



Minnesota Alliance on Crime

Board Agenda

August 18, 2016

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board Chair	5'
II. Review- Changes/Additions- Action Needed	Board Chair	5'
III. Consent Agenda Items		10'
• Secretary's Report- Action Needed	Secretary	
• Treasurer's Report- Action Needed	Treasurer	
• Director's Report	Executive Director	
IV. Updates	Committees & Staff	5'
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Outreach and Engagement Committee		
• Public Policy Committee		
V. Action Items		20'
• Board concerns/expectations	Board Chair	
• Survey for Members Results	Executive Director	
VI. Focused Discussion		75'
• Annual Meeting/Capacity Training	Executive Director	
• Board Committees	Board Chair	
• Board Applications	Board Chair	
• Location of Board Meetings/Expectations	Board Chair	
• Bylaws	Board Chair/Chris Jensen	
VII. Adjourn	Board Chair	

MAC Board Meeting @ MAC Office, St. Paul
July 14, 2016 - Meeting Minutes

I. Call to Order: 10:03 a.m. by Board President, Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Chris Jensen, Karla Bauer, Kelly Nicholson

By Phone: Brenda Skogman

Executive Director: Bobbi Holtberg

Additional attendees: Chelsea Nelson (Someplace Safe) and Therese Lockwood (Hennepin County Attorney's Office-Victim/Witness Program)

II. Review – Changes/Additions to Agenda

Changes: None

Additions: None

Motion to approve July 14, 2016 agenda.

Motion 1st: Brenda Skogman

2nd: Kelly Nicholson

Approved

III. Consent Agenda Items

- Secretary's Report

Reviewed June 2016 Minutes

Motion to approve Secretary's Report from June 2016.

Motion 1st: Karla Bauer

2nd: Kelly Nicholson

Approved

- Treasurer's Report

Reviewed financial report.

Motion to approve Treasurer's Report for June 2016.

Motion 1st: Vicki Walechka

2nd: Karla Bauer

Approved

- Director's Report

See Director's Report in July board packet.

Additional items elaborated on:

-OJP grant application released and working on the volunteer & intern job descriptions and application; working to differentiate the volunteer application from the intern application and asking volunteers to commit to a certain number of hours. Talked about adding a confidentiality agreement and possible background check.

-Constant Contact now being used for the newsletter and Danielle has provided lots of great assistance on the formatting – thank you Danielle!

-Intern Allie is working on multiple projects.

-Recent violence has brought with it lots of media requests but have referred them all to the Department of Safety. Discussed how to respond, Bobbi will draft a short statement to post on the website, Facebook and Twitter.

IV. Updates

- Executive Committee: None
- Board Development Committee: None
- Budget and Finance Committee: None
- Outreach and Engagement Committee: None
- Public Policy Committee: None

V. Action Items

- Board Concerns/Expectations – tabled for another meeting
- Survey for Members - Survey has been completed and being sent out with request to respond by end of July so the data can be compiled. This will be presented at the annual meeting and will be addressed with Aurora Consulting.

VI. Focused Discussion

- Annual Meeting/Capacity Training
Waiting for trauma speaker to confirm otherwise all other speakers are confirmed. The training is free and will be reimbursed if you are a MAC member.
Silent Auction – need to compile a list of things to do for future committees. Need bid sheets with a description of item & minimum bid completed – Vanessa will work on. August 31, 2016 is the deadline to email your basket items!! If you have been involved with the silent auction in the past, send a bullet list of tasks that were done to make it all work – forward to either Bobbi or Vanessa. Payment accepted at the auction will be cash, check or credit card.
- Budget
There was an increase in contract services due to Aurora Consulting and we may need more accounting services if the staff size is increased. Reviewed and discussed the FY16 technology grant which is ending soon. An additional \$13,000 is being budgeted in FY17 from FY16 that we need to find dollars/money to cover. Rent continues to be month-to-month. If we don't get increased funding for the new positions, we won't need to move.
Motion made to approve the FY17 budget to submit/use with the grant application.
1st: Brenda Skogman
2nd: Kelly Nicholson
Approved.
- Board Committees
- Board Recruitment/BOD Job Description
Discussion of who do we want to recruit for board members, where should they come from?
Should board members be a mix of outstate versus metro, awareness of diversity? Do we want to move meeting locations, allow participation at meetings through Skype, Go To Meeting/Google Hangouts to allow members more options to attend meetings. Discussed purchase/lease/use of laptop computers for board members to “rent” or “lease” for attending meetings if they don't have access to a lap-top with Skype. Other coalition board members meet quarterly and move the meeting around regionally – we will strive/move towards this but too much work to do at this point.

Discussion of make-up of the board and that we would like to have a victim survivor, community members from corporations to try and leverage additional funds. Here are the goals we arrived at in terms of board make-up:

51% at least voting members

Victim Survivors – 20%

Corporate/Private Sector – 13%

Under-Represented Groups/Race/Service Provider groups – 20%

Out-State – 50%

Metro – 50%

Voting members – 51%

Non-Voting members – 49%

System-Based Programs – 33%

Community-Based Program – 33%

Motion was made to approve the categories of the Board for recruitment as listed above.

1st: Kelly Nicholson

2nd: Brenda Skogman

Approved – start talking to others and recruiting!

- Location of Board Meetings/Expectations
Discussed meeting dates, moving locations of meetings, possible reimbursement to board members for mileage.
- Bylaws
Changes discussed to add in by-laws: new board members will start in October, vote on officers at September Annual meeting. Discussed staggering the start dates of current board members to begin a 3-year rotation so not all of the board members leave at one time. Talked about adding language that there is the expectation that new board members will join MAC as an individual/supporting members. Change the language in by-laws from president-elect to vice-president and the definition of vice-president. Changes will be made to the by-laws and they will be voted on at the next meeting.

VII. Adjourn

Adjourned at 12:55 p.m.

Motion 1st: Vicki Walechka

2nd: Chris Jensen

Approved

**Next meeting: August 18, 2016 at 10:00 – 12:00 p.m. – MAC office, St. Paul
12:00 – 1:00 p.m. – Strategic Planning Process**

Respectfully Submitted,

Vicki Walechka
Secretary

**MN Alliance on Crime
Financials Summary
July, 2016**

Income:

Membership Dues	2801.10
Technology Grant Income	546.00
Interest Income	2.69
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	3349.79

Expenses:

OJP Grant Expenses	7975.98
Technology Grant Expenses	1510.68
Training Grant Expenses	0.00
Unrestricted Expenses	0.00
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	9486.66

Total Expenses:

Personnel	4846.16
Payroll Taxes	375.62
Health Insurance Premiums	465.86
Rent	334.75
Contract Services	2950.00
Dues & Subscriptions	0.00
Equipment	10.68
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Office & Program Supplies	88.90
Telephone Expense	78.85
Travel & Training Expenses	267.84
Bank Service Charges	28.00
Aplos Software Expense	40.00
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	9486.66

Available Balances:

OJP Grant	41644.50
Technology Grant	7968.32
Training Grant	49700.00
Unrestricted	6311.96
Savings Account	15065.92
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	120690.70

Invoice

Heidi Hachfeld
423 W. Franklin Street
Morristown, MN 55052
507-330-0606

Date: Aug. 4, 2016
Invoice #: 131
Customer ID: MAC

To: Minnesota Alliance on Crime
155 Wabasha Street S.
St. Paul, MN 55107

612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	
Hours	Description	Hourly Rate	Line Total
3.50	July Financials	20.00	70.00
4.00	Payroll, Monthly PR Tax Payments, Quarterly Reporting	20.00	80.00
3.25	Pay Bills, Health Ins. JE's, Emails, Research, filing, etc.	20.00	65.00
9.25	Year End Closing, Set up new Files, Worksheets, Form 990EZ and Schedules, research MN year-end	20.00	185.00
20.00			
		Subtotal \$	-
		Sales Tax	
		Total \$	400.00

Make all checks payable to Heidi Hachfeld
Thank you for your business!
423 W. Franklin Street, Morristown, MN 55052



Executive Director's Report August 2016

Upcoming Events/Training

- **Quarterly Webinar Series:** The webinar series began on July 20th with Supt. Drew Evans providing an overview of the BCA. There were 34 participants on the webinar. Danielle is working to set up a private YouTube site that will host the webinar recordings. Once we have been able to set that up, I will send members the password for the Members page on the website and they will be able to access the webinar recording.
- **Annual Membership Meeting:** A notice regarding the annual meeting date, time, and location was sent out July 15th to all FY16 and renewed FY17 membership renewal reminder notice was sent out to all programs that have not renewed. Neither Sharon nor Lisa are able to attend the annual meeting so we will need to decide if/how/when we would like to recognize their service to MAC.
- **Annual Capacity Building Training:** All presenters have been confirmed. We were not able to find a presenter for the one-hour trauma presentation. Danielle has offered to facilitate a presentation on Facebook security during that time slot. That was a topic identified by members on the training survey. Registration materials have been sent out via Constant Contact and there are currently 25-30 registrants. Please make sure you register. Now that the agenda has been finalized I will apply for CLE credits.
- **Silent Auction:** Vanessa has been working on the bid sheets. We will delegate duties related to the silent auction at the board meeting on the 18th.

