

Report: Interim Report

Hello, Patricia

Welcome to the program platform shared by GHR Foundation, Better Way Foundation, Opus Foundation and Enkel Foundation - a family of independent philanthropies committed to creating positive change in the world.

This platform is an open channel of communication between you and our staff, and a tool for feedback on both sides as we collaborate on ideas, project design and lessons learned. Thank you for taking the time to engage with us and we look forward to hearing about your progress.

Instructions: As you fill out this report form, please note that all entries are automatically saved unless otherwise noted and you can return to complete a form at anytime prior to your due date. Further, some fields may include information from your current record in our system, you may choose to use this information or update as needed.

As you prepare your report, please reference any specific instructions shared by staff. Please use this report to convey your experiences, results and reflections thus far. Your detailed reporting and thoughtful insights are important to us.

Please be candid in reporting your accomplishments, challenges and lessons learned.

Should any of the required questions not apply, please enter "N/A" in the field.

Helpful Tips:

- If you plan to draft your responses in a word processor such as Microsoft Word, then copy the text to the intake form, be aware that doing so may result in formatting errors. To remedy this, copy and paste the text from Word into notepad to remove any advanced formatting, then repeat the step to add the text to the form.
- After your initial login, bookmark this link <https://ghrfoundation-portal.givingdata.com/> to return to the portal (the link in the invitation provided to you expires after 30 days.)

Here is a list of attachments you will need to provide:

- Project or program budget report

Please call or email with any questions or concerns to info@ghrfoundation.org (<https://arbor-portal.givingdata.com/info@ghrfoundation.org>) or (612) 440-2505.

Organization General Information

Please confirm the following information we have on file for your organization is correct. Please note any updates below.

Organization Name

Wisconsin Religious Collaborative, Inc.

Organization Legal Name

Wisconsin Religious Collaborative, Inc.

Address Information**Address Line 1**

3221 South Lake Dr

Address Line 2**City**

St. Francis

State/Province

WI

Postal Code

53235

Country

USA

Please note any changes to the information above here

****Please check this box to confirm you have reviewed this information.**

Yes

Request Information

This information is provided as a reference only.

Project or Program Title

General Operations

Grant Amount

\$150,000.00

Grant Start Date

Sep 1, 2018

Grant End Date

Jun 30, 2021

****Please check this box to confirm you have reviewed this information.**

Yes

Progress Update

***What is the status of the project or program?**

Please provide a summary update on the progress made toward achieving each outcome proposed in your application.

The following are the 5 outcomes identified for our plan and the steps taken to accomplish them.

1. Establish and implement two to three service programs or projects that are able to provide management assistance in requested (by the member Institutes) areas of need.

Executive Director hired January 1, 2019 and reports to Board of Directors at bimonthly meetings and as needed.

Completed member needs assessment via discovery and introduction meetings and analysis.

Identified 15 total programs to be established and developed prioritized project plan to ensure development of at least 2 to 3 programs developed during term of grant.

Programs: Resource Library Online, Staffing and Management Program, Assessment Package, Pastoral Care Program, Health Agency Collective, Ongoing Formation, Social Justice, Archives Practices, Governance, Health Care and Aging Housing, Fleet Collective, Initial Formation Collaboration, Archives Partnership, Mental Health Resources, IT Services.

Created Advisory Committees to support and advise Executive Director in program development.

2. Recruit and incorporate at least one to two additional member Institutes.

Solidified the WRC strategic plan, affirming goals so potential members can clearly understand the organization and potential benefits

Met with non-member institutes in region and continue outreach and connection, including participating in LCWR 9 regional meetings

Currently refining new membership process

In talks with potential member in Chicago area

3. Share information and presentations about the Wisconsin Religious Collaborative with other regions of LCWR and RCRI.

several board members have responded to invitations to provide information to individual congregations (through LCWR Transitions Office) as well as to the Communicators for Women Religious annual conference and to regions of LCWR.

invited by RCRI to present at a workshop for Vicars for Religious planned for June 2020.

The executive director has

Developed website, branding, and organizational infrastructure for communication and information sharing

Presented to Wisconsin Treasurers of Religious Institutes and Illinois Treasurers of Religious Institutes

Participated in and shared information at LCWR 9 regional meetings, currently seeking opportunities to share information at neighboring LCWR regions (Illinois and Iowa)

Met with Mary Hughes to discuss WRC in relation to Transitional Services, LCWR

Attended 2019 RCRI annual meeting, established connections and shared information in networking times and during Q&A of programs

Submitted program proposal for 2020 RCRI annual meeting

Launched discussion/information sharing with congregations in San Antonio region

Established relationships and information sharing through broad network of experts and resources

4. Seek additional grant funding in support of the Collaborative.

The executive director will research potential funders and submit applications. We intend to begin with a grant request of the Hilton Fund.

Identified professional resource within a member congregation who can help and advise on grant applications.

Established grant research as priority for Executive Director in 2020, including a potential grant request of the Hilton Fund.

