

**Franciscan Ministries Inc.  
Board of Directors Meeting  
July 25, 2022 [VIRTUAL]  
Minutes**

<p>I = Information D=Discussion A = Action</p>
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Present: Sarah Wagner, Jason Bruns, Renee Sales, Brian Walker, Deanna Powell, Sr. Marilyn Trowbridge, Michael Bennett, David Roth, Waleed Fadayel, Basette Smith II, Elle Baker, Don Evers, Sr June Casterton, Guillermo Villa

Absent: None

Agenda Item	Item type	Comments
Welcome, Opening Prayer, and Call to Order	A	Jason opened the meeting. Sr. Marilyn led the opening prayer.
Review/approval of 4/18/2022 minutes	A	<b>Motion</b> made by Michael Bennett, <b>seconded</b> by Sr. June - all approved
Executive Director's Report & Program Report	I	<p>Barn</p> <ul style="list-style-type: none"> <li>Liquor license is up for renewal - Sarah will need SSNs from the Executive Committee to move forward</li> </ul> <p>Haircuts</p> <ul style="list-style-type: none"> <li>New stylist hired - Margarita Whitson <ul style="list-style-type: none"> <li>Originally from Puerto Rico</li> <li>She and husband are pastors at a local church</li> <li>Currently getting acclimated - will start August 1</li> <li>Will be part time at the moment but is open to full time which will open up potential for expansion to new sites</li> </ul> </li> </ul> <p>Garden</p> <ul style="list-style-type: none"> <li>Everything going well</li> <li>Garden has overtaken the land (in a good way)</li> <li>Gardeners expected to volunteer 5 hours/month outside of their plot</li> </ul> <p>Tau</p> <ul style="list-style-type: none"> <li>Final summer group next week</li> <li>Programming has been steady and busy throughout the season</li> </ul>

		<p>Tamar's</p> <ul style="list-style-type: none"> <li>• Operations are picking up, thriving - highest daily number is 8 - bordering on overwhelming for one case manager</li> <li>• Garage came down (was a significant safety hazard)</li> <li>• Shed is coming down, being replaced</li> <li>• Programming is exploding <ul style="list-style-type: none"> <li>○ Tuesdays at Tamar's (themed days with lunch provided) <ul style="list-style-type: none"> <li>■ Spa/manicure Day</li> <li>■ Exploring podiatry services</li> <li>■ Kickoff yielded 7 women</li> </ul> </li> <li>○ AA/NA meetings on Wednesdays (transportation, lunch provided) <ul style="list-style-type: none"> <li>■ Run by outside person</li> <li>■ Yielded 8 people</li> </ul> </li> <li>○ Implemented an incentive program <ul style="list-style-type: none"> <li>■ 4 tokens/week to be used to purchase supplies in the pantry</li> </ul> </li> <li>○ Implemented punch card program to incentivize noteworthy performance <ul style="list-style-type: none"> <li>■ Incentivizing responsibility, good behavior, good housekeeping</li> </ul> </li> </ul> </li> <li>• Received first payment from United Way grant of \$18k <ul style="list-style-type: none"> <li>○ Will be spent by Oct 1</li> <li>○ Part of \$47k grant</li> <li>○ Funds being used to purchase tents, sleeping bags, other supplies</li> </ul> </li> <li>• Sr Marilyn noted that the information on Google for Tamar's needs to be updated</li> </ul>
<b>Development Committee Report</b>	<b>I, D</b>	<ul style="list-style-type: none"> <li>• Sarah reported on the decision to cancel Bubbles &amp; Brew, citing a number of extenuating circumstances (staffing, resources, low potential for profitability), making it infeasible to coordinate this year</li> </ul>

