

**Franciscan Ministries Inc.
Board of Directors Meeting
July 24, 2023
Minutes**

I = Information D=Discussion A = Action

Present: Jason Bruns, David Roth, Marci Peebles, Renee Sales, Don Evers, Elle Baker, Sr. Marilyn Trowbridge, Sr. Ann Cecile Albers, Basette Smith
Absent: None

Agenda Item	Item type	Comments
Welcome, Opening Prayer, and Call to Order	I	Jason opened the meeting. Sr. Ann led the Opening Prayer.
Review/approval of 4/24/2023 minutes	A	No changes or amendments Motion to approve made by David , seconded by Elle - all approved
Program Overview (Marci Peebles)	I, D	<p>Marci reported:</p> <p>TAU</p> <ul style="list-style-type: none"> ● Going along pretty well ● Not as many retreats as in year's past <ul style="list-style-type: none"> ○ Likely due to shuffle in campus ministry at Xavier ● 5 mission trips, 1 large group coming next week, groups scheduled for the Fall ● Don't' get many for 2024 until around now ● Have heard that a lot of parishes will reduce the number of participants, or change the frequency of visits ● Have not bounced back since COVID ● Not a big problem as costs are commensurate with shared common logistical considerations for group reservations <ul style="list-style-type: none"> ○ Room, space needs ● Jason: difference between retreat and mission trip ● Marci: price for retreat is lower than mission trip as groups will typically schedule their own activities ● Sr. Marilyn: possible implications of parish mergers ● Jason: where do we advertise

		<ul style="list-style-type: none"> ● Marci: have not had to advertise because of strong word of mouth - large percentage of groups are repeat, referrals <ul style="list-style-type: none"> ○ Have gone to and set up booths at national conferences in the past ○ Alternate between youth, youth ministers ○ Contract for youth conference has historically been in Indy - has since expired <ul style="list-style-type: none"> ■ Was easy to go to, but will be a challenge going forward ○ As a result, difficult to determine how to advertise ○ Have not had the time, knowledgebase to do that ● Jason: any online advertising options? ● David: the group that puts on the conference has newsletters? ● Marci: attendance at the conference is advertising ● Still partnering with St Clement in St. Bernard <ul style="list-style-type: none"> ○ Playing phone tag with someone to look at electrical services hookup for A/C ○ Lack of A/C has been a teachable tool for groups in the past ○ But have had comments re: A/C on the upper level ○ Rent was raised recently <ul style="list-style-type: none"> ■ Passed costs along to groups ○ 15 service sites, but options have reduced recently <ul style="list-style-type: none"> ■ Primarily d/t COVID ■ Elle: what kinds of services? ■ Marci: New Life Furniture, SVDP, FSFB, Stepping Stones Summer Camp, Matthew 25 Ministries, Tikkun Farm, WIN, Dress For Success, Wesley Chapel Mission Center, Sweet Cheeks Diaper Bank, Restore, PWC, etc. ● Interaction with congregation <ul style="list-style-type: none"> ○ Pre-COVID was "Supper with the Sisters"
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		<ul style="list-style-type: none"> ○ Less and less sisters have been coming down ○ As a result, shut it down post-COVID ○ But has since brought it back online in a different way <ul style="list-style-type: none"> ■ Participants have been coming down to Schervier Hall ■ Tour of archives, etc. ● Jason: a poverty simulation would be a powerful tool ● Basette: any opportunities for serving on the FM campus <ul style="list-style-type: none"> ○ Marci: have done some work in the garden, TAU, etc. <p>GARDEN</p> <ul style="list-style-type: none"> ● 105 plots ● 67% Bhutanese ● Sisters have now begun using a plot ● 3 community crop plots <ul style="list-style-type: none"> ○ Mostly grown for donation to the convent ● No intention of growing <ul style="list-style-type: none"> ○ 5 ppl on waiting list, but mainly those with existing plots ○ would have 233 plots if all the same size ● Try to limit one plot per family ● Also dealing with plots being given to others without informing Marci ● Limited space for expansion ● new in-garden manager (Rachel) <ul style="list-style-type: none"> ○ Has been great ○ PT runs Loveland Learning Garden ● Issues: <ul style="list-style-type: none"> ○ Water bills have risen, prices have not <ul style="list-style-type: none"> ■ Looking at a \$5 increase on plots to offset ○ Fence will need replacing soon <ul style="list-style-type: none"> ■ Need assessment - possibly \$15k ■ Eads only company that does deer fences
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		<ul style="list-style-type: none"> ○ Leaking faucet ○ Sr. Ann: possible grant request? ○ Marci: yes, received grant for water bill, will continue to apply ○ Just a matter of finding grants <p>HAIRCUTS</p> <ul style="list-style-type: none"> ● Margarita is now FT ● Gone fully mobile ● Do still maintain salon- still have license for salon at MMH ● Had hoped for partnership with local barber shop school but fell through - will continue to pursue <ul style="list-style-type: none"> ○ Plan to leverage partnership to maintain relationship with Mary Magdalene House ○ One person at Mary Magdalene House is not feasible d/t safety concerns ● 29 mobile locations <ul style="list-style-type: none"> ○ 4 public sites (i.e. SVDP, The Healing Center, CAIN, Hamilton Co, Reentry One Stop Resource Center) ○ Other sites 1x mo (i.e. Lighthouse, Ronald McDonald House, various senior centers) ○ 9-noon, 1-4 ● 5-6 places that could have a second stylist ● Pre-COVID: PT, FT stylists ● 789 haircuts YTD vs. 3400 pre-COVID ● No need for special licensing d/t affiliation with a salon ● Have been receiving signed MOUs from all orgs except for one for \$125 honorarium ● Opportunity to fundraise
Board Transitions, Term Dates	I, D	<ul style="list-style-type: none"> ● Related to Sarah's transition: <ul style="list-style-type: none"> ○ Brian, Bill, Deanna have all left the board ○ Would need to look at bringing on. new board members ● Discussed Guillermo and Michael possibly returning to board after 1-year hiatus