Updates

- **OJP Coalition Funding RFP:** Our OJP Grant application was submitted on August 2nd. The total amount requested is \$190,415.00. Attached is the grant narrative and budget for your review. I am requesting \$90,415 in expansion funds to create one 1.0 FTE staff position and one .50 FTE staff position. OJP communicated to the coalitions that the pot of money available to the 6 coalitions is \$1,000,000. The coalition directors agreed to share information regarding the amount of our requests and when we added them up we were right at the million dollar mark. This bodes well for all coalitions to receive their requested amounts. OJP has indicated award decisions will be made before the end of the month.
- **General Crime Hotline RFP:** OJP released an RFP to fund the general crime hotline that was previously housed at the Council of Crime and Justice (CCJ). CCJ is dissolving and has not paid to keep the line operable. Currently the hotline is down. The General Crime Victims Hotline is a legislative mandate, so OJP needs to provide funding

to get the line operable ASAP. After reading the RFP and much consideration, I have decided that MAC does not have the capacity to take this on at this time. The RFP is attached and I did send it to the Executive Committee for feedback. While I believe that MAC absolutely is the place where the hotline should ultimately be housed, I also believe that trying to implement it at this time would deter and detract us from the critical work we need to finish to solidify MAC's foundation. The RFP indicates the funding cycle is one-year. I will be meeting with Cecilia after I return from vacation to discuss how they are thinking of funding for the line in the short and long term.

- **THE WEBSITE LAUNCHED!!!!** MAC's new website is up and I think all the kinks have been worked out! Vanessa, Vicki, Danielle and I all received in-person training and will be able to update and add information and pages as needed. I have received much positive feedback from members and stakeholders! I would love to add a monthly blog on the site that would be written by MAC staff and board. Thoughts?
- **Membership Renewal:** An updated list of applications received by 8/2/2016 is attached. To date, 36 organizations have renewed their membership and 2 new organizations and 1 new individual have joined. We will need to begin making calls to programs that have not renewed as soon as possible. I will have a sign-up sheet for board members at the meeting on the 18th.
- **Renaissance Festival:** I spoke with them and should be receiving the tickets any day. I am hoping we will have them by the 18th so you can take them with you.
- **Training Development Workgroup:** To date, the workgroup includes, Angela Miller, victim/survivor, Carrie Buddy, New Horizons Crisis Center, Carolyn Bryant, CVJU and Alicia Nichols, DOC Victim Services. Shawn Becker, Rice County Attorney's Office, Denise Loy, Tri-County Victim Witness and Amee Krogfus with MADD. Bernie Epper is considering joining the group and will let me know by August 15th. When I return from vacation I will be sending out a doodle to set the first meeting date in September.
- **Board Member Recruitment:** How is it going? I have received 2 applications that I have forwarded to Vanessa and hope to receive 1-2 more in the next week. Kelly and Danielle have indicated that would like to stay on the board for a full term. The board will have to approve the slate of new board members that will be presented to membership for ratification at the annual meeting at the August meeting.
- **Member Survey:** To date 20 responses have been received. I have extended the deadline to August 8th and will hopefully have compiled responses to distribute at the board meeting on the 18th.

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	18.5
Fundraising	6
Meeting	36
Meeting Prep	7
Research & Development	63
Training	3
(blank)	0
Travel	13.5
Victim Service	3.5
Administrative	10.5
Technical Assistance	7
Holiday	8
Grand Total	176

1. Organizational Information – 10 points

a. Mission and History:

The mission of the Minnesota Alliance on Crime (MAC) is to provide a statewide alliance for crime victim programs, while promoting the advancement of victim rights and services in Minnesota through education, resources, and legislation. MAC is a bridge connecting crime victims, the criminal justice system, and community resources.

In the early 1990s, several crime victim service providers throughout Minnesota began meeting informally for the purpose of providing support and sharing knowledge and resources with each other. This group of dedicated individuals identified the need to become more organized in their efforts. Out of this need, the Minnesota General Crime Victim Coalition (MGCVC) was incorporated in 1993.

Throughout the years, dedicated coalition members and volunteers of the MGCVC sought to advance services for victims of general crime. General crime in Minnesota includes 39 specific crimes such as identity theft, kidnapping, child abuse, stalking, domestic and sexual abuse, gang crimes, arson, hate/bias crimes, elder abuse, drunken driving car accidents, and homicide. In 2007, the coalition changed its name to the Minnesota Alliance on Crime. Working with other agencies, programs, and service providers, including prosecutors, law enforcement, probation officers, court staff, legislative leaders, victim groups, and advocates, MAC promotes better crime victim services in all facets of the criminal justice system and beyond.

b. Staff & Volunteers:

Bobbi Holtberg, Executive Director 1.0 FTE
Heidi Hachfield, Contract Accountant .10 FTE
Alexandra Serres, Student Intern .50 FTE

c. Budget:

FY17 Projected Revenue:	\$211,430
OJP Funding Grant:	100,000
OJP Training Grant:	50,000
OJP Technology Grant:	12,000
Individual Contributions:	1,500
Fundraising Events:	2,500
Membership Dues:	8,000
Earned Income:	31
In-Kind Revenue:	9,216
Cash on Hand:	28,183

2. Initiatives – 35 points

- a.** Currently, MAC staff and board are engaged in intentional strategic work to strengthen MAC's foundation and grow our capacity to be a leader for general crime victim service providers in Minnesota. To date, this work has resulted in clarity of

mission and purpose, changes in policy and procedure, and rebranding that will lead to MAC gaining relevancy and attracting progressive partners and stakeholders.

MAC is committed to building the capacity of individuals and organizations that are providing direct services to victims of general crime in Minnesota. Historically, general crime advocates have received considerably less support and resources than domestic violence and sexual assault advocates in our state. MAC works to connect and network general crime advocates who are often isolated and underfunded. For example, domestic violence and sexual assault programs located in rural Minnesota may have numerous staff members and volunteers, whereas, rural victim/witness advocates may be the only person in their particular counties providing general crime services. MAC is uniquely positioned to help strengthen and connect general crime victim services statewide to ensure the needs of victims are met

Currently, MAC has one (1) FTE, which is the Executive Director (ED). Without additional funding, all initiatives will be carried out solely by the ED and supported only by the .50 intern/volunteer.

MAC will be using VOCA funds received for training to increase training opportunities and modalities to ensure that critical training and information is provided to general crime advocates regardless of where they are located in Minnesota. MAC has begun offering quarterly webinars that provide essential information on emerging issues and identified best practices in the victim services field. MAC is beginning to convene a training development workgroup for the purpose of developing curriculum for a two (2) day in-person training titled *Fundamentals in Victim Services*. The workgroup is made up of victim/survivors, metro and rural community and system based advocates, and individuals from allied partner organizations. The training curriculum will be rooted in identified best practices, such as providing trauma informed support and services, and will utilize the most recent research available.

With additional staff resources, MAC plans to begin convening general crime advocates quarterly by holding regional meetings throughout the state. These quarterly meetings will provide the opportunity for victim service professionals to come together to share information and resources, as well as share concerns regarding practices they may be experiencing that are not in the best interest of crime victims.

MAC will continue its work with Aurora Consulting through the remainder of 2016 for the purpose of facilitated strategic visioning and planning. To date, this work has produced multiple opportunities for staff and board to clarify the mission and purpose of MAC and has resulted in a much deeper understanding of how to work effectively as a statewide coalition. Through candid and facilitated discussion we have been able to hone in on MAC's strengths, challenges, and opportunities. For the first time, MAC now has written and articulated core values to ensure that those who wish to be a part of our work have an understanding of who we are and what we value as a coalition. We have also made changes to our membership structure to ensure that only

organizations that provide direct services to crime victims in Minnesota can be voting members, while ensuring that other allied partners, stakeholders, and individuals can join MAC as supporting members. The board of directors has also made changes to ensure that MAC's board of directors and staff are reflective and inclusive of the diverse communities we strive to serve. Director's terms will now be three (3) year terms and a director may serve for up to two (2) consecutive terms. The majority of the ED's time will continue to be connected with this ongoing work to ensure the development and implementation of a measurable strategic plan by January 1, 2017.

It is critical that MAC is at the forefront of public policy and legislative conversations that directly impact MAC's members and crime victims. Given the fast pace at which this work occurs, it is essential for MAC staff to have a presence at the Minnesota State Capitol during the legislative session and have the ability to meet with and educate legislators, both during and in between legislative sessions. MAC hopes to convene a public policy workgroup made up of MAC members to help inform and guide MAC's future public policy work.

MAC will be creating a victim/survivor advisory council for the purpose of ensuring all of MAC's initiatives, trainings, and messaging are informed by the lived experiences of those who have been directly impacted by crime and victimization. MAC will strive to honor the experiences of victim/survivors by placing them at the center of our work.

- b.** MAC staff subscribe to a number of national email discussion lists whose primary function is to provide timely information regarding research, identified promising practices, and trends in the victim services community. MAC staff participate on webinars to gain awareness and knowledge of current research and practices. MAC will be working to implement core information and examples regarding providing trauma-informed services into all of our trainings and conversations with direct service providers. MAC's 2016 Annual Capacity Building training will provide an opportunity for an in-depth look at the Centers for Disease Control-Kaiser Adverse Childhood Experiences Study, as well as other research regarding identified victim experiences and needs.

