

**Franciscan Ministries Inc.  
Board of Director's Meeting  
January 20, 2021 via ZOOM**

I = Information D=Discussion A = Action
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**Present:** Jason Bruns, Michael Barnett, Don Evers, Basette Smith II, Sr Marilyn Trowbridge, Sr June Casterton, Sharon Lea Cooke, Waleed Fadayel, Brian Forschner, John Payton, Don Rohling, David Roth, Guillermo Villa and Elaine Ward

**Absent:** Timothy Dressman

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. June led the opening prayer</li> </ul>
<b>Review of October Minutes</b>	A	<ul style="list-style-type: none"> <li>• <b>MOTION</b> made by Guillermo Villa to approve the October Minutes, Sr. June seconded, all approved.</li> </ul>
<b>Board Transitions</b>	I,A	<ul style="list-style-type: none"> <li>• Basette has agreed to come off the Development Committee and take on the Secretary role of the Executive Committee which Judy Mitchell Steele previously held.</li> <li>• <b>MOTION</b> made by Guillermo Villa to approve new Secretary to role by Basette, Sharon seconded, all approved.</li> </ul>
<b>Executive Director's Report and Program Report</b>	I, A, D	<ul style="list-style-type: none"> <li>• Elaine discussed her plan to retire at the end of 2021.</li> <li>• The Barn re-opened during the summer when COVID numbers improved, however the Barn has been closed to events as COVID cases increased and the Governor has restricted event gatherings.</li> <li>• The Barn is still conducting tours.</li> <li>• The Community Garden has wrapped up for the season.</li> <li>• Haircuts remains open although things have been very slow.</li> <li>• A staff member at Tamar's Center contracted COVID, which resulted in closure of the Center. They have since re-opened partially, mostly to help those in extreme crisis.</li> <li>• Grant monies received has allowed Tamar's to provide a very safe space. We have spent all monies on COVID protective equipment.</li> <li>• Don Rohling inquired about the status of Tamar's rental space with the United Phillipus Church of Christ. Elaine has a Zoom meeting with the purchaser of the building, The Model Group, on February 2, 2021 to discuss what the plans are for</li> </ul>

		<p>the space and what we need to know. Elaine has enlisted their help in relocating Tamar's.</p> <ul style="list-style-type: none"> <li>• St. Clement Parish, which owns Tau House building, has a new priest. Marci met with him last week and he indicated there were no plans for any changes to the agreement with Tau House and the parish. The lease has been renewed.</li> <li>• Many Tau groups that had rescheduled have now cancelled trips due to COVID.</li> <li>• The annual appeal was mailed out in early December. As of January 8<sup>th</sup>, \$10,000 worth of donations have come in. A second Appeal letter will be mailed out to those who have not responded in early February.</li> <li>• Franciscan Ministries received the Hamilton County CARES ACT grant in the amount of \$26,000 for Tamar's Center, The CRS Rice Bowl Fund in the amount of \$3500 for The Community Garden through the Archdiocese and a PNC Charitable Trust Grant in the amount of \$20,000 for Tamar's Center.</li> <li>• The On-Line Auction raised \$9000.</li> <li>• The Congregation has funded a 403b Retirement Fund for full time employees through the St. Elizabeth Fund. The sisters make an annual discretionary contribution based on salary.</li> <li>• Elaine shared the metrics report for each of the ministries. As expected, most numbers are down due to COVID. Elaine shared the story of a Tamar's Center client who was able to get in to the First Step Program.</li> <li>• Sr. June questioned the continuation of The Tau House and its future.</li> <li>• Elaine presented graphs for each of the ministries intended for discussion at the upcoming retreat. The graphs represent a picture of the past 5 years financials and data of one service unit for each ministry. Elaine summarized the data findings for each ministry and reminded the board members to review this as well as other documents provided prior to the Retreat on Saturday.</li> <li>• Craig Kowalski will be facilitating the Retreat on Saturday. Marci has posted documents as well as the agenda on the Board website. The agenda outlines the plan, there will be polling questions and breakout groups. The goal for the retreat on Saturday is to "level set" the Board.</li> <li>• Even though the Peddler is not a ministry, they provide funds to Franciscan Ministries. What is the future of the Peddler which is currently run by volunteers?</li> </ul>
Finance Committee	I,A, D	<ul style="list-style-type: none"> <li>• Don Evers presented the calendar year results for 2020 – See Report.</li> <li>• Franciscan Ministries ended the year with a cash position increase compared to 2019 much due to the sale of OLW.</li> </ul>

		<ul style="list-style-type: none"> <li>• Don presented the 2021 projections – See Spreadsheet Report.</li> <li>• Program Revenue has been projected at approximately 59% of what was initially budgeted due to COVID. Most of the Barn revenue is expected to be for reservations and not actual events.</li> <li>• Expenses have increased slightly due to an increase in employee health care benefits.</li> <li>• It is projected that Franciscan Ministries will end 2021 with a positive cash flow, primarily due to the proceeds of the sale of OLW. The Development Director salary is not included. A second PPP loan is being sought through PNC Bank.</li> <li>• The overlap of the ED position is flexible. The amount of overlap time will be dependent on the skill set of the new ED. December is a volatile month; overlap should begin in November.</li> <li>• David Roth expressed concern that waiting too long to hire a Development Director could be impactful to recruiting and hiring the new ED.</li> <li>• Elaine expressed that this is a good time for the Board to consider some possible restructuring of the organization and the roles going forward.</li> </ul>
Development Committee	I,A,D	<ul style="list-style-type: none"> <li>• Sharon reported that the Development Committee met last week. They discussed much of the financials that were presented at this meeting. They also discussed plans for fundraising in 2021. The Committee has decided to organize a silent auction for October 2021 since the last one was a great success and did not require many man hours.</li> <li>• All Board Members are encouraged to begin to recruit items for the baskets. The Committee also decided that Bubbles and Brew would not be an option for 2021 due to COVID.</li> <li>• With the absence of a development director for the year, development will focus on; a virtual event, the annual appeal, newsletters and grant writing.</li> </ul>
Executive Committee	I,A,D	<ul style="list-style-type: none"> <li>• Jason explained succession planning for the Executive Director has begun.</li> <li>• A timeline has been presented as part of the plan- See Timeline. He also included a CEO search committee guide and a two-page summary of the comprehensive guide.</li> <li>• Jason suggested the Executive Committee vet out some the organizational structure issues and present it to the rest of the Board.</li> <li>• The retreat will focus on the structure of the organization as a whole. This will hopefully then allow for better direction in understanding the role of the Executive Director.</li> </ul>

		<ul style="list-style-type: none"> <li>• Michael suggested that Board members be included in suggesting feedback for the ED position perhaps by way of a survey.</li> <li>• Jason outlined the plan for procedural process in the timeline. The goal is to be transparent.</li> <li>• Guillermo expressed that he feels the possible elements of the interview are too precise, a candidate should have researched these areas on their own prior to the interview and come with robust questions.</li> <li>• Waleed suggested the screening process be by phone or 1 individual of 6-7 potential candidates who would be reduced to 2-3 who would engage in a behavioral interview by a few board members who present the same questions to each candidate. This could include “soft” interviews or discussions with staff members or directors.</li> <li>• Elaine should be a part of the prep work but not part of the interview process.</li> <li>• Basette expressed he feels it is vital that staff be included in as many steps of the process as they can.</li> </ul>
<b>Wrap up and Adjournment</b>		<ul style="list-style-type: none"> <li>• Jason thanked everyone, meeting is adjourned.</li> <li>• Next Board meeting is scheduled for Wednesday, April 21, 2021.</li> </ul>