

**Franciscan Ministries Inc.
Board of Directors Meeting
January 22, 2024
Minutes**

I = Information D=Discussion A = Action

Present: Jason Bruns, Don Evers, Sr. Marilyn Trowbridge, Sr. Ann Cecile Albers, Basette Smith, Elaine Ward, Guillermo Villa, Michael Barnett
Absent: None

Agenda Item	Item type	Comments
Welcome, Opening Prayer, and Call to Order	I	Jason opened the meeting. Sr. Marilyn led the Opening Prayer.
Review/approval of 10/23/2023 minutes	A	No changes or amendments Motion to approve made by Don E , seconded by Basette - all approved
Board Transitions, New Board Members	I, D	Basette transitioning off board following April meeting - Jason thanked Basette for his service Jason reported: <ul style="list-style-type: none"> ● Michael Barnett, Guillermo Villa, Elaine Ward voted to join board ● Encouraged board to discuss possible new board members
Congregational/Organizational Structure, Program Reports	I, D, A	Congregational changes <ul style="list-style-type: none"> ● New congregational structure and leadership as former liaison Sr. Wilma now serving as Congregational Minister (leading entire organization) and will have a new ministerial liaison/Congregational Councilors (Sr. Thalyta, Sr. Mara) ● Congregational leadership structure has reverted to regional divisions ● Sr. Wilma, Sr. Thalyta, Sr. Mara to be in US in early April - would like to move next board meeting to 4/8/24

		<p>Organizational Changes</p> <ul style="list-style-type: none">● Discussed determining what the FM staffing structure should look like—do have a budgeting framework built out but would need to augment in order to include the new ED● Plan to date has been to “live into” the new normal, as Sr. Ann has been serving as interim ED/congregation liaison, with an eye on revisiting the recruitment of a new Executive Director in early 2024● Discussed the need for an updated org chart to share with the Board● Michael: Is the thought that we’re going to spend 2024 in this interim phase to get a handle on Tamar’s before a decision on permanent ED, or look at sooner rather than later?● Jason: not sure what the plan is going forward● Don E: had looked at options for PT ED along with a Tamar’s director● Michael: surprised at the evolving clientele at Tamar’s vs previously expected● Elaine: feel that focus should be on identifying an ED to assist the board in identifying the direction with regards to Development and the situation at Tamar’s - expressed concerns about the numbers reported, primarily as it relates to demographics● Guillermo: Feel as though Santa Maria could assist as a stopgap to assist in the short term
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| | | <ul style="list-style-type: none">● Michael: Feels that the focus has changed - need an ED that is more entrepreneurial and one that can mitigate the new clientele landscape - very different profile than 2 years ago - how will we begin a search? Would we lean on HR to identify candidates or look to an external source to assist?● Basette: Shared that the conversation as it was left in 2023 was that the delineation of duties for Tamar's was much more involved than the other ministries - a possible profile for a new ED being one that would have more direct supervision over Tamar's with broader leadership over the other ministries, as Marci oversees the other ministries - another option discussed was exploring a part-time ED, but feels that this option is not realistic● Elaine: Feels that the consideration on the profile of the new ED should also involve (with the direction of the congregation) a projection of the view of the ministry in the future● Sr. Marilyn: some assumptions were made regarding the clients, etc. that did not prove true - looking forward, there needs to be a needs assessment to the neighborhood, as the clientele is not coming - the restructuring and transition of the congregation did not help - believe that added to the chaos - looking to the future, first we need to answer what we're about at Tamar's before moving forward |
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Tau House

- Elaine: Questions re: Tau House - numbers are concerning - lower than expected, down significantly since 2019 (~500) - remember this was a trend before leaving and that the message from Marci was that COVID had an

		<p>impact - feel like this is also something to be explored in the same way that Tamar's is being analyzed</p> <ul style="list-style-type: none"> ● Sr. Ann: Marci has made it clear that groups just have not been coming in the same way they have in the past - she's tried to innovate but has been unsuccessful ● Sr. Marilyn, Don E: Feel that COVID has played a big role and has led to a new normal ● Elaine: Possible convening of a focus group to help explore: if not this, what else? Could look at youth groups, parishes to gather information ● Jason: Shared that there are annual conference of these types of youth service groups that Marci has attended in the past - could also look into online forums for promoting service offerings ● Elaine: Marci has been in this role a while, but feel that it is time for fresh perspective and a time to tap into other resources - Marci could be the one to lead that effort ● Jason: Believe this should be the responsibility of an ED as a matter of course - proactively identify trends while being a resource to the board <p>ED Search</p> <ul style="list-style-type: none"> ● Would like to move quickly on deciding on ED role in advance of Sr. Wilma visit in April given there is no earmark for ED or Tamar's director in budget - need a plan for what the board wants to ask for an ED ● Discussed the lack of development activities to date and the role and fit of Grace Marie being one with more secretarial/administrative duties - discussed having the
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		<p>new ED assess and vet the team to determine the best course of action</p> <ul style="list-style-type: none"> ● Agreed that the new ED should have a more integral role in development activities as a function of the position in addition to the direct supervision of Tamar's, eschewing a standalone Tamar's director. While concerns raised about whether such a candidate exists, it was agreed that given the size of FM, the need for a separate Tamar's director does not seem prudent ● Also discussed the fact that Marci could play a bigger role in support of the new ED ● All agreed that the ED position profile should encompass: <ul style="list-style-type: none"> ○ Leadership of entire FM ministries ○ Direct supervision, strategic leadership, vision casting for Tamar's ○ Oversee fundraising/development efforts ● All agreed that a job description and salary range would be developed in Executive Committee and a proposal sent to the congregation for approval <p>Tamar's, Staff status report</p> <ul style="list-style-type: none"> ● Discussed the board's receipt of a status report from Tamar's staff (Julie, shelter manager; Erin, Social Worker) requested due to incomplete/inaccurate information regarding the landscape of the Lower Price Hill community and the efforts to connect and engage ● Details surrounding a nearby tent community and Tamar's efforts to understand it and engage with it were discussed, with the consensus being that FM would benefit from the new ED making intentional engagement efforts with Lower Price Hill community
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leadership/organizations as a way to help determine unmet needs in the area, inform how Tamar's could pivot, and serve as part of the case for the proposal to the congregation

