

Franciscan Ministries Inc.
Board of Director's Meeting Minutes
October 21, 2021 via Zoom

I = Information
D=Discussion
A = Action

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

Absent: Timothy Dressman and Don Rohling

Agenda Item	Item type	Comments
Introduction and Welcome, Opening Prayer and Call to Order	I,A	Jason welcomed everyone. Sr. Marilyn led the opening prayer.
Review of the July Minutes	A	<ul style="list-style-type: none">• MOTION made by Michael to approve the July Minutes, Guillermo seconded, all approved.
Board Transitions	A	<ul style="list-style-type: none">• Jason reminded the Board that this meeting is the final meeting for 2020. Jason, Sharon, and Bill are ending their first term. Jason and Sharon are continuing on for a second term and Bill is stepping down. Judy is terming out after having served 2 terms on the Board. Judy will continue to serve on the Development Committee and Bill on the Finance Committee.
Report on Board Best Practices Webinar	I,D,A	<ul style="list-style-type: none">• Board Members John and Basette attended a webinar, <i>Board Best Practices</i>, sponsored by <i>Cincinnati Cares</i>. They reported positively on the materials and opportunity. Elaine would like to solicit the Board's help as part of our strategic work in strengthening and educating the Board in engagement and recruitment of Board Members. She has goals in mind such as increasing diversity of age, gender, race, and ethnicity.
Executive Director's Report and Program Report	I,D,A	<ul style="list-style-type: none">• In September, Elaine sent Board Members an update summarizing the happenings at Franciscan Ministries during the recent months of the pandemic. Key points in her report: Staffing at Franciscan Ministries has reduced due to the pandemic. There were 12.3 FTE at the end of 2019 and 7.8 FTE at the end of August 2020. Elaine has suggested a half day retreat to discuss refocus of priorities in light of the financial and staff losses brought by the pandemic.• Bidding for a Cause, our development fundraiser online auction is launching.

		<ul style="list-style-type: none"> • Centennial Barn has booked some last minute smaller events. Many are being held at Schervier Hall which is less costly, allows guests to bring their own food and is not subject to a liquor license. Larger events such as wedding receptions are not being booked due to the pandemic. Only one future reception has been booked for 2021. • Tamar's Center is gearing up to reopen for a limited number of people in November utilizing the Church gym which will be equipped with air filters and barriers. Elder High School donated a tarp to be used to preserve the gym floor. Tamar's Center received a donation of 4k from <i>Our Daily Bread</i> as a thank you for helping them during a COVID crisis. • Tau House reopened and hosted a group from Xavier University only to have part of the ceiling of the dining room fall in. Luckily, this occurred at night when people were sleeping, and no one was injured. Tau House is once again closed to allow for repairs to be performed by the Parish. Small groups are able to and are using the space at St. Columban Parish. • As part of fund development work, grant reports to the Delta Gateway Foundation and Greater Cincinnati Foundation have been submitted. New grant proposals have been submitted for several grants including The Cares Act Grant from Hamilton County in the amount of \$26K which would provide for supplies and equipment for Tamar's Center, the CRS Rice Bowl Local Fund through the Archdiocese in the amount of \$3500 to help subsidize the Garden for next year, and a grant through PNC Charitable Trust in the amount of \$20K for food and supplies for Tamar's Center was submitted yesterday. • The OLW building sale closed July 28th. Final settlement was reached with Direct Energy with regard to the five-year contract entered in with OLW for a savings of \$3,000. • Community Garden has continued uninterrupted with the exception of volunteer days. • Haircuts from the Heart mobile unit remains closed though the salon is open. The voucher program is slow. • Tamar's Center numbers of women visiting the day shelter are up. • The Peddler just gave a \$10K donation. Peddler donations usually happen mid and end year. This donation now will help now with cash flow.
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		Committee Reports
Finance Committee	I,D, A	<ul style="list-style-type: none"> • Don Evers reported January – September 2020 Actuals vs. Budget – See Report. Both Revenue (mostly because of the sale of OLW and the PPP Grant) and Expenses (Salary costs, Maintenance costs and Rent) are favorable. • Elaine and Don began working on the 2021 Budget in June. It was completed on time and submitted to the congregation in August. It has since been reviewed by the Finance Committee and Executive Committee who both approved. Key components of the budget include no salary increases for staff in 2021; because of revenue loss. Program revenue is projected to be 37% of normal business. Support from the Congregation is up. All Foundation Grants and St. Elizabeth Fund money will be allocated quarterly which will be more challenging in managing cash flow. The 2021 Budget will be a difficult but considered realistic. • Cash Flow Projection for the first 6 months of 2021 show - a positive cash flow in January and April from Quarterly SFP support whereas all other months are projected to be a “net deficit”; Program Revenue to be lagging due to COVID; and Funds from the sale of OLW will start to be used sometime in June. • We received a PPP loan of \$114,500 from PNC Bank which was used to cover salaries and is expected to be 100% forgiven. It was not factored into the 2021 budget as a liability. • Elaine, upon the request of Bill Mueller, provided an Operational Comparison for Revenue Generating Program for both Tau House and the Centennial Barn. In comparison to last year Tau House is expected to generate 57% income in the first six months and the Centennial Barn is at 13% in the first six months compared to last year. • With regard to FTE staff, we are currently operating at 63% compared to last year. • MOTION made by Don Evers to approve the 2021 budget as presented for Franciscan Ministries Inc., Michael seconded, all approved.

Strategic Plan		<ul style="list-style-type: none"> • Guillermo reported the process performance committee met in August and decided to pause that initiative and the work plan in general due to challenges such as no Development Director and a staff illness. There have been discussions among the Executive Committee to have a retreat to reassess where Franciscan Ministries is now given all that has transpired. • A pre planning meeting for the retreat is scheduled on Saturday Nov. 7th with Craig and Carl from One Source and the Executive Committee. The Retreat will focus on a plan for the next 3 years. Top priorities of discussion are 1). Staff and resources are spread thin; 2) a location for Tamar's Center, 3) Board Recruitment and 4) Succession planning. It was decided to try and schedule the Retreat for January.
Development Committee		<ul style="list-style-type: none"> • Sharon thanked everyone for their donations of items for our 75 baskets which will make up the Bidding for A Cause Online Auction. • Elaine shared an article with the Development Committee about raising money for nonprofits and the cost of events outweighing the returns. • Elaine thanked Marci and Basette for their work and expertise in organizing and photographing items for the auction. • Marci is learning to write reports and grants for Development. For 2021 Development will focus on grants, the Appeal and newsletters. Major gifts as opposed to events are the trend. • <i>Bidding for A Cause</i> was mentioned in the <i>Enquirer</i>.
Executive Committee		<ul style="list-style-type: none"> • The secretary position for the Executive Committee will need to be filled since Judy is terming off the Board. • Elaine would like the Board to act on Board recruitment. We need a working Board to take us into the future keeping diversity in mind.
Wrap up and adjournment		<ul style="list-style-type: none"> • Jason thanked everyone and concluded the meeting. The next Board Meeting is scheduled for Wednesday, January 20, 2021.