

**Franciscan Ministries Inc.
Board of Director's Meeting
October 16, 2019
Minutes**

I = Information
D=Discussion
A = Action

Present: Michael Barnett, Jason Bruns, Sr. June Casterton, Maria Ciaudelli-Cholak, Sharon Lea Cooke, Tim Dressman, Don Evers (by phone), Brian Forschner, Bill Mueller, Don Rohling, David Roth, Judy Steele-Mitchell Guillermo Villa, Elaine Ward, Ginny Hizer

Absent: Waleed Fadayel, Mike Hutzal, Sr. Marilyn Trowbridge

Agenda Item	Item type	Comments
Introduction and Welcome, Opening Prayer and Call to Order	I, A	<ul style="list-style-type: none"> Brian welcomed everyone and introduced new Board Member Tim Dressman and new FM Development director Ginny Hizer. Sr. June led the opening prayer and read a statement from Sr. Marilyn Trowbridge (on retreat in South Carolina) thanking the Board and Elaine for their work throughout the year, especially the closure of Our Lady of the Woods. Sr. Marilyn met with Sr. Licia and Council to discuss employee benefits for FM employees and she thanked Board Member Maria Ciaudelli-Cholak for her all her work on the Board.
Review of July Minutes	A	<ul style="list-style-type: none"> MOTION made by Michael Barnett to approve July Minutes, Guillermo seconded, all approved.
Board Transitions	I, A	<ul style="list-style-type: none"> Maria Ciaudelli – Cholak has completed her second term as a member of the board. She will remain on the Development Committee. John Payton has been recruited by Waleed to become a Board Member. He currently works as a financial advisor. MOTION made by Maria to approve the appointment of John Payton to the board, David seconded, all approved.
Director's and Program Report	I,	<ul style="list-style-type: none"> Several staff vacancies created work challenges. All positions have been filled. Staff is small and limited which makes it difficult when vacancies occur. Some positions require specific skills and licensure. Development Director vacancy for ten months. Haircuts Mobile Service suspended due to license requirements that put our mobile sites under individual's stylist's license—with new staff, these need to be secured in new name New Service Coordinator at Tamar's Center. Majority of focus in the third quarter involved all aspects of the closure of Our Lady of the Woods. Other work included meetings with the Model Group concerning Tamar's location, budget planning for 2020, proposals for the SFP Foundation and St Elizabeth Fund grants, interviewing and hiring, moving forward with development events and production of two newsletters.

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		<ul style="list-style-type: none"> • July-September statistics presented and discussed for each ministry. • Story shared about Tamar's Center client named "Betty"
Board Discussion	I,D,A	<ul style="list-style-type: none"> • Our Lady of the Woods Status Report <p>Staff</p> <ul style="list-style-type: none"> ○ Our Lady of the Woods closed on October 11, 2019. Four staff remained, the director and three others. They helped with packing and disposing of the remaining items. The director gathered all records and files, closed all accounts and submitted change of address forms. ○ Several staff were disgruntled and angry about the closure of Our Lady of the Woods and was reflected in their behavior. ○ Christine Alderman of Human Resources dealt with the termination process for all the staff or Our Lady Woods. This included severance packages and placement services for those eligible. <p>Residents</p> <ul style="list-style-type: none"> ○ CASS Cincinnati Area Senior Service were instrumental in helping the residents find homes. Most residents found new housing accommodations by October 1, 2019. It was discovered that many residents needed a Medicaid determination before relocating as they were eligible for a Medicaid waiver. <p>Building and Property</p> <ul style="list-style-type: none"> ○ The building is approximately 15-20,000 square feet and sits on about three acres. It was built in 1973 as a convent for the Glenmary Sisters. ○ The empty building offers many concerns regarding security. Private security has been hired to patrol the property and building. ○ The building, is considered out-of-date, though generally well kept. In most of the building there is no central air or heat, only window AC and electric baseboards. There is no sprinkler system or firewalls. <p>Sale of the Property</p> <ul style="list-style-type: none"> ○ An ad hoc committee has met to facilitate the sale of the property. ○ Three realtors have toured; one proposal has been presented. ○ The estimated market value for the building is \$850,950 and the land value is estimated at \$400,000. ○ The contract with the realtor would be one year with a 6% commission. If we sell the property to St. James Parish or the Archdiocese at market value, it is recommended there be an exclusion in the contract with regard to the commission.

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		<ul style="list-style-type: none"> ○ The auditor's website appears to list the archdiocese as a trustee of the property. This is being explored. ○ Ad hoc committee is requesting authority to select the realtor and to sign contracts related to the sale of the building/property. ○ Will need to review the By-laws and Articles of Incorporation and check with the Congregation about who has the authority to sign a sale agreement.
Committee Reports		
Finance Committee	I, A	<ul style="list-style-type: none"> • Michael reported on the Actual vs. Budget for the period of January – September. • Revenue is favorable. Barn revenue is up due to more booked events and inclusion of bar packages in bookings. • Rent for OLW was down as residents are beginning to move out. • Outside grants have not materialized due to lack of development director, however this was partially offset by a onetime bequest. • Cancellation of the OLW Golf Fundraiser resulted in unfavorable revenue in the development area. • Expenses for the period are favorable. Salary related costs were down due to no development director in the first and third quarters as well as a staff person at Tamar's in the third quarter. Workers' Compensation payments, contractor fees and operating supplies are below budget. • Professional fees are higher due to unanticipated expenses at the time the 2019 budget was prepared last August. These include Sage Advisors, Vesta Partnership as well as other changes. • 2020 Budget was presented. It includes health insurance benefits for employees. Typically, we want to have a 100K cash flow in the bank. 2020 budget will have a shortfall without support from the Congregation and grants from the St. Elizabeth Fund. Help from the Congregation with OLW and health insurance is not reflected in this budget. We will be asking for their help throughout the year if needed and dependent upon the timing of the sale of Our Lady of the Woods. • MOTION made by Michael to approve the 2020 budget contingent on any shortfall being covered by the Congregation, seconded by Jason, all approved.
Strategic Planning	I	<ul style="list-style-type: none"> • Will reconvene in 2020.
Development	A	<ul style="list-style-type: none"> • Ginny Hizer, new development director introduced herself and reported on development strategy for 2019-2020. Goal for the year is \$159,000 • Individual and business donations – budgeted \$75,000 • Annual campaign -regular appeal in November, Giving Thursday, and 2nd wave, business donations and begin education and solicitation of charitable gifts.

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		<ul style="list-style-type: none"> Ginny outlined her goals to meet current budgeted amount, retain/re-engage lapsed 80% of donors, secure 40 new individual and 5 new corporate donors and inform, initiate and finalize three charitable annuity/other gifts.
Tamar's Task Force		<ul style="list-style-type: none"> Jason reported a there may be short-term rental opportunity at a property on York St. Hoping to find a place near to where Tamar's is currently located. Father Bill Farris of the Franciscan Friars has offered us first refusal of their mother house which will be going on the market. The space is too large and would require us to share the space. St. Vincent DePaul has no room. Estelle is researching zoning issues. Long term plan is to purchase a building or home near the current site from proceeds acquired from the sale of Our Lady of the Woods property/building.
Executive Committee	I	<ul style="list-style-type: none"> A draft handout of proposed meeting dates for 2020 distributed. Also Includes committee chairs and members.
Wrap up and adjournment	I	<ul style="list-style-type: none"> Brian thanked all for their contribution throughout the year.