

Franciscan Ministries Inc.
Board of Director's Meeting Minutes
July 15, 2020 via Zoom

I = Information D=Discussion A = Action

Present: Michael Barnett, Jason Bruns, Sr. June Casterton, Sharon Lea Cooke, Timothy Dressman, Don Evers, Waleed Fadayel, Brian Forschner, John Payton, Don Rohling, David Roth, Basette Smith II, Judy Steele-Mitchell, Sr. Marilyn Trowbridge, Guillermo Villa and Elaine Ward. **Absent:** Bill Mueller

Agenda Item	Item type	Comments
Introduction and Welcome, Opening Prayer and Call to Order	I,A	Jason welcomed everyone. Sr. June led the opening prayer.
Review of May Minutes	A	Elaine stated there needs to be a comma after Waleed's name and before Ginny. MOTION made by Tim Dressman to approve May Minutes, John Payton seconded, all approved.
Board Transitions	A	New Board Member Basette Smith introduced himself and shared his personal and professional background. He began in nonprofit work through <i>Public Allies</i> , and worked with the <i>United Way</i> and the <i>Legal Aid Society</i> by connecting volunteers for the free tax preparation program. This position led him to <i>Cincinnati Behavioral Health</i> where he worked as a supported employment supervisor to help clients obtain and maintain employment. He is currently working for Nehemiah Manufacturing Company, a second chance employer in Price Hill. His passion for photography allowed him to do some work for the Centennial Barn. This was followed by Board Member introductions.
Director's and Program Report and Board Discussion	I,D,A	Elaine reminded the board that Franciscan Ministries received the Donald and Marian Spencer Spirit of America Award from the Cincinnati Association for the work we do at Tamar's Center. We were to be honored as the Non-Profit of the Year at a dinner in May. This award recognition dinner has now been postponed until May of 2021. Elaine informed the Board that today she received the resignation of Ginny Hizer the Development Director. Elaine will meet with the Executive Committee to discuss how we might restructure things before hiring a new Development Director. Elaine presented the 2 nd Quarter Program Report. With the exception of Tamar's and the Community Garden, most have been on hold due to Covid.

		<ul style="list-style-type: none"> • A new cleaning person was hired for the Barn allowing us to reopen safely. The Barn has conducted some tours. Most of the Barn clients have rescheduled their event for a future date or have cancelled. • All 102 plots at The Community Garden are full. We have had to cancel volunteer work days, otherwise the Garden remains active. • Haircuts reopened when salons were allowed to reopen in May. The mobile unit is still suspended though the Voucher Program has resumed. • Tau House is closed for the season due to Covid -19. • Tamar's day shelter is closed but staff continue to provide other services such as the hand washing station recently installed outside by GCWW, handing out bags of non-perishable foods and hygiene items; and providing a telehealth station for clients. • A new Tamar's location continues to be sought. A property located on Linn St. and owned by Cincinnati Metropolitan Housing Authority is available to lease. Future space may be available at the friary. The board discussed the options and drawbacks. The Linn St space requires significant build-out. Tim Dressman has offered to assist in discussions when and if needed. Elaine shared that there is to be a meeting with the Friars and the Model Group and Welcome Home Collaborative and Franciscan Ministries to discuss the space at the Friary. Elaine feels a committee group is necessary to assist in finding a space for Tamar's Center. • The closing on the building of Our Lady of the Woods is soon. A resolution was made by the board that board accepts the Contract to sell the property at Our Lady of Woods, the Sisters have agreed to the sale and they authorize Elaine as the Executive Director or Jason as the board chair to execute any and all documents to effectuate the resolution. <p>MOTION made by John Payton to accept the resolution, Guillermo seconded, all approved.</p>
Committee Reports		
Finance Committee		<p>Don Evers reported January-June 2020 Actuals vs. Budget- See report.</p> <ul style="list-style-type: none"> • Program Revenue is down for both the Barn and Tau House • We received Paycheck Protection Program loan in May and expect that most or all will be forgivable. • Donations were up and we received a Workers Compensation refund dividend. We also received proceeds from the Peddler which were higher than anticipated. • Expenses were favorable. Salary related costs are down due to the pay out of OLW staff in 2019, a break between Barn Director position and no barn support staff due to cancelled events. Haircuts was shut down for a period and there was a break in

		<p>the Social Worker position at Tamar's along with furloughed employees. Maintenance costs at OLW is down due to the sale and the impairment asset taken last year lowered depreciation. Payment of property taxes were delayed until July.</p> <ul style="list-style-type: none"> • Don sent a summary of the 990 Return filing to all board members for review. Elaine explained that she supplied the summary however the complete 55-page filing is available for review .
Development Committee		<p>Sharon presented the Development Report.</p> <ul style="list-style-type: none"> • The summer e-newsletter was distributed, we secured an in-kind gift from 4 Imprint, and Ginny met with the Wyoming Women's Club members to see how they might partner with us. The fall print newsletter, is slated to go out in August. • Elaine explained that we are hosting a series of outdoor Happy Hours at the Barn as a fundraising effort that offers a safe setting in an outside gathering space. • When we get a significant gift, Ginny prepared a "script" for a board member to call and thank the donor. Sharon will help coordinate the calls. • Ginny has made significant gains in our exposure through social media and press releases.
Strategic Plan		<p>Guillermo reported.</p> <ul style="list-style-type: none"> • The Quality and Metrics committee has met again and updated the work plan. Most of goals 2 and 3 have been completed, some are pending and were assigned to Ginny. Those will need to be reassigned. • Goal 1 requires more work. A metrics sub-committee has been deployed to track ministry metrics and assess if they are tracking what we want. Our metrics might include benchmarks or other nonprofits, fundraising goals and targets and board member participation and giving. • Guillermo requested an extension to the Strategic Plan due to the closing of Our Lady of the Woods and COVID. • Elaine asked Basette to help with the Metrics Plan. • We may need to form an ad hoc committee to discuss the future of Tau House.
Executive Committee		<p>Elaine will send out a Doodle poll to John and Basette for a time to participate in a new board member orientation by Zoom.</p> <p>Elaine will send out the list of committee assignments to all board members to determine if there might be some changes.</p>
Wrap up and Adjournment		<p>Jason thanked everyone and concluded the meeting. Next board meeting is scheduled for Wednesday, October 21, 2020.</p>