

**Franciscan Ministries Inc.  
Board of Director's Meeting Minutes  
January 15, 2020**

I = Information D=Discussion A = Action
---

**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, Guillermo Villa, Ginny Hizer and Elaine Ward

**Absent:** Sharon Lea Cooke, Tim Dressman and Waleed Fadayel

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>Brian welcomed everyone and introduced new board member John Payton.</li> <li>Sr Marilyn led the opening prayer with a theme of "time".</li> <li>On behalf of the board, Brian gave condolences to Guillermo on the loss of his brother.</li> </ul>
<b>Review of October Minutes</b>	A	<ul style="list-style-type: none"> <li><b>MOTION</b> made by Bill Mueller to approve October Minutes, Michael Barnett seconded, all approved.</li> </ul>
<b>Board Transitions</b>	I	<ul style="list-style-type: none"> <li>In addition to announcing new board member John Payton, Elaine announced that board member Mike Hutzler has resigned.</li> </ul>
<b>Director's and Program Report</b>	D	<ul style="list-style-type: none"> <li><b>Annual Appeal</b> -Elaine reported that the annual appeal, which focused on year-end results and our impact, was sent out in Early December. A reminder letter will go out in early February to donors who have not donated. New tax law changes that provide a standard deduction could be why donations are lower this year. Elaine reminded the board it is important that all board members give, allowing us to say we have 100% board participation.</li> <li><b>Media Attention –</b> <ul style="list-style-type: none"> <li>➤ Estelle McNair, director of Tamar's, was interviewed by Channel 9 news regarding the C grade received by the state of Ohio from Shared Hope International State Report Card on Human Trafficking. Estelle used the interview as an opportunity to spotlight the work at Tamar's and mention a proposed bill in the Ohio General Assembly to make it easier to prosecute "johns." She was contacted again by the station to comment on the possible name change to McMicken St., where Tamar's is currently located.</li> </ul> </li> <li>Franciscan Ministries was featured in <i>Movers and Makers</i> magazine and included photos of Guillermo Villa and Sr Marilyn from the Bubbles and Brew fundraiser.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>OLW</b> – All residents had moved out by the end of the first week in October. Staff completed work at the same time. Basic maintenance of the building and property remains in place while preparing for sale of the property.</li> <li>• <b>Franciscan Peddler Support</b> – A check from the Peddler for the second half of 2019 was received last week, the biggest received to date. The all-volunteer thrift shop located on the St. Clare Campus helps to fund the work of Franciscan Ministries.</li> <li>• Year-end statistics were presented and discussed for each ministry.</li> <li>• An update was shared about Tamar's Center client "Betty" who is making great progress.</li> <li>• Shannon, case worker at Tamar's Center has resigned. Julie, shelter manager is out on medical leave. We are struggling to meet the need with staff shortages.</li> <li>• Elaine requested board member feedback on the reports presented. Members like the statistics, history and ministry stories presented. This is especially helpful for funding.</li> <li>• A letter was received today from the Archdiocese granting Franciscan Ministries inclusion in the Official Catholic Directory. This makes us eligible for Catholic sponsored grants and Christian Brothers Health coverage.</li> </ul>
<b>Board Discussion</b>	D,A	<ul style="list-style-type: none"> <li>• A draft letter to the Congregation regarding governance was presented. This came as a response to several things including, concern about the needs for a Tamar's location and the ability of local leadership (the Board and the Executive Director) to make timely and judicious decisions for program operations. The purpose of the letter would be to start a dialogue with the Congregation on the subject of the governance of Franciscan Ministries and to share suggestions as they emerge from FM's strategic planning efforts in 2020.</li> <li>• Discussion occurred about language in the current FM Articles of Incorporation that already allows most of this autonomy. It was pointed out that in practice, there is actually less autonomy and there are unwritten operational expectations. It was suggested that the board send the letter, further explore the organizational structure and how that might look in the future. This may necessitate the need for an ad-hoc committee and will be discussed by the Executive Committee.</li> <li>• <b>MOTION</b> made by Jason Bruns to approve the letter, Guillermo Villa seconded, all approved except for Bill Mueller who disapproved.</li> </ul>
<b>Committee Reports</b>		
<b>Finance Committee</b>	D	<ul style="list-style-type: none"> <li>• Michael Barnett presented the Calendar Year 2019 Actual vs. Budget document. It revealed that net revenue/expense for calendar year 2019 was favorable. Revenue is unfavorable due to the closure of OLW, outside grants having not materialized and cancellation of the Golf Fundraiser. Expenses are favorable as salary costs are down, contractor costs are below budget and ministry supplies are below budget due to the closure of OLW. Michael explained that in response to the</li> </ul>

		audit of last year, new changes will take place. Franciscan Ministries will move to one bank account and will be purchasing new accounting software (MIP), designed for non-profits, that will interface with our current fund raising software. The purchase contract will be signed in February and closure of the current system, QuickBooks will hopefully be completed by March.
<b>Development Committee</b>	D,A	<ul style="list-style-type: none"> <li>Development Director Ginny Hizer presented the 2020 development calendar. Ginny explained how she is planning to meet with donors and form relationships. She is soliciting the help of each board member to secure donors for sponsorships (three types) - professional (business clients, colleagues and vendors), proximity – (neighbors, churches and organizations) and personal – (family and friends)</li> </ul>
<b>Strategic Plan</b>	D	<ul style="list-style-type: none"> <li>Guillermo reported the committee met with our consultants on December 2. They plan to reconvene with consultants again after the board meeting and pending the discussions of the governance and its effects.</li> </ul>
<b>OLW Building Committee</b>	D	<ul style="list-style-type: none"> <li>The committee has met with realtors to assist in the sale of the property and will most likely be signing with one soon. The contract would be a one-year contract with 7% commission fee. It will likely take up to a year to sell the building/property.</li> <li>We have submitted a request to have the property taxes reassessed.</li> </ul>
<b>Wrap up and adjournment</b>	A	<ul style="list-style-type: none"> <li>Elaine will schedule a time for members David Roth and John Payton to attend the new board member orientation and tour.</li> <li>Brian thanked everyone and concluded the meeting. Next board meeting is scheduled for Wednesday, April 15, 2020.</li> </ul>