

**Franciscan Ministries Inc.
Board of Director's Meeting
July 17, 2019
Minutes**

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| I = Information D=Discussion A = Action |
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Present: Michael Barnett, Jason Bruns, Sr. June Casterton, Sharon Lea Cooke, Don Evers, Waleed Fadayel, Brian Forschner, Bill Mueller (by phone), Don Rohling, Judy Steele-Mitchell, Sr. Marilyn Trowbridge, Guillermo Villa, Elaine Ward

Absent: Maria Ciaudelli-Cholak, Tim Dressman, Mike Hutzal, David Roth

Guests: Marci Peebles

| Agenda Item | Item type | Comments |
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| Welcome and prayer and call to order | I, A | <ul style="list-style-type: none"> Brian welcomed everyone and explained new Board member Tim Dressman could not attend the meeting as he was on route to Chicago to welcome a new grandchild. Don Rohling led the opening prayer. |
| Review of April Minutes | A | <ul style="list-style-type: none"> MOTION made by Jason to approve the April Minutes, Sr. June seconded, all approved. |
| Sacred Story | I, D | <ul style="list-style-type: none"> Guest speaker Marci Peebles spoke about Haircuts from the Heart voucher program. Marci explained the history of the Voucher program –to benefit youth; Haircuts received grant from the Dater Foundation; working with CISE (Catholic Inner-city Schools Education Fund) to utilize the vouchers; initially vouchers not being utilized; tweaking the program and hoping to expand and partner with 15-16 salons; possibly expand into Kentucky and maybe change “voucher” to “gift certificate”. Marci explained that because Tau House mostly houses groups affiliated with schools, Tau House is occupied during Spring Break and during the summer months when schools are not in session; St. Columban Parish in Loveland has offered to allow FM to host overflow groups at no charge; St. Columban parish has also made donations to Tamar's Center. |
| Director's and Program Report | I, | Media Attention <ul style="list-style-type: none"> Franciscan Ministries Community Garden was featured in both USA Today and the Cincinnati Enquirer. The articles discuss poverty in our area and highlight the immigrant Bhutanese who grow food for their families in our garden. The episode featuring the garden which aired last fall on the PBS series <i>Our Ohio</i>, is nominated for a regional Emmy award. <i>Sacred Heart Radio</i> contacted Franciscan Ministries after reading FM newsletter to invite FM to talk about Tamar's Center. Elaine and Estelle were interviewed by Fr. Rob Jack on the <i>Driving Home the Faith</i> |

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| | | <p>evening show to talk about Franciscan Ministries, our mission, and the services FM provides at Tamar's Center.</p> <p>Work on the 990 and Unrelated Business Income</p> <ul style="list-style-type: none"> Audit revealed the question of whether the Barn revenue is subject to tax. Is revenue generated by the Barn directly related our mission? Recent addition of bar service has added to Barn revenue and has moved the Barn into a taxable category. Even though all proceeds support FM's work. |
| | | <p>Barn</p> <ul style="list-style-type: none"> The Barn is booked and doing very well. Schervier Hall bookings are included in numbers presented. Conversion rate tours to bookings for the month of June may seem low due to lag time. <p>Garden</p> <ul style="list-style-type: none"> All plots are being utilized. Over half are Bhutanese Gardner plots. <p>Haircuts</p> <ul style="list-style-type: none"> Ida, the full time stylist has resigned. Haircuts remains busy. <p>Tau</p> <ul style="list-style-type: none"> Busy time of year, groups occupying house all summer. Many groups are repeat groups. Marci sends out "Christmas in July" cards to repeat groups as well as new groups to encourage bookings for the next year. <p>Tamar's Center</p> <ul style="list-style-type: none"> Social worker Aimee Willhoite has resigned. Have a potential new hire candidate –waiting to see if she is required to be supervised by a social worker. <p>Development</p> <ul style="list-style-type: none"> Scott Gilliam has resigned – looking for a new director of development. <p>OLW</p> <ul style="list-style-type: none"> Staff, Residents, Franciscan Sisters of the Poor and Community stakeholders were in informed of the decision to close OLW. |
| Board Discussion | I,D | <p>Handout OLW status report dated July 15 – mid June, 2019</p> <ul style="list-style-type: none"> Staff, Residents, Franciscan Sisters of the Poor and Community Members of OLW were informed of the pending closure of the facility. Staff were informed in person at a meeting held on June 17, 2019. Elaine, Tonie, Sr. Marilyn and Christine Alderman of HR were all present. Staff received a letter outlining severance opportunities as incentive to stay as well as help in finding new employment including assistance with resume writing. FM agreed to provide approximately one-months' notice of termination. A letter was provided to each resident and they were assured FM will help them find new homes. |

