

**Franciscan Ministries Inc.  
Board of Directors Meeting  
October 20, 2021  
Minutes**

I = Information  
D=Discussion  
A = Action

Present: Jason Bruns, Michael Barnett, Don Evers, Basette Smith II, Sr Marilyn Trowbridge, Sr June Casterton, Sharon Lea Cooke,, Brian Forschner, John Payton, Don Rohling, David Roth, Guillermo Villa, Elaine Ward  
Absent: Waleed Fadayel

Agenda Item	Item type	Comments
<b>Welcome, Opening Prayer, and Call to Order</b>	<b>I, A</b>	Jason welcomed everyone, and Elaine led the opening prayer
<b>Review/approval of last meeting's minutes</b>	<b>A</b>	<b>Motion</b> made by Michael to approve July minutes - the motion was <b>seconded</b> by John Payton, all <b>approved</b> .
<b>Board Transitions</b>	<b>I, D, A</b>	<p>Board Transitions</p> <ul style="list-style-type: none"> <li>● Elaine reported that Don R and Brian F will be terming out, and thanked them for their service</li> <li>● Introduced, discussed Elle Baker candidacy to board; reported that the Executive Board reviewed the application and approved her nomination</li> <li>● Elaine read Elle's board application - Basette provided a brief summary</li> <li>● Jason <b>motioned</b> to approve Elle Baker's application - Guermillie <b>seconded</b> - all <b>approved</b></li> </ul> <p>New Executive Director</p> <ul style="list-style-type: none"> <li>● Jason reported that an offer has been extended to a candidate - Sarah Wagner - who comes from the Salvation Army as Director of Social Ministries. The board discussed the timeline for Sarah's start, onboarding. Sarah will begin on 11/25, providing 15 day overlap with Elaine's departure. Jason will assist with onboarding during transition</li> <li>● Elaine will recommend that Sarah connect with each board member individually</li> </ul>
<b>Congregational Update</b>	<b>I, D</b>	<ul style="list-style-type: none"> <li>● Sr. Marilyn provided updates regarding congregational transitions, sharing that a consultant had been hired to assist in developing a new model to test before the next congregation chapter in 2023</li> </ul>

		<ul style="list-style-type: none"> <li>● A new model has been implemented 10/1 that removes segmentation and focuses on four main areas: congregational minister, membership development, local communal life, associates and charismatic family</li> <li>● Sr. Marilyn met with the newly structured team and reported that the meeting was productive, while agreeing that with all of the changes it makes sense that Sr. Marilyn remain in place in the interim</li> <li>● Elaine reminded the board of Sr. Marilyn's current role as ex-officio board member and reiterated her recommendation that Sr. Marilyn be considered for a regular board member position, with Sr. Wilma assuming the ex-officio role</li> </ul>
<p><b>Executive Director Report</b></p>	<p><b>I, D</b></p>	<ul style="list-style-type: none"> <li>● Elaine shared the upcoming board schedule - schedule will be posted on the board website</li> </ul> <p><b>BARN</b></p> <ul style="list-style-type: none"> <li>● A Barn director was hired but eventually taking another position - Marci, Elaine and others have been operating the Barn in the interim, as there has been incredible staff turnover and few events</li> <li>● Have received a signed Memorandum of Understanding from Funky's Catering with the intention of Funky's beginning taking calls in mid-November for 2022 events. Funky's will also take over events in January. A fuller operating agreement will need to be drafted</li> </ul> <p><b>HAIRCUTS FROM THE HEART</b></p> <ul style="list-style-type: none"> <li>● Lost the stylist due to safety issues, clients becoming increasingly aggressive</li> <li>● Recently hired a new part time stylist (Dan Pedigo) who owns a barber certificate. A male stylist was desired as most clients are male</li> <li>● Mobile sites have not fully opened, but plans are to bring them back soon with the hire of Dan</li> </ul> <p><b>TAU HOUSE</b></p> <ul style="list-style-type: none"> <li>● Summer 2020 was really slow, but bookings are starting to rebound, with 2022 beginning to fill up</li> <li>● Are now using St. Columban, St. Clement, with the St. Clement agreement undergoing renegotiation (will be a slight increase in the lease)</li> </ul>