- Discussed providing an official response to Tamar's staff from the Board, thanking them for their work and sharing that the Board will be taking steps in response to the findings
 - **ACTION:** Sr. Ann will communicate this to staff
- Discussed arranging information/fact-finding sessions with the Board and Price Hill/Lower Price Hill organizations
 - Guillermo agreed to coordinate with Santa Maria, Price Hill Will
 - Basette agreed to coordinate with Community Matters

Haircuts

- Sr. Ann reported:
 - Part time barber identified and hope to have the person on boarded by end of month
 - Metrics for Dec 2023 not accurate
 - Actually 134 clients seen in December
 - Has been very busy - activity primarily mobile with Margarita, with salon services at to resume at Mary Magdalene and served by the new part-time barber
- Concerns raised regarding FM's paying for a barber despite Mary Magdalene being able to afford to pay for a barber themselves
- Considered employing another stylist/barber for the mobile—or reallocating the newly hired part-time barber—but agreed to table any concrete decisions until an ED is hired and can further assess the situation

		<ul style="list-style-type: none"> ● Did discuss tasking Marci in the interim to reach out to Mary Magdalene House leadership for preliminary discussions on a schedule/plan <ul style="list-style-type: none"> ○ ACTION: Sr. Ann to speak to Marci
Finance Committee Report	I	<p>Don reported: See Cash Flow Summary</p> <p>Highlights:</p> <ul style="list-style-type: none"> ● End of year \$132k bogey cash <ul style="list-style-type: none"> ○ Decrease of ~\$23k at beginning of year <ul style="list-style-type: none"> ■ Net earnings from operations: deficit of \$32.5k ■ + Cash addbacks: ~\$8k ● Higher than original target of \$100k bogey cash as per instructions from congregation <ul style="list-style-type: none"> ○ Due to congregation remitting payment before being requested by FM - would prefer payments to be sent once requested, in order to adhere to the prescriptions from the congregation ○ Communicated this to congregation, but have not received response <p>January actual vs budget</p> <ul style="list-style-type: none"> ● Expenses unfavorable by \$32.5k ● Revenue unfavorable by \$201k ● Outside grants, congregational support unfavorable by \$96.2k, \$69k respectively <ul style="list-style-type: none"> ○ Adjusted congregational support as result of ED, Tamar's, administrative vacancies

		<p>Revenue</p> <ul style="list-style-type: none"> ● Program revenue down \$10.1k <ul style="list-style-type: none"> ○ Due primarily to Tau House ● All other revenue down \$25k ● Due to no development events (auction, etc) ● Contributions down \$10.3k ● Offsetting this, expenses favorable by \$168k <ul style="list-style-type: none"> ○ Due to wage, Tamar's maintenance costs not outlaid <p>2023 Year end report Update</p> <ul style="list-style-type: none"> ● Sent 1/11 to Italy, which include: <ul style="list-style-type: none"> ○ Cash flow ○ Board reports ○ Quarterly workbooks ● Italy sent 2024 budget workbooks, but had not included anything regarding SFP foundation, including 4 other changes ● Sent back workbooks - waiting to receive response ● Overall, met all congregational obligations ● Audit review scheduled for 3/5
Other Discussion		<p>Congregational Updates</p> <p>Sr. Marilyn shared/reiterated:</p> <ul style="list-style-type: none"> ● New functions of congregation - similar to how it was previously <ul style="list-style-type: none"> ○ Councilors dedicated to sections geographically with total responsibility to that area ○ Sisters ○ Ministries ○ Properties

		<ul style="list-style-type: none"> ● New Councilor Sr. Mara (treasurer)
Wrap-Up and Adjournment	I, D	<ul style="list-style-type: none"> ● Reviewed board and committee schedule for 2024 ● General board <ul style="list-style-type: none"> ○ Jan, April, July, October - fourth Monday ○ CHANGE: April 22 to April 8 ● Executive Committee: <ul style="list-style-type: none"> ○ Monthly on fourth Monday virtual (with exception of board meeting dates) ● Financial Committee: April, July, October ● Development Committee: on hold pending new ED ● Renee to resend calendar invites - Sarah's calendar is still showing up on calendars <p>Jason thanked everyone and adjourned the meeting</p> <ul style="list-style-type: none"> ● Next meeting: April 8, 2024 @ Schervier Hall