



Ministries Foundation Steering Committee

Thursday, April 21, 2022; 7:30 – 9:00 a.m.

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; Beth Bird, Kevin Berg, Father Larry Snyder

Chair Brian Mullen called the meeting to order at 7:34 a.m.

Prayer: Kris

DEI statement: Brian read the DEI Statement

Minutes: Anita moved to approved; Meg seconded; unanimous approval

1) **Memo to MOU Committee on Governance Committee's View:** Anita reviewed the memo with the Committee, going through each section.

Kevin queried again about the differences between the Ministry Council and the Sponsorship Council. The Sponsorship Council seems to have authorities of its own, but not the Ministry Council.

Anita said that on p. 2, describing the Ministry Council, the Council guides the Ministries planning and it also has the authority to reorganize them if needed. Anita says that the Board will have the same power as any other Foundation Board and if the Ministry Council is no longer needed, it can vote to abolish it. Kevin says that the Board, though, could never abolish the Sponsorship Council because of the reserve powers.

Brian said he hopes to arrange a joint meeting with the MOU Committee sometime next week to share the memo and advance negotiations on the MOU.

2) **Possible Revenue Sources Table:** Brian presented the table to the Committee for review and discussion. After some minor changes, including removing the "Current % of Revenue" column, this document is complete for now. This is a working document and will probably be updated in the future.

3) **Contracted Services Costs:** Brian met with Jim Reetz and Kim Wagner to discuss the current \$37,000 being charged to the Foundation for Finance, Human Resources and IT services. Jim stated this is what has been budgeted for the 2022-2023 fiscal year. He said, he, Kim and Trevor would conduct a study of current hours worked for the five ministries and share with Brian and Beth for future budgeting.

4) **President's Job Description:** Brian presented to the Committee a draft of the President's job description. After some minor changes, it was approved. Brian will present to the Foundation board for their input and approval.

Subcommittee Updates:

1) **Ministry:** Meg and Larry met with Marion Diaz. She has made progress on organizing and streamlining processes and on healing among staff and with Hedgerow. She has a plan to build operations to focus ministry to three target segments: youth; sandwich generation—40s-50s; 50 plus. Larry was impressed with her creativity and administration. Larry explained how there could be more outreach with the Archdiocese and with parishes and retreat places.

2) **Communications:** Kris reported that an email was sent out soliciting feedback on the Strategic Framework and Equity Statement. Next week, a communication will go out asking for name ideas. Kris received a preliminary estimate of \$15,000 for name/logo and \$36,000 for website design. These are rough numbers, but can be used as a start for a Communications budget on those services.

3) **Governance:** Anita received some feedback of the Strategic Framework and Equity Statement. One response was a two-pager from a Board member on the mission and the word "subsidiarity" but the Mission has been vetted and approved. There will be definitions added for greater understanding of this term, which is part of Catholic Social Justice. There has been no feedback yet from Sisters or Ministry Directors.

Next Meeting: Thursday April 27, 2022 -- 7:30 am to 9:00 am – Jill noted she would be late.

Prayer for Next Meeting: Father Larry.

Adjournment: The meeting adjourned at 8:57 am

Respectfully submitted,

Marybeth Lorbiecki, Communications Consultant