		<ul style="list-style-type: none"> <li>● Discussion regarding the implication of the pending merger of St. Columban with St. Elizabeth, Seton and the trend toward parishes beginning to merge ministries</li> </ul> <p>METRICS</p> <ul style="list-style-type: none"> <li>● Barn: will need to fix reporting system</li> <li>● Garden: continues to be great ministry</li> <li>● Haircuts: numbers are down due to the loss of stylist</li> <li>● Tau House: numbers are still low but making a comeback</li> <li>● Tamar's: numbers are very down - revisited conversation from last quarter regarding decreasing participation <ul style="list-style-type: none"> <li>○ Elaine had long conversation with Estelle: the dashboard should be a trigger for understanding what's wrong</li> <li>○ Estelle shared the following: <ul style="list-style-type: none"> <li>■ COVID funding has focused on the homeless population</li> <li>■ Many longtime clients have gone to prison</li> <li>■ Staff has been busy providing secondary services (transportation to appointments, helping get housing) but fewer people coming to day shelter - will need further need analysis</li> <li>■ Day shelter is not be all end all - using the space to get to know clients, work with them to connect to other services</li> </ul> </li> <li>○ Sarah Wagner seems to be very interested in this population and seems to be well suited to further developing this program</li> <li>○ In researching crime statistics, learned that it is best to be adjacent to activity rather than in the exact area of activity</li> <li>○ Discussed the public perception regarding prostitution that has in effect lowered the stigma</li> </ul> </li> </ul>
<p><b>Tamar's Update</b></p>	<p><b>I, D, A</b></p>	<ul style="list-style-type: none"> <li>● Don E shared that a building on Republic Street that had previously been considered is now available at a much lower price (\$25,000). The roof has been repaired, and there is no evident water damage. The building is essentially a "blank canvas" with everything down to the studs.</li> <li>● The building would be a joint venture with John Sugitan and Welcome Home Collaborative</li> <li>● Building is owned by PNC Bank, and is listed by Cornerstone Realty</li> </ul>

		<ul style="list-style-type: none"> <li>● Discussed renovation costs, with mention of an organization that performs pro bono renovation services, which could offset some of the associated labor costs</li> <li>● A letter of intent was performed last week, essentially providing a window of opportunity of ~45 days</li> <li>● Sr. Marilyn noted that the congregation is not yet on board with this particular project, with Jason reminding the board that the groundwork has been laid with the congregation regarding the intent to purchase; will now need to go back with definitive plans</li> <li>● Discussed the potential zoning issues, with Michael noting that while operating as a day shelter would require a different zoning classification, there is precedence as adjoining Mary Magdalene House received a zoning variance.</li> <li>● Don E noted that the agreement could be made contingent on zoning, the joint venture, inspection, and congregation approval</li> <li>● Elaine suggested that a committee be formed to work on this, sharing that the Model Group could potentially exercise a clause requiring all tenants to vacate the church by the end of the year</li> <li>● A committee to handle the venture was formed, including Sr. Marilyn, Don E, Michael, Basette, and Sarah Wagner (once onboarded)</li> <li>● Discussed the need for obtaining appropriate documents for zoning, including architectural drawings, construction costs, etc. Estelle has done some of the groundwork</li> <li>● Jason <b>motioned</b> to move forward with pursuing the Republic Street building project - Michael <b>seconded</b> - <b>all approved</b></li> </ul>
<b>Centennial Barn Update</b>	<b>I, D</b>	<ul style="list-style-type: none"> <li>● The Memorandum of Understanding was signed on 9/20, with a more formal agreement forthcoming</li> <li>● Funky's received the current Barn event schedule, including 11 events in 2022 that Funky's will take over</li> <li>● Funky's has not yet shared contact information for the individual that will manage bookings</li> <li>● Sr. Marilyn shared that the separate kitchen agreement will be signed on Monday 10/25</li> <li>● Discussed the need to move the process along, with Don E agreeing to visit Funky's in person to inquire</li> </ul>
<b>Financial Committee Report</b>	<b>I, D, A</b>	<ul style="list-style-type: none"> <li>● Don E shared the Financial Report (details on Board intranet)</li> </ul>

		<ul style="list-style-type: none"> <li>● Ending cash position expected to be ~\$400,000 <ul style="list-style-type: none"> <li>○ Up slightly from the budget presented to the congregation</li> <li>○ Expenses related to the Barn will go away one the Funky's deal goes through</li> </ul> </li> <li>● Discussed whether the Board should reduce its monetary request as a result, with Sr. Marilyn noting that there is precedence for this. Considered the added budget items as a result of new positions (PT Haircuts from the Heart barber, Development position). Regarding the Development position, discussed the fact that the position was designed to be a hybrid position, with significant support from the new Executive Director</li> <li>● <b>Motion</b> by Guermillio to approve the budget - <b>seconded</b> by Brian - <b>all approved</b></li> </ul>
<b>Development Committee Update</b>	I	<ul style="list-style-type: none"> <li>● Elaine shared the update regarding the Bidding For a Cause online auction, which is now live</li> </ul>
<b>Executive Committee Update</b>	I	<ul style="list-style-type: none"> <li>● Jason remarked on Elaine's departure from Franciscan Ministries, thanking her for her service and noting that a celebratory event wil be planned</li> <li>● Elaine: "Thank you everyone; it's truly been a pleasure. Weve accomplished so much in the past 6 years. When I started, the Executive Committee didn't even exist. Our ministries have grown, and fundraising has increased. There's no way to go but up! Thank you for the opportunity to serve; I've loved getting to know everyone."</li> </ul>
<b>Wrap-up and adjournment</b>	I	Jason thanked the Board and adjourned the meeting. Next Meeting 1/19/2022.