		<ul style="list-style-type: none"> ● Would need to look at board terms <ul style="list-style-type: none"> ○ Renee: Jason, David, terming off
Executive Director, Operations Report	I, D	<p>Jason reported:</p> <ul style="list-style-type: none"> ● Pamela Carroll Dean resigned ● Executive Committee has been involved in discussing the changes ● Thought would be to take opportunity the rest of year to ● Start looking into what the new normal would look like in 2024: ● Peer Support Specialist @ Tamar's <ul style="list-style-type: none"> ○ Was not able to be managed d/t PCD departure ○ Decided to part ways ○ Later learned they were not certified ● one proposal discussed re: PT development, PT grant writer has been paused ● Sr. Ann brought on as interim ED ● David: Who's down at Tamar's? <ul style="list-style-type: none"> ○ Sr. Ann: Erin, Julie ○ have been coordinating activities in the interim <ul style="list-style-type: none"> ■ have been interfacing with a nearby tent city to provide services ■ begun weekly outreach ■ Sr. Gianicca has helped out ● David: Is this current situation sustainable? ● Don: Yes—they're feeling better than what they felt before <ul style="list-style-type: none"> ○ Seemed as though they were going in different directions in the past ○ Now are working well together ● Jason: This is consistent with other programs re: need to maintain status quo as we determine next steps

		<ul style="list-style-type: none"> ● Sr. Ann, Sr. Marilyn holding monthly staff meetings with Tamar's <p>Discussed tentative plans for 2024 for ED:</p> <ul style="list-style-type: none"> ● One dual role for ED <ul style="list-style-type: none"> ○ Primary director of Tamar's ○ Executive Director of FM ● Rationale: need for growth at Tamar's) not necessarily two high level roles (i.e. standalone director), current ED roles lessened than in the past discussed an ED position with development experience <ul style="list-style-type: none"> ○ Position is difficult to recruit, high turnover ● Don: Important to maintain the directors we have now that can handle whatever facet they're doing ● All agree that the development position is hard to fill - difficult to get all three (fundraising, grants, requests) in one person <p>Discussed Grace Marie's request to work from home:</p> <ul style="list-style-type: none"> ● Don: feels Grace Marie should do this work at the office ● Jason: communicated plans for status quo/structure to Sr. Wilma, with request for a sister liaison as a go-between <ul style="list-style-type: none"> ○ Other implications due to congregation's upcoming restructuring in September with new positions not taking office until Dec 1 ○ Discussed desire to gain more autonomy - congregation restructure provides opportunity to elevate those requests
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		<p>Also discussed possibility of a part time ED, possibility that a reduced role could attract someone</p> <ul style="list-style-type: none"> ● Elle: If plan is to hire a separate grant writer/development position, and ED is primarily over Tamar's, what would the ED role hold separate from just being over Tamar's? ● Jason: ED would be Board, staff go-to - feel the ED should have program management duties for staff, but also strategic duties in service to the Board - position would be a unicorn ● David: have we had more success through grants or through donations? ● Don: primary source of funding has always been through the foundation, fund ● Jason: which makes us unique - in the sense that it's almost as though grant writing is not as important <ul style="list-style-type: none"> ○ FM has continued support from congregation for the future but also an ask to increase efforts around grant-writing ● Sr. Marilyn: there are also opportunities for grants through the congregation that would require a grant-writer ● Jason: could we partner with other organizations on a single grant-writer? <p>Jason: Aligning on single person for Tamar's, ED</p> <p>Elle: a single role (ED + Tamar's director) seems daunting</p> <p>David: Role of ED + Tamar's seems the most logical fit</p>
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		<ul style="list-style-type: none"> ○ Board will know what skills ED has to supplement on ● No major budget considerations/changes needed, as Grace Marie's reduction would lead to a budget-neutral scenario ● Re: Grace Marie's position/role: <ul style="list-style-type: none"> ○ Have a conversation with Grace Marie, communicate goals re: <ul style="list-style-type: none"> ■ X amount of fund raising ■ X amount of grant writing
Finance Committee Report, 990 Review	I	<p>Don E reported on results (hard copy of reports provided to Board)</p> <ul style="list-style-type: none"> ● Highlights: <ul style="list-style-type: none"> ○ Auditors completed 2023 audit: <ul style="list-style-type: none"> ■ Found no issues ■ Reviewed along with Renee ■ Don signed the 990 returns due to Sarah's departure ○ 990: <ul style="list-style-type: none"> ■ Down Year to Year, due to: <ul style="list-style-type: none"> ● No unrealized Business Income from the Barn ● On hand surplus cash, agreed to spend down to \$100k cash bogey level (ended up at \$150k due to \$25k cash retained along with additional \$25k PNC grant for Tamar's) ● Discussed expanded use for the additional \$50k in for additional repairs to parking pad, deck ○ Will end up underspending on wages, employer taxes due to ED vacancy through the end of 2023

		<ul style="list-style-type: none"> ■ Will be offset by reduction in fundraising, contributions ■ As a result, will hold off on any funding asks to congregation for the interim
Wrap-Up and Adjournment	I	<ul style="list-style-type: none"> ● Concluded the meeting with a discussion re: new tenants at the Barn: <ul style="list-style-type: none"> ○ Heartfelt Tidbits ○ Cincinnati Music & Wellness Coalition ● Discussed how utility expenses would be handled/divided given the new tenants and FM's smaller use of the building ● Jason thanked everyone and adjourned the meeting ● Next meeting: October 23, 2023 at Schervier Hall