3. Statewide Coalition Standards – 30 points

- a. Public Awareness:** MAC recently launched a new and updated website. Our new website will be one platform that we will leverage to increase public awareness regarding victimization and resources available to victims of crime. MAC sends a monthly e-newsletter that reaches over 600 individuals and organizations. MAC participates in 4-6 public resource fairs annually and provides information and resources to persons attending those events. MAC also utilizes social media platforms such as Facebook and Twitter to post information and resources for crime victims, to broaden our network of supporters, and to bring awareness to issues that impact victims.

- b. Public Policy/System Change:** MAC is currently working with the Minnesota County Attorney's, Sheriff's, and Chief's Associations to deepen relationships and create opportunities to address systemic issues that impact crime victims. MAC is committed to addressing institutional oppression that exists and plays out in disparate ways every day. MAC will be seeking additional funding for staff so that MAC's ED can take a much more active role in public policy conversations and legislative efforts that impact MAC's member programs and crime victims.
- c. Capacity Building & Membership Support:** As referenced in MAC's initiatives, MAC is committed and uniquely positioned to meet the needs and build the capacity of our member programs and all direct service providers in Minnesota. MAC will be seeking additional funding to create a training and engagement coordinator position. If funded, this position will oversee MAC's ambitious training agenda and coordinate and manage technical assistance requests. Currently, MAC's ED spends approximately 40% of her time addressing training needs and requests for technical assistance.

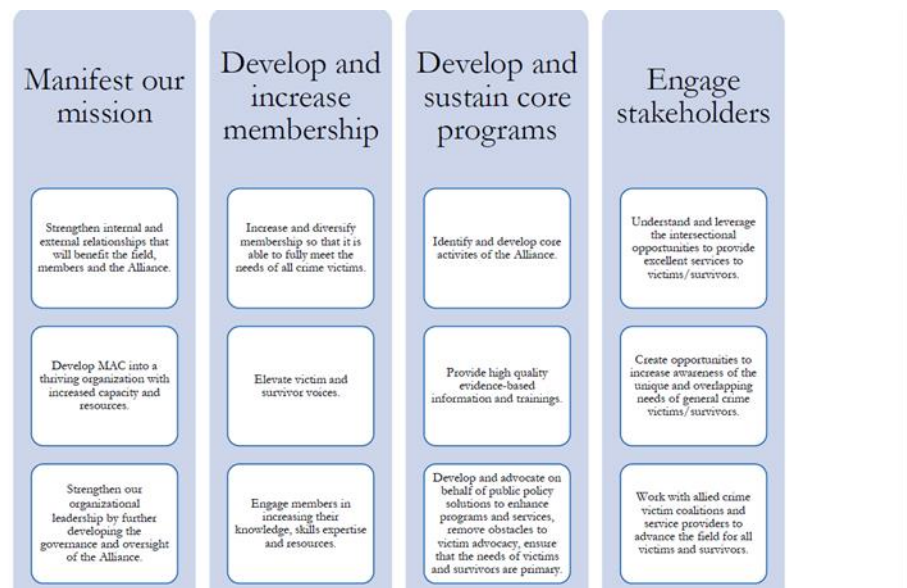
4. Evaluation – 15 points

- a. Process:** MAC will annually survey its member programs to assess if members' needs are being met and to insure members' views and experiences inform and shape MAC initiatives. MAC will also annually survey identified allied partners and stakeholders to gain information regarding how MAC is or is not meeting their needs and garner suggestions for how they would like to engage with MAC and its membership. MAC will ask event and training participants to complete an onsite evaluation and will also follow up with an online evaluation to measure how information gained is being implemented and informing practices.
- b. Tools:** MAC will develop paper evaluations to be used by training participants and will develop online surveys utilizing Survey Monkey for all follow-up evaluation and annual surveys.
- c. Barriers:** Ensuring participation that will result in a majority of those asked to complete an evaluation or survey actually completing and submitting the feedback is a challenge. Many programs are understaffed and matters such as responding to a request to complete a survey is not a priority to overtaxed staff.
- d. Using Feedback:** A training needs survey was conducted with MAC membership in February 2016. The information gained from members was used to develop the training priorities that were articulated in the VOCA Training RFP submitted to OJP. The funded initiatives are resulting in members receiving training on issues and topics that they identified and asked for. MAC is currently surveying our membership to gain insight into their understanding and connection to MAC's work and initiatives. The information received will be compiled and reported back to members at the 2016 annual membership meeting being held in September 2016.

Expansion Initiatives Addendum

Expansion Initiatives: 1-3 pages (30 points)

- a. Grow MAC Staff Capacity
 1. Hire 1 new full-time (1FTE) staff to coordinate MAC's training development and delivery, manage technical assistance requests, create and implement a membership and stakeholder engagement plan, and work with the ED to develop and oversee an organizational communication plan. Salary & fringe, contract services, computer/phone, mileage, office space = \$64,244.
 2. Hire 1 new half-time (.50 FTE) staff to assist with administrative duties. This position would also assist with recruiting, scheduling, and supervising volunteers and interns. Salary & fringe, contract services, computer/phone, mileage, office space = \$25,631.
- b. The need for these expansion initiatives comes directly from knowledge gained from the strategic visioning and planning process in which MAC staff and board is currently engaged. Below is the outline of MAC's strategic plan that has been approved by the board of directors. Without expanding the capacity of MAC's staff, we will not be able to implement and achieve what has been identified as the critical work that MAC is uniquely positioned to accomplish.



MAC must also respond to the training and technical assistance needs that have been identified by our membership through recent surveys and conversations. Without additional staff, MAC's ability to work with members to build their core capacity to provide best practice, trauma informed victim services, will be extremely limited.

Currently, MAC's ED frequently must deny or delay requests for training and/or technical assistance as she does not have the capacity to adequately respond. The addition of a full-time staff member to oversee training, technical assistance, and membership engagement will result in a strengthened service provider network

throughout the state of Minnesota and increased capacity of individuals and programs. It is also critical that MAC expand its network of volunteers and interns. With additional staff, MAC will be able to engage in volunteer recruitment efforts, volunteer training, and provide adequate supervision of volunteers. The ongoing use of volunteers is essential to MAC's sustainability.

Without additional funding for a half-time (.50 FTE) administrative assistant, MAC's ED will not have the time needed to continue to implement the strategic vision and plan, engage in public policy and legislative work in a meaningful way, or do the critical work of strengthening MAC's financial base.

In order for MAC to not just survive, but thrive and meet the emerging and frequently unmet needs of general crime victims and the service providers that support them, expanding MAC's staff to perform core functions is imperative.

- c. Due to the timeline of the VOCA training grant MAC received from OJP, the first priority is to hire a full-time staff member to ensure timelines are met and critical training is delivered. This position will also assist with development and implementation of a membership engagement plan that will focus on strengthening the general crime victim service network throughout Minnesota, as well as increase the capacity of service providers. This staff position will also allow MAC to develop and implement an organizational communication plan. The addition of a full-time exempt staff member will allow the ED to engage in other core function areas that are currently not being addressed, such as public policy and legislative work and fundraising.

The second priority is to hire a half-time non-exempt staff to assist with administrative duties and volunteer recruitment and supervision. This position will provide essential support to the executive director and the training and engagement coordinator and will help to ensure MAC is meeting and exceeding all coalition program standards.

OJP Base Funding Budget Narrative

Executive Director Salary & Benefits:

\$32 per hour x 40 hours per week = \$1280 x 52 weeks	=	66,560
Payroll Taxes: Employer taxes (FICA, Medicare, SUTA)	=	8,653
Fringe Benefits: Employer portion of health insurance premium	=	5,687

Contract Services:

Aurora Consulting, \$1200 per month x 3 months (Oct, Nov, Dec 2016) for strategic planning facilitation	=	3,600
Heidi Hachfield, accountant services, \$20 per hour x 15 hours per month + 20 hours for fiscal year-end financial preparation	=	4,000

Travel:

Mileage and parking for travel to meetings with members, allied partners,

and stakeholders, 1500 miles x .540 per mile = \$810 + \$100 parking = 910

Staff Development:

Registration fees for staff to attend up to three (3) local trainings = 315

Office and Program Expenses:

Cell, \$108 per month x 12 months = 1,296

Toll Free Line, \$25 per month x 12 months = 300

Printing and Copying, (brochures, letterhead and envelopes) = 800

Postage and Delivery = 300

Annual Subscriptions and Memberships, (Constant Contact 550, APLOS 250,

Board Source, 150) = 950

Insurance, (Business Owners, Liability, Unemployment) = 1,829

Rent: \$400 per month x 12 months = 4,800

Total Base Budget = \$100,000

Expansion Addendum Budget Narrative

Priority #1: Full-time (1FTE) Training and Engagement Coordinator

Salary: \$23/hour x 40 hours per week x 52 weeks = 47,840

Payroll Taxes: (FICA, Medicare, SUTA) = 6,220

Fringe Benefits: Employer Paid Health Insurance Stipend (\$250 x 12 months) = 3,000

Computer: = 750

Phone: \$90 per month x 12 months = 1,080

Office Space: workstation, \$500, rent \$250 x 12 months = 3,500

Contract Services:

Accounting services @ \$20 per hour x 3 hours per month x 12 months = 720

Travel:

Mileage for roundtrip travel to 4 regional member meetings, 350 miles x .540 x 4 trips = 756

Mileage for roundtrip travel to 2 outstate trainings, 350 miles x .540 x 2 trips = 378

Total Budget for Priority #1 = \$64,244

Priority #2: Half-time (.50 FTE) Administrative and Volunteer Coordinator

Salary: \$19/hour x 20 hours per week = \$380 x 52 weeks in a year = 19,760

Payroll Taxes: (FICA, Medicare, SUTA) = 1,199

Fringe Benefits: Employer Paid Health Insurance Stipend, \$125 x 12 months = 1,500

Computer: = 375

Phone: \$45/per month x 12 months = 540

Office Space: workstation, \$250, rent, \$125 per month x 12 months = 1,750

Contract Services:

Accounting services @ \$20 per hour x 2 hours per month x 12 months = 480

Travel:

Mileage for roundtrip travel to 2 regional member meetings, 350 miles x .540

X 2 trips

= 378

Mileage for roundtrip travel to 1 outstate training, 350 miles x .540

= 189

Total Budget for Priority #2

= \$26,171

Total Budget for Expansion Initiatives

= \$90,415

Minnesota Department of Public Safety
Office of Justice Programs (OJP), Crime Victim Services
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-1515
1-888-622-8799

Request for Proposals
General Crime Hotline and Services
Due August 30, 2016

Description

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications from non-profit organizations for funding to provide a Minnesota statewide toll-free 24-hour general crime victim phone and texting hotline and accompanying crime victim services (Minn. Stat. § 611A.76). The hotline must be answered by trained, skilled professionals, who may include volunteers. Services must be capable of assessing child, adolescent and adult crime victim crisis situations and making appropriate referrals. Hotline staff will provide information, screening, intervention, support and referrals to callers 24-hours per day, seven days per week.

Grant Term

Applicants may apply for the 12-month grant period of October 1, 2016 to September 30, 2017. It is anticipated successful applicants may apply for renewal applications in the subsequent 3-4 years until the next competitive grant process.

Application Deadline

Applications must be submitted using the web-based E-grants system by **4:00 p.m. on Tuesday, August 30, 2016**. Plan to submit the application well before the deadline so any technical problems can be addressed. No paper submissions will be accepted. E-grants will not accept applications after 4:00 p.m.

Eligible Applicants

Non-profit community-based organizations are eligible to apply. These funds are NOT intended for new start-up organizations. Federal 501(c)3 tax exempt status is not required. To be eligible, an applicant must be legally incorporated as a non-profit in Minnesota and possess state and federal identification numbers. Community-based groups that are not yet incorporated are eligible to apply if using fiscal agents with non-profit status.

Funds Available

Applicants may apply for up to \$225,000.

Program Activities

The statewide phone and texting hotline must provide crisis support 24/7/365. Hotline services must be trauma informed and include:

- Assess immediate needs for crisis intervention, safety and security;
- Listen, validate and honor individuals victims' experience of crime victimization;
- Help victims identify next steps;
- Develop a safety plan with victims;
- Inform about resources and provide appropriate referrals;
- Explain the statutory rights afforded to crime victims;
- Explain to victims the availability of financial assistance through restitution, crime victim reparations and emergency funds, and provide appropriate referrals;
- Provide information on available legal resources and courthouse-based Self-help Centers;
- Provide information about civil protective orders, including the process to obtain, the relief available, and the local resources available to assist with their preparation
- Provide referrals for immigrant crime victims to appropriate social service and legal resources to meet their unique needs, such as assistance with U-visa applications; and
- Connect victims to organizations that provide emergency assistance such as transportation, shelter, food and other basic necessities.

Applicants must include how they will create a Policy and Procedure manual (P & P) covering daily operations of services and responding to emergencies (when to call 911, etc.). It is not necessary to have a completed P & P when responding to this RFP, however the manual must be available prior to starting services, if awarded a contract. (An outline is requested in the application narrative.)

In addition, all applicants will be responsible for planning and implementing services according to the *General and Administrative Standards*. These are in E-grants with the application materials.

OJP expects grantees to strive for program policies, practices and services to victims that adhere to best practices. For more information see: *Best Practices Guidelines for crime victim services*: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BestPracticesGuidelinesCurrent.pdf>.

Definition – Accessible and Appropriate Services:

Services which are welcoming, culturally inclusive, physically accessible, and appropriate to all victims seeking assistance. Those working with victims are aware of the cultural, individual and role differences including those related to race/ethnicity, language, sex, gender, age, sexual orientation, physical and/or cognitive ability, social class, economic status, education, marital status, religious affiliation, and residency, without regard to immigration status.

Application Process

All applications must be submitted via E-grants, the OJP online grants management system, at <https://app.dps.mn.gov/egrants/>. **NOTE: When ready to submit your application, click on “View Status Options” from your Grant Menu and then click on “Apply Status” under the *Application Submitted* option.** (If you fail to do this your application won’t actually be submitted.) For assistance submitting your application or navigating through the application, you should reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most E-grants screens.

To establish a new user account if you do not already have one, click on the purple “New User” option in the login box in the upper right corner of the E-grants homepage and fill out the profile. E-grants User Guides can be found on the OJP Grants webpage at: <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>

TECHICAL ASSISTANCE

- **For questions regarding the application, please call:**
Chris Anderson, Office of Justice Programs, Minnesota Department of Public Safety:
chris.anderson@state.mn.us or 651-201-7302.
- **For questions regarding the E-grants online submission process, please call:**
1-800-820-1890 or helpdesk@agatesoftware.com

Application Components

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions / Grant Program Guidelines / OJP Grant Manual
- C. General and Administrative Standards
- D. Narrative
- E. Application Attachment – Full Organization Budget
- F. Budget

A. Applicant Form

Applicants will input directly into E-grants information such as the authorized representatives, tax identification numbers and other identifying information. This will be the cover sheet of the application.

B. Terms and Conditions / Grant Program Guidelines / OJP Grant Manual

As part of submitting this application in E-grants you agree to the Terms and Conditions and the Grant Program Guidelines. These address State requirements such as worker’s compensation and data privacy. In addition, grantees agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration. By

agreeing to these you are certifying you have the authority to make these commitments. Please print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. These documents become by reference part of the formal grant contract agreement.

C. General and Administrative Standards

Check off these standards in E-grants, signifying your organization meets or has a plan for meeting all *General and Administrative Standards* by September 30, 2017.

D. Narrative

Address the following (1 through 4) in a *Microsoft Word* document with 1 inch margins, single spaced, with a 12 point font size. When ready to submit, upload the narrative in E-grants. To assist application reviewers, please use the numbered headings and sub-headings (in bold); follow the page guidelines provided; and when instructions say “list,” please provide a list instead of a narrative paragraph.

1. Current Organizational Information: 1-2 pages (10 points)

- a. **Mission/History:** Provide your organization’s mission statement and how many years you have been providing services.
- b. **Current Services:** Provide a list of the *primary* services your organization currently provides.
- c. **Population(s) Served:** Identify the primary population(s) you currently serve, (i.e., general geographic area, average age range, cultural or racial make-up, etc.).
- d. **Funding Sources:** List the major funding sources that currently support your program (i.e., ABC Foundation, United Way, OJP, etc.). Do not include funding amounts.

2. Organizational Capacity: 3-4 pages (40 points)

- a. **Capacity:** Describe your organization’s capacity to operate a 24-hour statewide general crime victim phone and texting hotline, and your ability to deliver high quality general crime victim services, both through the hotline. Include:
 - your proposed timeline for starting up services;
 - your plan for staffing and staff training;
 - types of technology you will utilize;
 - how you will ensure 24-hour coverage;
 - how you will provide accessible and appropriate services for non-English speaking individuals and those who are deaf/hard of hearing;
 - your plan for training and utilizing volunteers; and
 - an outline of your proposed Policy & Procedures manual.
- b. **Collaboration:** Identify your major collaborative partners, and explain how your collaborative efforts improve the response to crime victims. Collaborative partners could include the criminal justice system, other crime victim agencies, community programs serving traditionally underserved populations, hospitals, housing agencies, public housing authority, social services, schools, etc.

3. **Community Outreach: 1-2 pages (25 points)**
 - a. **Awareness:** Detail how you will create broad awareness of the availability of the toll-free 24-hour phone & texting hotline statewide (i.e., promotional and public relations activities, community training, use of media, new collaborations, etc.). Include strategies for increasing awareness across a broad spectrum of diverse populations.
 - b. **Community Engagement and Partnerships:** Describe how you will strengthen community support (financial and otherwise) for your organization in FY17. Describe ways you will increase engagement with community partners and collaborators including promotional and fundraising events.
4. **Evaluation and Data Collection: 1 page (15 points)**
 - a. **Process:** Describe your evaluation process.
 - b. **Tools:** Describe the evaluation tools you will use to gather feedback from those you assist on the crisis phone and texting hotline in FY17.
 - c. **Barriers:** Describe any barriers you anticipate to conducting effective evaluation.
 - d. **Using Feedback:** Describe your process for using feedback to improve your program and services.
 - e. **Data Collection:** Describe your plan and the person responsible for collecting data; data elements include: number of calls and texts; times of calls/texts; call wait time; and types of referrals made.

For assistance on conducting evaluation, see the Wilder Research Program Evaluation Tip Sheets: <https://dps.mn.gov/divisions/ojp/grants/Pages/program-evaluation.aspx>.

E. **Application Attachment - Full Organization Budget**

Upload a copy of your organization's total annual budget (from your most recent, board approved budget). Please indicate the percentage of the total annual budget that is dedicated to crime victim services and related activities.

