculty of St. Kate's, including the chairs for women, liberal arts, and catholic identity. This committee prepares a detailed plan and manages presentations for the SCU Board of Trustees, Senior Leadership, and upper level faculty for educational opportunities on CSJ history, charism, spirituality, and vision, social interactions, meaningful rituals, and other topics of ongoing relevance within the CSJ St. Paul Province.*

Finance and Legal Sub Committee:

Beth said this subcommittee is making progress in reviewing and assessing the information provided so far. Additional information that has been requested is expected to be provided soon and follow-up requests are likely. The committee will be able to prepare a more detailed risk assessment when a framework for the governance and operational structure is drafted. The committee continues to obtain good information from the PIM grant applications and financial information in order to gain a sense of the resources that will be needed moving forward.

Kevin agreed and acknowledged that there will be a rush of work for this committee once more of the work of the other subcommittees has occurred.

Anita said that it is becoming very clear that an endowment and/or Capital Campaign will be needed at some point in the future, within the 5-7 year plan.

Kevin asked for clarification—is the goal is to become financially independent at a certain point in future, and both Jill and Meg said yes. Anita said that is why the endowment and/or Capital Campaign will be necessary.

5) Questions and Comments:

- Jill queried about the statement of “250,000” driving things and she wants to ensure the excitement for the CSJ charism and vision about “profound love of God and neighbor without distinction” is the driver rather than just the number.
- It was decided that the Mission statement be revised, especially around the 250,000 women and children phrasing. It was noted again that the younger generation has a nonbinary view of the gender. Also that men are already being served, so people or persons is more appropriate, but additional description could be added to keep the vulnerable up front. It is decided that the Governance Committee will draft a new mission statement for the NDO-F to be presented and discussed next meeting.

Prayer Next Meeting: Meg

Next Meeting: Thursday March 17, 2022

Adjournment: Brian adjourned the meeting 8:52 am

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant