

**Franciscan Ministries Inc.  
Board of Director's Meeting Minutes  
May 20, 2020 via ZOOM**

I = Information D=Discussion A = Action
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**Present:** Michael Barnett, Jason Bruns, Sr. June Casterton, Don Evers, Brian Forschner, Bill Mueller, John Payton, Don Rohling, David Roth, Judy Steele-Mitchell, Sr. Marilyn Trowbridge, Sharon Lea Cooke, Tim Dressman, Waleed Fadayeel Ginny Hizer and Elaine Ward.

**Absent:** Guillermo Villa

Agenda Item	Item type	Comments
<b>Introduction and Welcome, Opening Prayer and Call to Order</b>	I,A	<ul style="list-style-type: none"> <li>• Jason welcomed everyone.</li> <li>• Sr Marilyn led the opening prayer with a theme of “god’s guidance throughout the pandemic virus”.</li> </ul>
<b>Review of January Minutes</b>	A	<ul style="list-style-type: none"> <li>• <b>MOTION</b> made by Michael Barnett to approve January Minutes, Sr. June Casterton seconded, all approved.</li> </ul>
<b>Board Transitions</b>	I	<ul style="list-style-type: none"> <li>• <b>MOTION</b> made by Brian Forschner to approve Slate of Officers for 2020, Jason Bruns – Chair, Michael Barnett – Vice Chair, Don Evers, Treasurer and Judy Steele-Mitchell – Secretary; Sharon Cooke seconded, all approved.</li> <li>• Elaine provided some background information on potential new board member Basette Smith including his past and present employment in social services. He became familiar with Franciscan Ministries nearly 10 years ago while working at Greater Cincinnati Behavioral Health Services where he connected with Haircuts from the Heart. He had his wedding reception at the Centennial Barn which led to collaborations on a number of projects for the Barn through his photography company. Elaine feels he will be a great addition, particularly with regard to Tamar’s Center and can provide advice on community mental health services.</li> <li>• <b>MOTION</b> made by Jason Bruns to approve Basette Smith as new board member, John Payton seconded, all approved.</li> </ul>

<b>Director's and Program Report and Board Discussion</b>	D	<ul style="list-style-type: none"> <li>• <b>COVID Impact on Franciscan Ministries</b> -Elaine provided a status report to the board March 30, 2020 on the COVID impact at Franciscan Ministries. Updating that, she talked about the current impact and how each program is developing its own plan to re-open. Christine Alderman, HR Coordinator has been a great help in navigating all the COVID matters.</li> <li>• Five FM employees were furloughed because their positions did not allow them to work from home. This included our two hair stylists, our two Barn cleaning staff and our shelter manager at Tamar's Center.</li> <li>• We applied for the Paycheck Protection Program loan. We were successful and received \$114,500. The loan is forgivable, though it is based on a complicated formula to achieve "forgiveness".</li> <li>• <b>Centennial Barn</b> – The Barn remains closed to activities and classes. We have had to refund most customers due to cancellations. We have lost both our cleaning staff. We hope to offer outside happy hour events in the summer to help with our finances and provide a place for people to gather safely.</li> <li>• <b>Community Garden</b>- The Garden is actively operating although we have cancelled group work days. Safety features have been implemented, hand soap, biodegradable dog poop bags to be used when using the water spigots and the porta-let is open and has hand sanitizer.</li> <li>• <b>Haircuts from the Heart</b> – The salon is reopening May 18<sup>th</sup>. We have worked with Mary Magdalen House to confirm safety practices that include: temperature taking when entering, self-check of symptoms, face masks required on clients, hand sanitizer at entry and only one client at a time in salon. Our stylist will wear a face shield and mask. Smocks will not be reused and disinfection will occur between clients. Mobile service remains closed as partner agencies are not ready.</li> <li>• <b>Tamar's Center</b>- Tamar's has provided over 500 bags of food and hygiene items to people living on the street in the past two months. Plans for reopening the shelter are in the works. An outside sink was installed by GCWW to allow access to handwashing (WCPO news covered the story) and private computer station was established so clients can attend telehealth appointments is in the works.</li> <li>• <b>Tau House</b> – Tau House is closed for the summer season. We have offered groups the option of rescheduling for next year, using their down payment as a donation, or receiving a refund. Most have rescheduled. Hosting groups while social distancing is impossible in the Tau setting.</li> <li>• <b>Administrative Offices</b> – Will open Monday, May 18<sup>th</sup> with staff working alternating schedules combined with work at home.</li> </ul>
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		<b>Other News</b> <ul style="list-style-type: none"> <li>• <b>OLW Building Sale</b> – With approval from the executive committee and the building committee a contract was signed 4/24/20 with buyer Marinko Gvozdanovic to purchase the building “as is” for \$210,000 within 90 days.</li> <li>• <b>Development</b> – Emergency grant funding from the Greater Cincinnati Foundation was secured in the amount of \$10,000 for our COVID response efforts at Tamar’s Center.</li> <li>• Elaine presented the Quarterly Ministries Briefing for Quarter 1 2020. January and February are normally slow months and then COVID hit in March.</li> <li>• <b>CARES Act Paycheck Protection Program (PPP)</b> – Finance Committee will discuss.</li> </ul>
<b>Committee Reports</b>		
<b>Finance Committee</b>	D	<ul style="list-style-type: none"> <li>• Don Evers reported January – April 2020 Actuals vs. Budget reveals cash position shows an increase since December 31, 2019 due to net revenue increase and positive balance sheet change due to Depreciation Expense and other position change add backs. Revenue outpaced Expenses primarily due to the Foundation Grants received at the beginning of the year and the second quarter payment from the St. Elizabeth Foundation.</li> <li>• Revenue was favorable. Although Program Revenue was down, primarily due to the Barn as events were cancelled, refunds were issued and no new reservations taken, grants applied for came in earlier than anticipated. These included the Andrew Gomez Foundation- 10K, Greater Cincinnati Foundation – 10k and Scripps Howard Foundation – 2K. Donations were up, we received a dividend refund from the Ohio Bureau of Workers Compensation and proceeds from the Peddler were up.</li> <li>• Elaine explained how the Barn is handling cancelled events. Initially the Barn tried to reschedule events, however more clients are requesting refunds which we are refunding at 100%. Same is true at Tau House.</li> <li>• Expenses were favorable due to salary costs being down. We are no longer paying payouts to OLW staff, currently there is no Barn Director, there was a break between Case Manager/Social Worker position at Tamar’s and the employees have been furloughed. Maintenance costs at OLW have decreased and with the impairment of assets write off taken in 2019 at OLW, depreciation is down.</li> </ul>