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| | | <ul style="list-style-type: none"> • The goal is to close OLW by the end of September although remain open until everyone is settled. • Using a list provided by Tonie, community stakeholders including the VA and partner agencies were notified formally by letter of the decision to close OLW. • Resident status numbers are included in handout details status of the 20 residents. CASS (Cincinnati Area Senior Service) has agreed to provide senior care coordination service. There is a fee for those not existing clients of CASS. <p>Action Needed</p> <ul style="list-style-type: none"> • Because Franciscan Ministries was created merging under OLW's 501c3, this may require legal guidance to ensure that the closing of OLW is addressed properly from the standpoint of FM's incorporation status. • Handout- OLW close out budget – Don Evers presented handout detailing closeout budget for OLW – revenue vs. expenses. Optimistic that OLW will close by September. Should still have close to 6k at the end of the year. This does include severance pay for the employees. • Not reflected in the budget is the cost of CASS, approximately \$50.00/hour, the damages for the contract with Cincinnati Bell- approximately \$3700 as well as the damages for the contract with Integrity, an energy broker, approximately \$4000. Sr. Marilyn has offered to help with this expense if needed. A contingency plan is included in the 2020 budget. • Ad hoc Committee – Elaine expressed the need to create a committee of the board to help handle the disposition of the OLW property. Tim Dressman, Don Evers, Brian Forschner and Guillermo Villa have agreed to be on the committee and will report to Elaine. • A suggestion was made to offer OLW to St. James, the neighboring church. |
| Finance Committee | | |
| | D | <ul style="list-style-type: none"> • Michael Barnett presented the handout summarizing Jan.-June actual vs. budget. • Cash position as of June 30, 2019 presented an increase since December 31, 2018 due to a revenue increase and a depreciation expense add back. Net revenue/expense for Jan – June 2019 (Actual vs. Budget) was favorable. • Even with the unanticipated expenses, we are still under budget. That position will decline as OLW's rent decreases as residents move out between now and the end of the year. • Grants are down due to not having a development director. • A letter was sent to the Board from the Auditor outlining certain deficiencies to be a material weakness. They included Restricted Net Assets and Contributions. The auditor also made recommendations with regard to separation of duties. More discussion will follow in 2020. Copies of the audit are available. • 990 summary presented. • MOTION made by Michael Barnett to approve the 990 as presented, Jason Burns seconded, all approved. |

| Development Committee | | |
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| | D | <ul style="list-style-type: none"> • Scott Gilliam has resigned at 90 days. • YTD development activities to date include: Annual Appeal acknowledgment letters, reminder appeal letter, Piggies Raffle and Charitable Suds, report completed for the Greater Cincinnati Foundation, Spring/Summer newsletter sent, application for grant from Church of Incarnation completed, Meeting with GE for grant funding for Haircuts and report completed for Dater Foundation (pilot project). • Upcoming plans include – sending out an e-newsletter in August and a print newsletter in October, Pet Blessing on Saturday, Oct. 5, 2019 – pet blessing and friend raiser, Fall Fund Raiser- <i>Bubbles and Brew at the Barn</i>, Saturday October 19, 2019, send out the Annual appeal around Thanksgiving with a related theme and for grants, reach out to Good Shepard for Tamar's Center. • Results (Jan – June 2019) presented. |
| Quality/Metrics- Strategic Plan | | |
| | D | <ul style="list-style-type: none"> • Guillermo recommended we pause and pick up in the future in light of OLW closure. |
| Tamar's Task Force | | |
| | | <ul style="list-style-type: none"> • Jason explained that the Task Force met recently to discuss short and long term goals related to securing a location for Tamar's Center. • Discussed collaboration with other entities like Good Shepard. • Jason discussed a location that may become a possibility in the future. • Guillermo – Santa Maria located in Price Hill has four buildings and is looking to consolidate. Buildings may become available. |
| Executive Committee | | |
| | | <ul style="list-style-type: none"> • In light of board member changes, Brian challenged all Board Members to bring someone in to be on the board. Board members can help with friendraising and fundraising. • Board members with expertise in legal issues, tax issues and real estate issues are very beneficial. |
| Wrap up and adjournment | A | <ul style="list-style-type: none"> • Brian thanked everyone and meeting is adjourned. |