COMMUNITY. SPIRIT. JUSTICE.

CSJ Ministries Inc. Board of Directors
Thursday, October 17, 2024; 4:00-6 PM
Carondelet Center & Zoom

DRAFT

In Attendance: Kevin Berg; Marjie Blevins; Karen Gervais; Stacy Jacobson; Steve Kenney; Brian Mallaro; Brian Mullen; Maya Missaghi; Susan Oeffling; Adele O'Sullivan, CSJ; Mark Richards; Gabrielle Rohde; Angela Schreiber, CSJ; Kris Smyth; Fr. Larry Snyder; Jill Underdahl, CSJ; Anne Weyandt; Jean Wincek, CSJ

Staff: Cheryl Behrent; Matt Halley; Cindy Kaiser; Elisabeth O'Toole; Ralph Scorpio; Lacy Sietsema

Excused Absences: Comfort Dondo; Anita S. Duckor, CSJ-C; Mary Lydon; Colleen O'Malley, CSJ; Joel Rainville

The Accola Board of Directors meeting convened in-person and on Zoom on Thursday, October 17, 2024. The meeting was called to order at 4:05 p.m.

Modified DEI Statement: Read by Kevin.

Prayer: Anne led the Board in prayer.

Minutes: The August Board minutes were presented. It was suggested that Lacy will add the following note under the Advancement section: "It was decided to add public relations, marketing, communications, and fund development under Advancement."

With this change, all present Board members voted to approve the October minutes.

President's Report

Matt reviewed the Q1 Operations report. The Accola Senior Leadership Team has built out and begun to implement action steps. Board members can track progress based on the color codes. One particular area to note involves delivering transformative programs. Wilder Research Foundation provided valuable feedback about ways to connect to the communities Accola serves.

Matt provided a brief update on the Wisdom Ways project. The Programs and Opportunities Committee is working to define its components and is in the process of organizing two listening sessions.

Matt reported that Michael Anderson Consulting has been working with Program Directors and Steve Kenney and Kevin Berg to develop sustainability metrics. A full-day retreat will be held next week.

Accola is in the process of establishing its own in-house Finance Department. Tiffany Melnik has been setting up processes and procedures, as well as bookkeeping tools on Quickbooks.

Matt reported that with the roll out of the new name, feedback has been positive. There hasn't been much surprise or confusion. The Annual Appeal will be sent out in the next couple weeks.

<u>Program Reports</u>
<u>Learning In Style:</u> Elisabeth reported that the school year has begun and enrollment is up 30% compared to this time last year. LIS is implementing earlier testing so that level gains can be monitored more closely. Elisabeth has been reaching out to other places in the neighborhood to increase community engagement and build relationships. LIS recently had a volunteer come in to speak about voting and registration. LIS has also recently held a vaccination/health clinic for students. A pilot project has been launched to teach students about financial literacy and planning. Elisabeth reported that she is currently looking into food resources and winter gear donations.

<u>Sarah's… an Oasis for Women:</u> Cheryl provided an update on Sarah's. She would like to implement a financial literacy class for the residents. She provided an update on a former resident so the Board could better understand the processes people go through to create a home and bring family over. She also discussed how Sarah's plays a role in this process.

Committee Reports
<u>Advancement:</u> Ralph expressed appreciation to all the Board members who helped make phone calls to donors. The Annual Appeal will go out at the end of October. He reported that while the Annual Appeal hasn't gone out yet, there was a strong first quarter. He is working to hire a part-time Volunteer Coordinator. Ralph reviewed a few upcoming events from Wisdom Ways and Accola. Ralph emphasized the need to keep current donors and attract new donors. Strategies are being developed to implement both of these initiatives.

<u>Finance/Audit/Investment:</u> Brian Mallaro reported that the audit is wrapping up and that Accola is in a strong financial position. The committee is working to organize financial insights/information to keep Accola efficient and provide Matt with the tools he needs to make decisions. The portfolio is doing well and continues to get returns above what is expected. The Endowment continues to grow. Kevin reported that the Endowment has been transferred to Accola. The Investment Committee is refining its investment policy and how money is managed.

<u>Nomination and Governance:</u> Jean reported that the Nomination and Governance Committee continues to recruit new Board members. Kevin added that there is a prospective Board member who has agreed to join. The Board will review this nomination in December.

<u>Mission & Education:</u> Susan reported that the Mission Education Committee is meeting next week and will approve its goals for the year. The committee is working to create engaging projects and she would like feedback from other Board members as to what they would like to know regarding the CSJ Community and its ties to Accola. A bus tour of local sights that have ties to the CSJs is being planned for May.

<u>Programs & Opportunities:</u> Anne reported that the Programs and Opportunities continues to work in its assessment of Wisdom ways. The committee is working with SISU Consulting to collect data and interview key stakeholders. An environmental scan is being developed. She reported that there is a lot of interest and emotion around this project. Two listening sessions have been organized and are open to the wider CSJ community.

Discussion and Approval – Amended Bylaws
Kevin reviewed the amended bylaws. The Board has adopted a new name, new mission/vision/values, separated the Finance and Investment Committees, and combined the Advancement and Marketing Committees. The amended bylaws reflect all these changes. Signatures from all Board members are needed on this document.

All present Board members voted to approve the amended bylaws. For those not able to attend the meeting in-person, Lacy will reach out to get signatures.

Executive Session: The Board went into Executive Session at 5:24 p.m.

Board Adjournment: The meeting adjourned at 5:49 pm.

Respectfully Submitted,
Lacy Sietsema, Accola