F. **Budget (10 points)**

Input budget directly into E-grants using only the *Other* column (leave the *VOCA-Eligible* and *Match* columns blank). Directions are available in the *Training Materials* link on most E-grants screens. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Equipment, Office Expenses, Program Expenses, Direct Client Assistance, and Other Expenses. (Not all line items need to be used.)

Budget considerations include:

- The budget covers a one-year period from Oct. 1, 2016 – Sep. 30, 2017.
- All expenses must be itemized and allowable.
- Calculations should be provided for all budget amounts.
- Round figures to the nearest dollar.
- Funding may be used to supplement but not supplant state and local government funds.
- Indirect costs of up to 10% are allowed.

Application Review Process

This is a competitive application process. Review teams will read and rate applications according to the following scale:

Current Organizational Information	10 points
Organizational Capacity	40 points
Community Outreach	25 points
Evaluation and Data Collection	15 points
Budget	<u>10 points</u>
TOTAL POINTS	100 points

Reviewers will be asked to rate each application based on the information provided in response to the RFP and the clarity, substance and strength of the case made for funding. A 2nd level staff review will consider budget analysis and current and past grantee performance including timeliness and completeness of financial and progress reporting. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by Sept. 15, 2016.

Any appeals should be submitted in writing by September 30, 2016, to Raeone Magnuson, Executive Director, MN Office of Justice Programs, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

Post Award Requirements

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- **Administrative capacity and risk assessment review.** All awarded grantees will need to have an administrative capacity and risk assessment review completed by OJP staff before the grant becomes operational.
- **Training.** Grantees may be required to attend new OJP grantee orientation training.
- **Progress Reporting.** Grantees will be required to submit narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts.
- **Grant payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are

consistent with the negotiated budget. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.

- **File Documents.** If selected to receive funding, the applicant must submit, or already have on file at OJP, the most current version of the following applicable documents prior to the issuance of a grant contract:
 - Current By-laws
 - Articles of Incorporation
 - IRS Form 990 for the 2 most recent years
 - Governing board roster
- **OJP Grant Manual.** Grantees agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how OJP manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. <https://dps.mn.gov/divisions/ojp/grants/Documents/grant%20manual%20current.pdf>

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.

Program Name	Address		
Anoka County Victim Witness Program	Emily Oskey	Anoka County Attorney's Office, 2100 Third	
Blue Earth County Attorney's Office	Vanessa Barr	P.O. Box 3129	
Brown County Probation	Bernie Epper	1 South State St.	
Carver County Attorney's Office	Nancy Yates	604 E. 4th St.	
Cass County Attorney's Office	Sharon Pfeiffer	PO Box 3000	
Chisago County Attorney's Office	Wendy Stenberg	313 N. Main St.	
Clay County Attorney's Office	Michelle Olsonoski	807 11th St. N., PO Box 280	
Cook County Attorney's Office	Molly Hicken	411 West 2nd Street	
Crime Victims Resource Center	Tori Miller	101 14th St. NW	
Crow Wing County Victim Services, Inc.	Kathy Fleisher	803 Kingwood St., Ste. 203	
Dakota County Attorney's Office	Monica Jensen	1560 Hwy. 55	
Dodge-Fillmore-Olmsted Victim Services	Becky Kamrath	151 4th St. SE	
Freeborn County Crime Victims Crisis Center	Maureen Williams-Zelenak	203 West Clark Street	
Friends Against Abuse	Jenell Feller	407 4th St.	
Hands of Hope Resource Center	Stephanie Och	P.O. Box 67	
Hennepin County Attorney's Office	Nicki Slick	300 S. 6th St.	
Houston County Victim Services	Michelle Herman	306 S. Marshall, Ste. 2300	
Immigrant Law Center	Selena Britzius-Negash	450 N. Syndicate St., Suite 175	
Isanti County Victim Services/SAIC	Brenda Skogman	555 18th Avenue SW	
Itasca County Attorney's Office	John Muhar	123 NE 4th St.	
JWRC of NCPTC & Gundersen Health System	Alison Feigh	2021 E. Hennepin Ave. Ste 360	
Kandiyohi County Attorney's Office	Jen Hovland	415 SW 6th St.	
Lac Qui Parle County Attorney's Office	Denise Loy	214 6th Ave.	
Lake County Attorney's Victim Witness Program	Susan Frericks	Lake County Courthouse, 601 Third Ave.	
Lakes Crisis & Resource Center	Leona Ulrich	P.O. Box 394	
Le Sueur County Victim/Witness Program	Vicki Walechka	88 South Park Ave.	
Mahnomen County Victim Services Office	Lynn Geray	311 North Main Street, P.O. Box 440	
Maplewood Police Department	Paul Schnell	1830 Co Rd B East	
Marshall County Victim Services	Judy Bernat	208 East Colvin, Suite 2	
Martin County Victim Services	Rebecca Bentele	201 Lake Ave., Security Bldg. Rm. 245	
MCAA	Bob Small	100 Empire Dr., Ste. 200	

Meeker County Attorney's Office	Sharon	Dicke	325 Sibley Ave. N.
Meeker County Sheriff's Office	Sara	Miller	326 N. Ramsey Ave.
Mille Lacs County Attorney's Office	Jan	Jude	225 6th Ave. SE
MN Elder Justice Center	Amanda	Vickstrom	2610 University Avenue West Ste 530
Minneapolis City Attorney's Office	Mary Elle Heng		350 S. 5th St. Room 210, City Hall
Minnesotans For Safe Driving	Sharon	Gehrman-Driscoll	8700 West 36th St., Ste. 1E
Mothers Against Drunk Driving	Art	Morrow	155 S. Wabasha Street, Ste. 104
New Horizons Crisis Center	Carrie	Buddy	109 S. 5th St., Ste. 40
Olmsted County Attorney's Office	Mark	Ostrem	151 4th St. SE
OutFront Minnesota	Eva	Wood	310 E. 38th St., Suite 204
Norman County Victim Assistance Program	Melissa	Fetterer	402 E. 3rd St., Suite 9
Pathways of West Central MN, Inc.	Melissa	Bodin	103 W. Nichols
Polk County Attorney's Office	Stephanie Pry		816 Marin Ave., Suite 125
Ramsey County Attorney's Office	Tami	McConkey	Victim/Witness and Community Services Di
Renville County Attorney's Office	David	Torgelson	105 S. 5th St., Ste. 320
Rice County Attorney's Office	Shawn	Becker	218 NW 3rd St.
Rochester City Attorney's Office	Kristina	Bush	201 4th Street SE, Room 247
Safe Avenues	Jen	Johnson	P.O. Box 568
Sherburne County	Michelle	Berner	13880 Business Center Driver
Someplace Safe	Sheila	Korby	P.O. Box 815
St. Louis County Attorney's Office	Patty	Wheeler	100 North 5th Ave. West
St. Paul City Attorney's Office	Jim	Jeffery	500 City Hall/Courthouse, 15 W. Kellogg Blvd.
Stearns County Attorney's Office	Heather	Benhardus	705 Courthouse Sq., Rm 448
Steele County Attorney's Office	Dan	McIntosh	303 South Cedar Aven
Washington County Attorney's Office	Christine	Vondelinde	15015 62nd St. N.
Watsonwan County Victim Witness Program	Melissa	Cornelius	710 2nd Ave. S., P.O. Box 518
White Earth DOVE Program	Tanya	Vold	P.O. Box 418
WINDOW	Lisa	Lilja	P.O. Box 739
Women of Nations	Della	Plume	PO Box 7125
Wright County Victim/Witness Program	Jenny	Paripovich	10 N.W. 2nd St.
Minnesota Children's Alliance	Marcia	Milliken	2301 Woodbridge Street, #200
Lisa Smith	Lisa	Smith	1501 Freeway Blvd.
Diana Umidon	Diana	Umidon	1542 East Shore Drive

Recommended MAC Board Committee Structure

The role of a board committee is to prepare recommendations for the board, decide what matters need to be taken up by the full board, advise organization staff when needed, or to take on a significant project/event. Board Committees assign a committee chair and establish an on-going meeting schedule. Committee meeting minutes are distributed to the full board on a regular basis.

Executive: Oversee operations of the board; act on behalf of the board during on-demand activities that occur between meetings, these acts are later presented for full board review; comprised of board chair, other officers and/or committee chairs; performs evaluation of Executive Director.

Board Development: Ensure effective board processes, structures and roles, including retreat planning, committee development, and board evaluation. Is responsible for developing plan to ensure recruitment of most qualified potential board members and oversees creation and delivery of orientation and training for new and current board members.

Budget and Finance: Oversee development of the budget; ensure accurate tracking/monitoring/accountability for funds; ensure adequate financial controls; often led by the board treasurer; review major grants and associated terms.

Outreach and Engagement: Develop and carry out plan to grow the organizations visibility and engage stakeholders in the work of the organization. Ensure organization has informed understanding of the needs of both member programs and the individuals that member programs serve.

Public Policy: Monitors and responds to issues effecting crime victims and victim service providers throughout the state of Minnesota. Ensures the full board and membership is kept informed regarding issues, trends, policy, and potential legislative actions.

Potential Ad Hoc Committees: (ad hoc committees *exist to accomplish a specific goal over a specific amount of time*)

Special Events: Plans and coordinates special events as needed.