5. Begin an exploration of whether Canonical Status as a Public Juridic Person would enhance the services available to member institutes.

The executive director and appropriate WRC board members will engage in consultation with the executive director of the Resource Center for Religious Institutes as well as other canonical consultants to understand the nature of a Public Juridic Person and the extent to which the WRC could meet needs of member institutes by organizing to function in this way. We know that the steps to attain this canonical status take several years to accomplish and we envision this outcome to be the goal for the initial three years of WRC existence.

The executive director has joined RCRI and participated in the 2019 annual conference. She participated in the pre-conference offering on the role of the commissary and several regular conference presentations on the ministerial juridic person, governance and other related canonical topics. Because all of this is very new to her, she has been dedicating time to these events as well as to reading on related topics. She has established an Advisory Committee to consider governance issues, including Canonical Status as a Public Juridic Person, will commence discussion, research, and consultation in 2020.

One of the board members is in contact with leaders involved in developments among Australian Religious on the topic of commissary and whether a public juridic person (one already established) might serve in this capacity. Progress in this area is slow because it is new territory for CICALSAL. Results on this effort may impact WRC strategies for the future.

***How are things going?**

Describe primary challenges, roadblocks and/or new opportunities that have arisen, the potential impact (positive or negative) these have had or might have on achieving proposed outcomes.

Things are going well overall. The Collaborative now has form and structure and a clear plan for developing services and sharing information. An initial challenge has been access to women religious who have the capacity/time to advise on program development amidst their primary work and ministries. The Executive Director has committed to minimizing the demand as much as possible, by increasing efficiencies and limiting the Advisory Committee work. This will not prohibit achieving the goal of 2 to 3 new programs developed during the term of the grant.

Another challenge is the broad spectrum of needs among member institutes. For example, some of the members have robust social justice programs and don't see a need for a program. Other members don't have the resources to dedicate to social justice management and would like support. When this occurs, the Executive Director and the Board of Directors consult on how to address and whether the program should remain a priority. This will not prohibit achieving the goal of 2 to 3 new programs developed during the term of the grant.

New opportunities continue to arise through the information sharing and outreach, specifically regarding programs for development and ways to approach or solve the identified member needs. This will not affect achieving the goal of 2 to 3 new programs developed during the term of the grant but will help with efficiencies and support.

Learning and Adaptations

As you frame your responses to the following, consider the full range of project design, including outcomes, staff, partners, activities, budget and timeline.

***What are you learning as a result from this project or program?**

Highlight any significant lessons learned to date that have impacted your approach and/or project plan.

The Collaborative is unearthing the many similarities and differences across member institutes. While some needs and attributes are universal, some are quite disparate. This broad spectrum requires rigorous communication and a clear process for managing priorities. In addition, because of the many differences in structure and governance, many institutes cannot participate via membership but still want to collaborate. Therefore, the WRC must consider subscription models for programs that can be stronger with additional institutes participating outside of full membership.

The planning process is also highlighting the question of how many member institutes the Collaborative can effectively serve and what geographic spread is workable for the types of services desired. This is another consideration in developing some type of subscription model.

We are receiving inquiries from some congregations with limited financial resources and need to consider how and whether we might provide services without jeopardizing the viability of the organization. It is a challenge to balance the desire to help everyone with the judgment of what is feasible.

***What changes are you making to the project or program as a result from your learning?**

What course corrections or adaptations have you made, or will you need to make, to your approach and/or project plan? Are new or different outcomes emerging?

The Collaborative must remain flexible within the overarching strategic plan to ensure goals are met and members see real benefit in a timely manner. In addition, nonmember subscription models must be identified to enable the greatest collaboration and participating. Any funds that are received from institutes who are not members will be used in further program development and service.

The advisory committees will need to grapple with the geographic spread questions as they identify potential services and how they can best be developed and offered.

The Board of Directors is looking carefully at the type of information we need to receive from potential members in order to assess the financial model and dues structure. We are continuing to work with finance professionals in crafting the dues structure and impact of new memberships.

***How can we help?**

Beyond the financial commitment of this project, what can we do to support you in achieving project goals?

You can support the achievement of our goals by communicating any related programs and resources with which we can connect, share information, and potentially collaborate.

Assisting us to re-frame questions about the financial model and dues structure so that we can find the right balance in responding to potential members would be much appreciated.

In addition, the outcomes of the conversations about collaboration that will be part of the discernment sessions that LCWR is holding in the spring and early summer with your support will provide additional insights for our work.

Tracking and Measuring Progress***How are your efforts to track and measure progress going?**

Do you have what you need to be effective in this effort?

We have a formal strategic plan with goals, objectives, strategies, and measurements identified. We measure progress against this plan at each bi-monthly Board of Directors meeting. We also have identified goals for the Executive Director and provide an official review at year-end.

***If a formal evaluation is part of your project design, describe progress on this to date.**

The 5 outcomes for our project are activities included in the job duties of the executive director. As such, the formal evaluation would be the annual performance appraisal for the executive director that will be conducted by the WRC Executive Committee prior to the anniversary of hire.