		<p>UBI quarterly taxes at the Barn are down and the quarterly insurance payment has not yet been invoiced.</p> <ul style="list-style-type: none"> <li>• Revenue stream has dried up making future projections ambiguous.</li> <li>• Finance Committee put together a cash flow projection for this meeting based on our balance at the end of April for the remainder of the year. We received \$114,50 through the PPP on May 8, 2020. 75% is to be used for salaries and 25% for utilities. We have 8 weeks to use the loan which is forgivable. The best projection is we will use all but \$32,500, however the terms are constantly changing. In July, we will look at what we have spent and then evaluate if we will return any unused portion or whether we decide to repay the unused portion at 1%. As of now, we have six months before we would need to repay the loan. Cash flow remains solvent until November at which time it will drop below \$100,000, our amount of reserve needed for two months of salaries and expenses.</li> <li>• OLW expenses will cease after the July sale and closing.</li> <li>• Don explained that this is a year for a financial “review” rather than an audit. We alternate as audit and review years, since we are small and full audits are expensive. The review has been completed and the auditor is not aware of any material changes required. They are preparing the 990 which is now due July 15, 2020. Elaine has a copy of the auditor report. We are currently bidding out to two CPA firms for the next three years. We have quotes from both and should make a decision in the next 2-3 weeks. Jason requested the board review the 990 summary before July board meeting in order to discuss it at the meeting.</li> <li>• We have gone live with the new accounting software program MIP. Julie Kraemer finance manager for the US Area of SFP is handling the accounts payable and Renee is handling the accounts receivables. Don will do bank reconciliations. The hope is to have the staff cross train in these areas since our organization is so small. MIP is a sophisticated system and learning continues.</li> <li>• Michael will continue to monitor the PPP and report any changes which seems to be happening on a regular basis.</li> </ul>
<b>Development Committee</b>	D,A	<ul style="list-style-type: none"> <li>• Sharon reported the development committee met to discuss grants, media support and how best to raise money.</li> <li>• The Bubbles and Brew fundraiser scheduled for September 19, 2020 has been cancelled due to COVID. The committee discussed alternative ideas to raise money. The plan is to reach out to the donors and let them know how we have been continuing to operate during COVID.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ginny further explained a plan to reach out to the top 100 donors.</li> <li>• The Development Committee and the Finance Committee agreed to thank substantial donors. The donor would receive the usual thank you letter and in addition would also receive a thank you telephone call from a board member.</li> <li>• Ginny recapped the grants received to date and those she has applied for: GE Community Fund, Sr. Conrad Hilton Foundation- Fund for Sisters, and Delta Gateway Foundation.</li> <li>• Ginny is tracking what does and does not work for virtual fundraising and requests any ideas or suggestions for Bubbles and Brew. Board members made suggestions ranging from outside events with social distancing to virtual events targeted to small groups and not necessarily in “real time”.</li> <li>• Elaine shared that we hope to have an outside “Happy Hour Event” at the Barn in July. This could help fund Development.</li> <li>• The Wyoming Junior Women’s Club is interested in partnering with us, possibly with our Friday evening Happy Hour events. Country Fresh up the road hosted Friday wine tastings and had great turnouts. We could host wine tastings outside at the Barn.</li> <li>• Don Rohling suggested we re-send Mercy Health a sponsorship request letter now that Bubbles and Brew has been cancelled and let them know our plans.</li> </ul>
<b>Strategic Plan</b>	D	<ul style="list-style-type: none"> <li>• Elaine, in Guillermo’s absence, reported that the Committee had met and they had started work but then COVID hit. There is a need to re-convene and plan for what the future may look like, especially for the Tau House.</li> </ul>
<b>OLW Building Committee</b>	D	<ul style="list-style-type: none"> <li>• Nothing additional to report. Sale and closing are in pending.</li> </ul>
<b>Wrap up and adjournment</b>	A	<ul style="list-style-type: none"> <li>• Don Rohling inquired about how the letter to Sr. Licia and the Council was received. Sr. Marilyn reported it was received well and Sr. Licia is receptive to dialogue either in person or via Zoom.</li> <li>• Jason thanked everyone and concluded the meeting. Next board meeting is scheduled for Wednesday, July 15, 2020.</li> </ul>