Training: Provides direction regarding training needs of membership and assists planning and coordination of training delivery.

Research: Conducts specific research and/or data gathering to make decisions about a current function in the organization, (i.e.) website design, technology upgrades, other topic specific issues.



Minnesota Alliance on Crime
Board of Directors Candidate Application

Date 08-01-16

Name Dianna Umidon

Residence

Address 1542 E Shore Dr Saint Paul mn 55106

Phone 651-201-1382 W Email dianna.umidon@state.mn.us
651-245-0658 C ddumidon@gmail.com

Employer

Name Office of the Minnesota Secretary of State

Your Title Director of State at Home

Address PO Box 17370

Phone 651-201-1399 Email dianna.umidon@state.mn.us

Type of business or organization state government

Primary services and area/population served state of Minnesota

Preferred method of contact () Work ☒ Residence

Please list boards and committees that you serve on, or have served on (non-profit, civic, community, fraternal, political, professional, recreational)

Organization	Role/Title	Dates of Service
<u>Wash Co GAL Board</u>	<u>community member</u>	<u>2002-2004</u>
	<u>former GAL</u>	
<u>Church - Women's Ministry</u>	<u>Leadership team</u>	<u>2004-2013</u>
<u>school PTA</u>	<u>various</u>	<u>1994-1998</u>
<u>Church - Hospitality Team</u>	<u>various</u>	<u>2002-2013</u>
<u>College Student Senate</u>	<u>VP</u>	<u>1999-2001</u>
<u>Volunteer GAL</u>	<u>Juvenile Court</u>	<u>1999-2003</u>
<u>NACAP</u>	<u>Funding President</u>	<u>2015-current</u>
Education/Training		
<u>BA Hamline University, Criminal Justice</u>		
<u>MA University of St Thomas, Leadership & Public Policy</u>		
<u>Restorative Justice / mediator training</u>		

Optional – Have you received any awards or honors that you would like to mention?

How do you feel MAC would benefit from your involvement on the Board?

I work in the criminal justice field and have a lot of experience developing programs that involve criminal justice public policy.

Skills, experience, and interests (Please circle all that apply)

☒ Finance/Accounting

☒ Personnel/Human Resources

☒ Administration/Management

☐ Nonprofit Governance

☒ Community Engagement

☒ Policy Development

☒ Program Evaluation

☒ Public Relations/Communications

☒ Training

☐ Special Event Planning

☐ Grant Writing

☐ Fundraising

☒ Outreach/Advocacy

☐ Other _____

☐ Other _____

☐ Other _____

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of MAC.

not sure. I'll try to help any way I can.

Please tell us anything else you would like to share.

Thank you for your interest!

Please return this application to:
Bobbi Holtberg, Executive Director
155 South Wabasha Street, Suite 104
St. Paul, MN 55107
bobbi@mnallianceoncrime.org
612.940.8090/800.940.8090

Further, board members are expected to:

- Follow the organization's bylaws, policies, and board resolutions;
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and
- Maintain confidentiality about all internal matters of MAC.

MAC's Mission Statement

The mission of Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

MAC's Core Values

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We seek to ensure a criminal justice system that is fair and accessible to crime victims, and meaningful rights for crime victims are routinely honored.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation, and violence.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence and exploitation.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence and exploitation.
7. We promote and encourage the leadership of victim/survivors in guiding our advocacy, policy, and training efforts.
8. We affirm the power of collective and collaborative efforts to advocate with social systems and institutions in order to end violence and exploitation.
9. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of crime victims.
10. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.

I have read and agree to promote MAC's mission and core values; and execute the duties and responsibilities of a member of the Board of Directors for the duration of my tenure.

Signed: _____

Date: _____

Diana Umida
8/1/16

STATED BYLAWS
OF THE
MINNESOTA ALLIANCE ON CRIME

ARTICLE I
Registered Office

The registered office of the Minnesota Alliance on Crime, at which the general business of the Minnesota Alliance on Crime shall be transacted and where the records of the Minnesota Alliance on Crime shall be kept, shall be at such a place in the State of Minnesota as shall be fixed from time to time by the Board of Directors.

ARTICLE II
Membership

SECTION 2.1 Membership. Individuals or agencies desiring membership status shall complete and submit an annual membership application with dues assigned and established periodically by the Board of Directors. If meeting the financial obligation of membership presents a hardship for an individual or organization, the individual or organization may submit a proposal to the Executive Committee for special consideration. Proposals for special consideration will be reviewed for acceptance on a case-by-case basis.

SECTION 2.2 Voting Member Organization. (a) An organization may become a Voting Member Organization of the Minnesota Alliance on Crime by meeting the following requirements:

1. The organization must be incorporated as a Minnesota non-profit organization or tribal organization; or a Victim/Witness Program located within a prosecutorial or law enforcement office;
2. The organization must, as a primary function, provide direct services to crime victims;
3. The organization must provide either criminal justice assistance, victim advocacy, victim safety planning, and/or victim services' referrals;
4. The organization supports and promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
5. The organization has completed its annual membership application and paid its annual membership dues in full.

(b) If the organization meets each of the requirements listed in paragraph (a), the organization shall be a Voting Member Organization of the Minnesota Alliance on Crime.

(c) Each Voting Member Organization shall appoint one (1) individual to serve as their voting delegate and one (1) individual to serve as their voting alternate at meetings of the membership of the Minnesota Alliance on Crime. These individuals will serve as delegates and alternates until successors are appointed. Replacement delegates and alternates may be appointed by Voting Member Organizations by providing written notice to the Minnesota Alliance on Crime before scheduled meetings of the members of the Minnesota Alliance on Crime.

July 2016

(d) Each Voting Member Organization shall exercise the privilege of one (1) vote at all meetings of the members of the Minnesota Alliance on Crime.

Commented [ED1]: Need to draft language regarding definition of voting and non-voting members,

SECTION 2.3 Non-Voting Member Organization. (a) An organization may become a Non-Voting Member Organization of the Minnesota Alliance on Crime if:

1. The organization promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
2. The organization:
 - A. Is a non-profit organization working in the areas of health and education; or,
 - B. Is a local, state, or tribal government; or,
 - C. Does not provide direct services to crime victims; and,
3. The organization has completed its annual membership application and paid its annual membership dues in full.

(b) If the organization meets each of the requirements listed in paragraph (a), the organization shall be a Non-Voting Member Organization of the Minnesota Alliance on Crime.

(c) A Non-Voting Member Organization does not have the privilege to vote at meetings of the members of the Minnesota Alliance on Crime.

Commented [ED2]: Need to draft language regarding definition of voting and non-voting members,

SECTION 2.4 Non-Voting Member Individual. (a) An individual may become a Non-Voting Member Individual of the Minnesota Alliance on Crime if:

1. The individual promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
2. The individual has completed the individual's annual membership application and paid the individual's annual membership dues in full.

(b) If the individual meets each of the requirements listed in paragraph (a), the individual shall be a Non-Voting Member Individual of the Minnesota Alliance on Crime.

(c) A Non-Voting Member Individual does not have the privilege to vote at meetings of the members of the Minnesota Alliance on Crime.

Commented [ED3]: Need to draft language regarding definition of voting and non-voting members,

SECTION 2.5 Interest in Property. The members of the Minnesota Alliance on Crime shall not have any right, title, or interest in the real or personal property of the Minnesota Alliance on Crime.

SECTION 2.3 Resignation. Any member may resign membership at any time by giving written notice of the resignation of membership to the Board of Directors. Such resignation shall take effect at the beginning of the next Board of Directors meeting.

SECTION 2.4 Termination. Any membership may be terminated by a two-thirds majority vote of the Board of Directors.

July 2016

ARTICLE III
Meetings of the Members

SECTION 3.1 Notice. Written notice of the time and place for each meeting of the members of the Minnesota Alliance on Crime shall be emailed or mailed, postage prepaid, to each member of the Minnesota Alliance on Crime at his or her last known email address or physical address not less than five nor more than sixty days before the meeting. Any member may waive notice of a meeting before, at, or after the meeting, orally, in writing, or by attendance. Attendance at a meeting is deemed a waiver unless the member objects: (1) at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened; or (2) before a vote on an item of business because the item may not lawfully be considered at that meeting and the member did not participate in the consideration of the item at that meeting.

SECTION 3.2 Members List for Meeting. The Minnesota Alliance on Crime Member List for Meeting shall consist of all members of the Minnesota Alliance on Crime as of the date of the meeting.

SECTION 3.3 Voting. At all meetings of the members of the Minnesota Alliance on Crime, each Voting Member Organization shall be entitled to cast one (1) vote on any questions coming before the meeting. The presence of one-third of the Voting Member Organizations shall constitute a quorum at any meeting thereof. The Voting Member Organizations present and entitled to vote at any meeting, although less than a quorum, may adjourn the meeting. A majority vote of the Voting Member Organizations present and entitled to vote at any meeting at which a quorum is present shall be sufficient to transact business. When any meeting of the members is adjourned to another time and place, notice of the adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken.

SECTION 3.4 Annual Meeting. The Annual Meeting of the members of the Minnesota Alliance on Crime shall be held in the month of September at such time and location as may be designated by the Board of Directors. The Annual Meeting shall serve the following purposes: nominating and recruiting board members; presenting reports on the activities and financial condition of the Minnesota Alliance on Crime; and, transacting of such other business as may properly come before the Annual Meeting.