The executive director was hired on January 2, 2019. Her first performance review was begun in mid-December 2019 and was completed in mid-January.

A separate file with the evaluation will be attached.

She has also obtained renewal of Certified Association Executive with the Center for Association Executives. We have attached a copy of their letter.

***Please share a story that brings the project and progress to life.**

In the original program development project plan, a social justice program was identified to be one of the earliest deliverables. However, in launching the Advisory Committee, it became clear that the envisioned program would need further evaluation and consideration. This project plan was adjusted to accommodate a focus group discussion and brainstorming, pushing the development date of the program further into the year. At the same time, the IT services program came together more quickly than expected with a robust and active Advisory Committee. This program will be developed sooner than the original project plan outlined. The Executive Director is able to share these developments and propose adjustments and solutions

Additional information

Please use this field to respond to any grant-specific questions asked by staff, otherwise leave blank.

Financial Update

Please attach a budget to actual report and share narrative information in the field below.

***Please enter in a budget narrative here, including explanation of variances of +/- 10 percent.**

The fiscal year for the Wisconsin Religious Collaborative runs from July 1 to June 30th. The grant from GHR was approved for the fiscal years July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021. However, it was contingent upon the hiring of an executive director which did not occur until January 2, 2019. The bulk of our expenses in FY 2018-2019 are in the last 6 months of the fiscal year. They represent approximately half of the anticipated expenses for salary and benefits.

The Collaborative has contracted with the Sisters of St Francis of Assisi to obtain accounting services from their finance office. As a result, we needed to convert our proposed budget to their chart of accounts. Earlier this year, I submitted to Kathleen Mahoney and Jessie Szopinski a converted budget for 2018-2019 and 2019-2020.

There are a number of things that have made for a significant budget variance. Original plans were to rent an office, purchase furniture and receive certain infrastructure (internet access, copier, etc) through that rental agreement. We anticipated hiring a secretary mid-year in the first year. However, the executive director we hired had an already established home office and preferred to work in that fashion. As a result, we entered into a memo of understanding about sharing in the cost of a computer, internet, telephone and other infrastructure. We did not need to purchase any furniture or to provide a secretary.

The bulk of activities engaged in by the executive director from January through June 2019 were internally focused on setting up the office, researching our computer, internet and website needs as well as on meeting member communities in order to complete a needs assessment.

The budget to actual comparison reports I am submitting follow the new chart of accounts format. They are also provided for FY 2018-2019 and for the first 6 months of FY 2019-2020. They also reflect the entire budget, not just specific items covered by the GHR grant.

The following are comments on the FY 2018-2019

Income

00-5000 This line includes carryover from the donations made to LCWR9 Collaborative Project by communities in the region and any stipends paid to board members who presented at various regional and national events.

Expenses

For all of the categories with a significant variance the primary reason is that it represents only 6 months of operations rather than the full fiscal year.

I will only comment on any variances that are more than this six-month difference in operations.

Dept 51, line 9035 There were no workshops available in the timeframe.

Dept 62, line 9030 Hospitality for onsite board meetings (primarily meals, lodging) was higher than anticipated. Severe weather requiring overnight accommodation dictated some of this increase.

Dept 62, line 9265 One-time costs for software purchases and website design.

Dept 96, line 9260 Computer purchase was higher than expected since a laptop rather than PC was needed.

The following are comments on the FY 2019-2020

Income

00-5000 We have not made as many presentations in the first 6-months of this fiscal year.

00-5010 Member fees are due twice a year and the remainder is due in January 2020.

Expense

For all of the items, the budget is the 12-month projection while the actual is for 6 months.

I will only comment on any variances that are more than this six-month difference in operations.

51- 9035 This line covers the registration, hotel and travel expenses for RCRI conference. Travel was higher than expected.

62-9020 One board meeting had to be conducted via Zoom conference because of severe weather and therefore the travel expenses were only for two meetings rather than three.

62-9250 Most of the software purchases are annual purchases and timing affects this line item.

96-9265 Programs are still in development phase, any expenses for this will be in second half of the fiscal year.

***Project budget report**

2019-20 Accountability Report GHR.pdf

12-23-2019 ED WRC performance review.pdf

12-31-2019 WRC Budget Comparison-2019-20.pdf

6-30-2019 WRC Budget Comparison-2018-19.pdf

2020-01-28_ASAE letter on Korte.pdf

Additional Feedback

***What improvements could we make to be a better partner?**

Nothing beyond the additional support identified in the response to "How can we help?" section of Progress Update.

Any additional observations, suggestions, questions you'd like to share?

I have one observation about this portal. I know it is important to have it refresh and save frequently but when I am in the middle of a re-wording it refreshes and returns to the first space in the answer. If I am not aware the whole section gets muddled. Not sure if there is anything that can be done but I've lost some sentences that have only been caught when re-reading or when board members proofed things.