



To: Ministries Foundation Board of Directors

Date: October 18, 2021

Executive Director's Report

1. Thank you for all your help in the first quarter of this fiscal year. Much was accomplished, and we have lots to do during the next three quarters.
2. When the Sisters voted to approve the **Bold Moves 2030** resolution on October 9, we completed the first phase of the Bold Moves 2030 project. Now, after almost two years of meeting, discussing and planning, the real work has begun: helping design the restructured Ministries Foundation. **This will be the main focus of our meeting this week.** We will begin to define our new role, expectations, work plan, etc. Bridget will lead this discussion on Thursday, beginning with an update of where we are today and what this all means. Suzanne and the other CSJs on this committee will have further updates from the Sisters' perspective. All of you will be encouraged to share your ideas and hopes as we move forward.
3. **Lacy Sietsema**, who has worked for down the hall at Good Ground Press for several years, joined our staff around Labor Day. She succeeds Alyssa as Office and Communications Coordinator at 32 hr/week. She will continue 8 hrs/week for Good Ground Press, separately on their payroll. This is working well. Lacy has extensive customer service, social media, and office management experience. She will now be your main administrative contact. Her email is: lsietsema@csjministriesfoundation.org. Phone: 651-690-7026. Alyssa's phone number has changed to 651-690-7061.
4. **Donor Engagement:** I have been busy these past two months reaching out to donors, as the Covid pandemic has opened up just enough to allow for some donor interactions. As long as the weather remains pleasant, lunches at patios are an option. This has been "liberating." Donor meetings are much more informative in person. Phone calls and emails continue, too.

I have focused on former board members, including a few who have fallen away as donors, as well as several other long-time donors. With them I could speak in general terms about our proposed changes. The feedback is overwhelmingly positive. People who know us, the ministries, and our structure know that this is a positive move. There is excitement for it.

Here's a high-level list of what I've heard:

- a. Glad to hear there's a plan to sustain the ministries
- b. It's like succession planning for the whole organization
- c. To pitch the mission to our friends, we needed to know more about operations. This will help.
- d. Will the ministries begin to act as one?

- e. What about SMHC? It should be in there, too.
- f. Will all the ministries survive? If not, how will that work?
- g. Can the MF afford this? How much more will you have to raise?
- h. Think of the possibilities!
- i. Congratulations!
- j. This is important for the MF, the ministries, and also for the Sisters. Kudos to them!
- k. There's a lot of competition out there. A unified voice should help.
- l. Be careful not to lose the grassroots spirit of the ministries.
- m. Can I be on the board again?

One donor, who is a trustee of a family member's trust, invited us to apply again for a grant.

So, to summarize: our donors who know us well are excited about our potential inspired by Bold Moves 2030. They seem as excited as all of us are. This is great to hear.

- 5. Our **Annual Fund** is starting out strong, even before we officially launched our Fall appeal. With Kris's input, we've re-worked the appeal schedule this year and have eliminated one paper/snail-mail solicitation. We will replace it with more targeted, on-going digital fundraising

Ministries Foundation Comparison Statement of Fund Raising Activities -- FY 2021/2022

| As of October 15, 2021 | | | | | | |
|--|--------------------------------|------------------|-----------------------|--------------------|------------------------|--------------------|
| | | Year to Date | Budgeted Year to Date | 2021/2022 Budget | 2020/2021 Year to Date | 2020/2021 Total |
| Operating Revenues: (Unrestricted) | | | | | | |
| | Annual Fund | \$82,827 | \$75,000 | \$600,000 | \$43,798 | \$591,034 |
| | Contract Income | \$4,800 | \$15,000 | \$100,000 | \$2,651 | \$50,233 |
| | Operating Grants | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Septemberfest | \$2,000 | \$5,000 | \$5,000 | \$7,940 | \$8,040 |
| | sub total: | \$89,627 | \$95,000 | \$705,000 | \$54,388 | \$649,307 |
| Ministry Revenues: (Designated) | | | | | | |
| | Grants | \$329,000 | \$90,000 | \$350,000 | \$24,100 | \$508,010 |
| | Donations | \$53,191 | \$50,000 | \$305,000 | \$19,259 | \$164,605 |
| | Gala | \$1,000 | \$0 | \$300,000 | \$0 | \$227,421 |
| | Other Events | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Wills & Bequests to Ministries | \$0 | \$25,000 | \$100,000 | \$2,161 | \$515,816 |
| | Wills & Bequests to Endowment | \$74,487 | \$0 | \$0 | \$0 | \$0 |
| | sub total: | \$457,678 | \$165,000 | \$1,055,000 | \$45,520 | \$1,415,852 |
| | TOTAL: | \$547,305 | \$260,000 | \$1,760,000 | \$99,908 | \$2,065,159 |
| | # of Donors | 309 | | | | |
| | # of New Donors | 50 | | | | |

options. Kris will talk more about this in her Development Committee report. These YTD results do not include any gifts generated by our Fall appeal, as that just mailed last week.

6. The staff is doing well. We are still looking forward to a full return to the office later this fall. We had a productive staff “new year” lunch and extended meeting in September. Bridget joined us for part of it, and the staff was grateful to have her join us.
7. The Board Member Handbook and Policy Manual are both updated and are on the Board Member Portal. We will continue to update them there as we move ahead. The portal is your go-to place for all things board related.
<https://csjministriesfoundation.org/board-portal/>
P/W: **csjmfboard2021**

Committee Reports

Due to the full agenda at our Board meeting, conversation on the ministry updates will be limited to any questions you may have about the following updates.

Development

- Selected Constant Contact as our new email service
- Subcommittee suggested thoughts and ideas for the Women Business Owners piece. Alyssa completed the piece. Will mail this week.
- Getting new e-mails – always a work in progress.
- Fall solicitation mailed.
- Board members engaged in writing thank you notes to new donors.

Finance

- Presentation of first draft of FY21 audit on September 21.
- Moved investment assets into more diversified and select index accounts in Fidelity, as recommended by the Investment Sub-Committee, creating more balanced and drivers investments, while maintaining broad asset allocation as outlined in our existing Investment policy
- Reviewing and updating investment policies
- Continuing to fine-tune our internal controls

Marketing

- Working with ministries to regularly get impact stories that can be used in printed, digital, and personal communications
- Improving social media impressions by exploring new ways to grow subscribers to Facebook, Instagram, Twitter and LinkedIn. Continuing to work on new-donor thank you process; involving others in the thank you process
- Undertaking an analysis of our current donor list for information we don't currently have
- Continue to improve Ministries Foundation website

Governance

- Reviewed charters and will move them for Board approval
- Approved a board member exit interview policy and will bring to Board for Board approval
- Developing a 90 Day On-Boarding Process that includes key information for board members to have as soon as possible and a On Going Board Engagement Process
- Writing a one-pager that we provide to any potential board member that outlines the roles, responsibilities and expectations
- Reviewed and refined the Executive Director's Job Description
- Established an Inclusive and Equity Sub Committee of the Governance Committee that includes: Kris Smyth, Maya Missaghi, Gabi Rohde, Anita S. Duckor, and Ralph Scorpio. Committee submitted a draft of the proposed Ministries Foundation Equity Statement that includes a Vision, Mission, Definitions and Commitment to Principles of Diversity, Equity and Inclusion for the Governance Committee to review

Grants

- Accepting Fall Partners In Ministry applications through end of October
- Have personally invited Wisdom Ways and Justice Office to apply
- Will meet November 13 to review fall grant requests

Thank you!

A handwritten signature in blue ink that reads "Ralph Scorpio". The signature is written in a cursive, flowing style.

Executive Director