ARTICLE IV

Directors

SECTION 4.1 Number. The Board of Directors of the Minnesota Alliance on Crime shall consist of five (5) to fifteen (15) directors.

SECTION 4.2 Terms. Directors of the Minnesota Alliance on Crime shall be elected to serve a term of three years. The start date of each term for each director shall be determined by the Board of Directors and recorded by the Executive Director of the Minnesota Alliance on Crime. The directors shall be divided into three classes, approximately equal in number, so that the terms of office of approximately one-third of the directors shall expire each year. Each director shall hold office for the term for which the director was elected and until the end of the meeting at which the director's successor has been elected, or until the director's death, resignation, or removal. If ratified by the Minnesota Alliance on Crime membership, each director may serve up to a maximum of two consecutive board terms. Directors of the Minnesota Alliance on Crime shall serve without financial compensation.

SECTION 4.3 Ad Hoc Director. As the Board of Directors may find it appropriate from time to time, the Board of Directors may appoint a maximum of three Ad Hoc Directors by majority vote to fill any vacancy on the Board of Directors. Ad Hoc Directors may serve a maximum of one year as an Ad Hoc Director on the Board of Directors. If ratified by the Minnesota Alliance on Crime membership, each Ad Hoc Director may become a full director of the Minnesota Alliance on Crime. The start date of each term for each Ad Hoc Director ratified to become a full director shall be determined by the Board of Directors and recorded by the Executive Director of the Minnesota Alliance on Crime. Ad Hoc Directors of the Minnesota Alliance on Crime shall serve without financial compensation.

SECTION 4.4 Removal. Any director or Ad Hoc Director may at any time be removed with cause by the Board of Directors. If a vacancy occurs because of the death, resignation or removal of a director or Ad Hoc Director and results in Board membership less than the minimum set forth in the bylaws, such vacancy shall be filled by the Board of Directors for the unexpired term of such director or Ad Hoc Director.

Commented [ED4]: I would suggest implementing terms of 3 years and term limits of 2 consecutive terms. We will need to work out how this will affect currently sitting directors in hopes of developing a schedule where 1/3 of directors terms would expire annually. Discussion is also needed regarding the makeup of the board, i.e. members vs non-members, survivors, etc.

Commented [ED5]: Do we want to create an "ad hoc" BOD position? Technically, Karla, Kelly ad Danielle are successor's to Lisa, Sharon, and Catie. We didn't know it work out that way, which is why we had agreed to recruit ad hoc directors.

ARTICLE V
Duties of Directors and Ad Hoc Directors

SECTION 5.1 Expectations. Each director and Ad Hoc Director of the Minnesota Alliance on Crime shall:

1. Know the Minnesota Alliance on Crime's mission, core values, policies, programs, and needs;
2. Follow the organization's bylaws, policies, and board resolutions;
3. Serve as active advocates and ambassadors for the Minnesota Alliance on Crime;
4. Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy;
5. Leverage connections, networks, and resources to fully achieve the Minnesota Alliance on Crime's mission;
6. Faithfully read and understand the organization's financial statements;
7. Fully engage in identifying and securing the financial resources and partnerships necessary for the Minnesota Alliance on Crime to advance its mission;
8. Give a meaningful personal financial donation;
9. Prepare for, attend, and conscientiously participate in board meetings;
10. Participate in one or more board sub-committees;
11. Commit to five (5) to ten (10) hours per month, as needed, in service to the Minnesota Alliance on Crime;
12. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and,
13. Maintain confidentiality about all internal matters of the Minnesota Alliance on Crime.

SECTION 5.2 Meeting Attendance. Directors of the Minnesota Alliance on Crime shall make every effort to attend all meetings of the Board of Directors. Failure to attend three (3) consecutive meetings per fiscal year shall be grounds for removal, unless otherwise previously approved of by the Board of Directors.

SECTION 5.3 Training. Directors of the Minnesota Alliance on Crime shall attend, participate in, and successfully complete annual board training as organized by the Board of Directors.

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Commented [ED6]: How do we want to implement the BOD job description?

SECTION 5.4 Committee Participation. Directors of the Minnesota Alliance on Crime shall be assigned to at least one sub-committee as assigned by the Board of Directors. Every effort shall be made to assign the director to his or her committee of choice.

SECTION 5.5 Board Director Recruitment. Each director shall each year, to the best of their ability, recruit new directors for recommendation to the Minnesota Alliance on Crime Board of Directors. Once recruited, the Board of Directors shall thoroughly vet the proposed new directors. Once properly vetted, the Board of Directors shall present a slate of proposed directors to the Minnesota Alliance on Crime Voting Member Organizations at the Annual Meeting. At the Annual Meeting, the Voting Member Organizations may either ratify or reject the slate of proposed directors by majority vote.

SECTION 5.6 Composition of the Board of Directors. The Board of Directors shall, to the best of its ability, seek to have the following representation compose the Minnesota Alliance on Crime Board of Directors:

1. Sixty-Seven Percent (67%) of the Board of Directors shall represent Voting Member Organizations;
2. Thirty-Three Percent (33%) of the Board of Directors shall represent Non-Voting Member Organizations or Non-Voting Member Individuals;
3. Fifty Percent (50%) of the Board of Directors shall represent communities in the seven-county metro area of Minneapolis and Saint Paul;
4. Fifty Percent (50%) of the Board of Directors shall represent communities outside of the seven-county metro area of Minneapolis and Saint Paul;
5. Thirty-Three Percent (33%) of the Board of Directors shall represent government systems-based organizations;
6. Thirty-Three Percent (33%) of the Board of Directors shall represent community services-based organizations;
7. Twenty Percent (20%) of the Board of Directors shall include victims and survivors of crime;
8. Twenty Percent (20%) of the Board of Directors shall include under-represented groups.; and,
9. Thirteen Percent (13%) of the Board of Directors shall include corporate or private sector citizens.

The Board of Directors will determine whether a particular Director or Ad Hoc Director fulfills a particular composition category enumerated above.

ARTICLE VI
Meetings of the Board of Directors

SECTION 6.1 Meeting for the Purpose of Electing Officers. At the first board meeting following the Annual Meeting in September, at a time and place designated by the Board of Directors, the Board of Directors shall meet to elect officers of the Board of Directors.

Commented [ED7]: It should be the duty of the BOD to recruit, thoroughly vet, potential new board members and then present a slate of proposed BOD to the membership to ratify through a vote.

SECTION 6.2 Other Meetings. Other meetings of the Board of Directors may be held at such time and place as announced at a previous meeting of the Board of Directors. Meetings of the Board of Directors may also be called at any time by the President, or upon the request of three or more members to the President, of the Board of Directors. Anyone entitled to call a meeting of the Board of Directors may make a request to the President to call the meeting, and the President shall give notice of the meeting, setting the time, place and purpose thereof, to be held between five and thirty days after receiving the request. If the President fails to give notice of the meeting within seven days from the day on which the request is made, the person or persons who requested the meeting may fix the time and place of the meeting and give notice in the manner hereinafter provided.

SECTION 6.3 Notice. Written notice of the time and place for each meeting of the Board of Directors shall be emailed to each director of the Board of Directors at the director's last known email address not less than five nor more than thirty days before the meeting. Any director may waive notice of a meeting before, at, or after the meeting, orally, in writing or by attendance. Attendance at a meeting is deemed a waiver unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened, and the director does not participate in the meeting.

SECTION 6.4 Quorum. The presence of one-third of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. The directors present at any meeting, although less than a quorum, may adjourn the meeting.

SECTION 6.5 Voting. At all meetings of the Board of Directors, each director shall be entitled to cast one (1) vote on any question coming before the meeting. A majority vote of the directors present at any meeting, if there be a quorum, shall be sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A director shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Directors. A director who is present at a meeting of the Board of Directors when an action is taken is presumed to have assented to the action unless the director votes against the action, abstains, or is prohibited from voting on the action.

SECTION 6.6 Written Action. Any action that could be taken at a meeting of the Board of Directors may be taken by written action as provided in the Minnesota Alliance on Crime's Articles of Incorporation.

SECTION 6.7 Conflicts of Interest. The Minnesota Alliance on Crime shall not enter into any contract or transaction with: (a) one of more of its directors; (b) a director of a related organization (within the meaning of Minn. Stat. § 317A.011, subd.18 (2016); or, (c) an organization in or of which a director is a concurrent director, officer, or legal representative, or has a material financial interest. Notwithstanding these prohibitions, the Minnesota Alliance on Crime may enter into a contract or transaction as described in (a), (b), or (c) if the material facts as to the contract or transaction and as to the director's interest are fully

disclosed or known to the Board of Directors, and the Board of Director authorizes, approves, or ratifies the contract or transaction in good faith by the affirmative vote of a majority of the directors (without counting the interested director), at a meeting at which there is a quorum not counting the interested director. Failure to comply with the provisions of this section shall not invalidate any contract or transaction to which the Minnesota Alliance on Crime is a party.

Commented [ED8]: Do we need to add any additional language regarding disclosure? – I believe disclosure is implied in this rule. Do you have any specific disclosure issue or language you were thinking about?