		<ul style="list-style-type: none"> <li>● Noted that instead, will shift gears to putting on an online auction <ul style="list-style-type: none"> <li>○ Volunteer committee has been assembled to assist</li> <li>○ Goal is to net \$2000 more than last year</li> </ul> </li> <li>● Jason posed whether an in-person event is still beneficial</li> <li>● Deanna noted her preference for an in-person event, citing the staffing transitions at the Barn as an opportunity for 'friend-raising', but noted that online events have been beneficial. Suggested trying to put on one of each in the future</li> <li>● Michael noted that in-person events tend to be labor intensive, with marginal upside vs online events and did not feel compelled to put on an in-person event right away. But would want to look at an in-person event in the future</li> <li>● Discussed the necessity to arrange a corporate sponsor for any in-person event in the future</li> <li>● Hope is to leverage expertise of volunteer committee to bring in a corporate sponsor in the future</li> <li>● Barn is an attractive venue</li> </ul>
<b>Committee Structure</b>	<b>I, D, A</b>	<p>Jason:</p> <ul style="list-style-type: none"> <li>● Initiated discussion regarding revisiting of committee structure, noting previous discussions regarding changes to committees/ member reassignments</li> <li>● Historically have had the following committees: <ul style="list-style-type: none"> <li>○ Goals/metrics</li> <li>○ Executive</li> <li>○ Development</li> <li>○ Finance</li> </ul> </li> </ul> <p>Sarah:</p> <ul style="list-style-type: none"> <li>● Noted that goal would be to expand role of goals/metrics committee to become program committee <ul style="list-style-type: none"> <li>○ Incorporate a social services focus to evaluate expansion/programmatic options for Tamar's, Haircuts</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Dive into data/metrics to bring it to a more sophisticated level</li> <li>○ Shared recent meeting with Basette and Elle who are interested in serving on this new committee, in addition to other individuals that would help bring vision into fruition</li> <li>● Agreed to the following committees <ul style="list-style-type: none"> <li>○ Executive</li> <li>○ Finance</li> <li>○ Development (adding Brian Walker to committee)</li> <li>○ Program</li> </ul> </li> </ul> <p>Jason:</p> <ul style="list-style-type: none"> <li>● Feels this gives FM a good way forward regarding flow into general board</li> </ul>
<b>Executive Committee Report</b>	<b>I, D</b>	<p>Jason:</p> <ul style="list-style-type: none"> <li>● Discussed new congregational structure</li> <li>● Has changed working relationship between board, Italy</li> <li>● Have traditionally communicated with congregational council with Sr Marilyn doing heavy lifting as a liaison, translating happenings of FM and reporting out to Italy on behalf of board</li> <li>● As a result, Don E, Sarah, Jason met with Sr Paula, Sr Licia to clarify roles, expectations</li> <li>● Conversation went well, given previous communication challenges (i.e. sale of OLW)</li> <li>● All original assumptions are correct <ul style="list-style-type: none"> <li>○ FM will continue to be a sponsored ministry</li> <li>○ Italy excited about future of FM, growth</li> </ul> </li> <li>● New learning: new congregation policies/procedures <ul style="list-style-type: none"> <li>○ i.e. approvals for expenditures</li> </ul> </li> <li>● Sarah to set up regular meetings with Italy <ul style="list-style-type: none"> <li>○ Jason noted that by having ongoing dialogue with congregation it will make subsequent conversations regarding decisions more fluid</li> </ul> </li> <li>● Agreed to plan of spending down to \$100k</li> </ul>

		<ul style="list-style-type: none"> <li>As FM applies for more grants, Don E clarified that the spend down policy would have to be augmented in order to satisfy any funding requirements</li> </ul> <p>Don E:</p> <ul style="list-style-type: none"> <li>Congregation is still feeling their way through their own new structure - know what they want to do, still somewhat vague regarding regular communication (eg. budget change processes)</li> </ul> <p>Sarah:</p> <ul style="list-style-type: none"> <li>Agreed that communication is imperative - noted on the call that expectations can't be met without communication - felt that some authority needs to be given FM to make decisions - hope that changes are made and clarity provided moving forward</li> </ul> <p>Sr Marilyn:</p> <ul style="list-style-type: none"> <li>Not out of the woods, given general chapter meeting in Fall of 2023 - changes in leadership will occur (Sr Licia cannot be reelected) - in a period of ongoing change/friction, but is normal</li> <li>Further discussion re: the Barn <ul style="list-style-type: none"> <li>Congregation agreed to review any proposals for future use of the Barn</li> <li>Unsure regarding a deadline regarding submittal of any proposals</li> <li>Sarah noted that she and the FM leadership team plans to put together 3-4 proposals within the next month for committee review</li> </ul> </li> </ul>
<b>Finance Committee Report</b>	<b>I, D</b>	<p>Don E: (See finance, cash flow report)</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>Transitioning to US Bank from PNC - have begun to issue checks from the new account - plan to completely transition out by the end of the year <ul style="list-style-type: none"> <li>Primary reason: issues with credit cards, limits</li> </ul> </li> <li>Internal budget process is moving forward, gathering information from each department - should be able to pull</li> </ul>

		<p>full budget together and review with Sarah within the next week</p> <ul style="list-style-type: none"> <li>● Will then need to work on a capitalized budget to request approval from the congregation for the Tamar's garage replacement</li> </ul>
<b>Wrap-Up and Adjournment</b>	<b>A</b>	<ul style="list-style-type: none"> <li>● Waleed - very thankful to the team for all the hard work</li> <li>● Jason thanked everyone and adjourned the meeting</li> <li>● <b>Next meeting: Monday 10/24/2022, 5:30 PM at Tau House</b></li> </ul>