ARTICLE VII
Officers

SECTION 7.1 Tenure of Office. The officers of this corporation shall be a President, a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may designate. Officers shall be elected by the Board of Directors to serve for terms of one year. Any officer may at any time be removed by the Board of Directors with cause. The same person may not hold more than one office at the same time. A new director may not become an officer of the Minnesota Alliance on Crime until that director has served as a director for one (1) year.

SECTION 7.2 President. The President shall: (1) have general active management of the business of the corporation; (2) when present, preside at meetings of the board and of the members; (3) see that orders and resolutions of the board are carried into effect; (4) sign and deliver in the name of the Minnesota Alliance on Crime deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws by the board to another officer or agent of the corporation; (5) when necessary, certify proceedings of the board and the members, and (6) perform other duties prescribed by the Board of Directors.

SECTION 7.3 President Elect. The President Elect shall perform the duties of the President in case of the latter's absence or disability. Execution by the President Elect on behalf of the Minnesota Alliance on Crime of any instrument shall have the same force and effect as if it were executed on behalf of the Minnesota Alliance on Crime by the President.

SECTION 7.4 Vice-President. The Vice-President shall perform duties as assigned by the Board of Directors. In the absence of the President at a meeting of the Board of Directors, the Vice-President shall fulfill the duties of the President described in Section 7.2. In the event of the resignation or removal of the President, the Vice-President shall assume the role of President of the Board of Directors until such time as a new President may be elected.

SECTION 7.5 Secretary. The Secretary shall provide for the keeping of proper records of all transactions of this corporation. The Secretary shall also perform such other duties as may be assigned by the Board of Directors.

SECTION 7.6 Treasurer. The Treasurer shall: (1) keep accurate financial records for the corporation; (2) endorse for deposit notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers for the deposit; (3) deposit money, drafts, and checks in the name of and to the credit of the Minnesota Alliance on Crime in the banks and depositories designated by the Board of Directors; (4) disburse corporate funds and issue checks and drafts in the name of the Minnesota Alliance on Crime, as ordered by the Board of Directors; (5) on a quarterly basis and upon request of the Board of Directors, provide the President and the Board of Directors an account of transactions by the treasurer and of the financial condition of the Minnesota Alliance on Crime; and (6) perform other duties prescribed by the Board of Directors or by the President.

SECTION 7.7 Additional Powers. Any officer of this corporation, in addition to the powers conferred upon that officer by the Bylaws, shall have such powers to perform additional duties as may be prescribed by the Board of Directors.

ARTICLE VIII
Committees

SECTION 8.1 Authority. The Board of Directors may act by and through such committees as it may create. Each committee shall have duties and responsibilities as are assigned by the Board of Directors. Each committee shall at all times be subject to the control and direction of the Board of Directors. Committee members, other than members of the Executive Committee, need not be directors.

SECTION 8.2 Membership. Each committee shall consist of, at a minimum, one member of the Board of Directors, and shall consist of two to ten committee members. Membership on a committee shall be open to all board members, as well as all members of the Minnesota Alliance on Crime.

SECTION 8.3 Executive Committee. The Executive Committee shall be composed of: the President; the President Elect; the Vice-President; the Secretary; and the Treasurer. The Executive Committee shall have the authority of the Board of Directors in the management of the business of the Minnesota Alliance on Crime in the interval between meetings of the Board of Directors. The Executive Committee shall at all times be subject to the control and direction of the Board of Directors.

SECTION 8.4 Meeting. Meetings of any committee may be called at any time by a member of the committee or by the President, on at least five days' notice by email, or two days oral notice by telephone or in person. Meetings of each committee may also be held at such time and place as are announced at a previous meeting of the committee. Appearance at a meeting is deemed to be a waiver of the notice unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and the committee member does not participate in the meeting.

SECTION 8.5 Voting. At all meetings of a committee of the Minnesota Alliance on Crime, each member of the committee shall be entitled to cast one vote on any question coming before such meeting of the committee. The presence of a majority of the membership of any committee of the Minnesota Alliance on Crime shall constitute a quorum at any meeting thereof, but the members of a committee present at any such meeting, although less than a quorum, may adjourn the meeting. A majority vote of the members of a committee of the Minnesota Alliance on Crime present at any meeting thereof, if there be a quorum, shall be sufficient for the transaction of the business of such committee. Any action that could be taken at a committee meeting may be taken by written action signed by all members of the committee.

ARTICLE IX
Executive Director

SECTION 9.1 Position. The Board of Directors may employ, at a salary it shall determine, an Executive Director of the Minnesota Alliance on Crime.

SECTION 9.2 Responsibilities. The Executive Director shall be responsible to the Board for:

1. Carrying out the policies and programs of the Minnesota Alliance on Crime;
2. Employing and discharging employees in accordance with the policies of the Minnesota Alliance on Crime;
3. Supervising all expenditures of the Minnesota Alliance on Crime in accordance with the policies of the Minnesota Alliance on Crime;
4. Reporting, regarding the work of the Minnesota Alliance on Crime, at each meeting of the Board of Directors; and
5. Performing other duties prescribed by the Board of Directors or by the President.

SECTION 9.3 Execution of Documents. The Executive Director shall have authority to execute all documents necessary for the day to day operation of the Minnesota Alliance on Crime.

SECTION 9.4 Evaluation. The Executive Director shall be evaluated on an annual basis in a manner to be determined by the Board of Directors. A written summary of each such evaluation shall be placed in the Executive Director's personnel file.

SECTION 8.5 Committees. The Executive Director shall be an ex-officio member of the Board of Directors, the Executive Committee, and all standing and special committees of the Board, but shall have no vote thereon.

ARTICLE X
Indemnification

To the full extent permitted by any applicable law, the Minnesota Alliance on Crime shall indemnify each person made or threatened to be made a party to any threatened, pending or completed civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of the Minnesota Alliance on Crime, by reason of the former or present capacity of the person as:

- (a) A director, officer, employee or member of a committee of the Minnesota Alliance on Crime; or,
- (b) a director, officer, partner, trustee, employee or agent of another organization or employee benefit plan, who while a director, officer, or employee of the Minnesota Alliance on Crime, is or was serving the other organization at the request of the Minnesota Alliance on Crime or whose duties as a director, officer, or employee of the Minnesota Alliance on Crime involve or involved such service to the other organization;

against judgments, penalties, fines (including, without limitation, excise taxes assessed against the person with respect to an employee benefit plan), settlements, and reasonable attorney's fees and disbursements, incurred by the person in connection with the proceeding.

Indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee or committee member, shall inure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of a matter occurring before the adoption of this section shall apply as a credit against any indemnification provided by this section.

Any member, director, officer, or agent is not civilly liable for an act or omission by that person if the act or omission was in good faith, was within the scope of the person's responsibility, and did not constitute willful or reckless misconduct. Actions such as breach of fiduciary duty, federal causes of action, and breach of contract are not covered.

The Minnesota Alliance on Crime may, to the full extent permitted by applicable law, purchase and maintain insurance on behalf of any person who is or was a director, officer, or employee or a member of a committee of this Minnesota Alliance on Crime against any liability asserted against such person and incurred by such person in any such capacity.

ARTICLE XI
Finance

SECTION 11.1 Acceptance. Any dues, contributions, grants, bequests or gifts made to the Minnesota Alliance on Crime shall be accepted or collected only as authorized by the Board of Directors.

SECTION 11.2 Deposit of Funds. All funds of the Minnesota Alliance on Crime shall be deposited to the credit of the Minnesota Alliance on Crime under such conditions and in such banks, trust companies or other depositories as shall be designated by the Board of Directors.

SECTION 11.3 Record of Transactions. All contracts, checks and orders for the payment, receipt or deposit of money, and access to securities of the Minnesota Alliance on Crime shall be recorded in a manner as designated by the Board of Directors.

SECTION 11.4 Annual Budget. The annual budget of estimated income, income expense, and capital expense shall be approved by the Board of Directors.

SECTION 11.5 Title to Property. Title to all property shall be held in the name of the Minnesota Alliance on Crime.

SECTION 11.6 Authority to Borrow, Encumber Assets. No director, officer, agent, or employee of this Minnesota Alliance on Crime shall have any power or authority to borrow money on its behalf, to pledge its credit, or to mortgage or pledge its real or personal property, except within the scope and to the extent of the authority delegated by resolutions adopted by the Board of Directors. Authority may be given by the Board of Directors for any of the above purposes and may be general or limited to specific instances.

SECTION 11.7 Summary Report. A summary report of the financial operation of the Minnesota Alliance on Crime shall be made by the Treasurer at least quarterly to the Board of Directors.

ARTICLE XII
Miscellaneous

SECTION 12.1 Fiscal Year. Unless otherwise fixed by the Board of Directors, the fiscal year of this Minnesota Alliance on Crime shall begin on July 1 and end on the succeeding June 30.

SECTION 12.2 Corporate Seal. The Minnesota Alliance on Crime shall have no corporate seal.

SECTION 12.3 Electronic Communications. A director or committee member may participate in a meeting by any means of communication through which such person, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes presence in person at the meeting. A conference among directors or committee members by any means of communication through which such person may simultaneously hear each other during the conference is a meeting of the Board of Directors or committee, as the case may be, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence in person at a meeting.

SECTION 12.4 Amendments. The membership may amend these bylaws by a majority vote of the membership.

SECTION 12.5 Discrimination. This Minnesota Alliance on Crime shall not discriminate on the basis of race, age, color, religion, physical or mental disability, affectional orientation, public assistance or marital status.