



# Minnesota Alliance on Crime Board Meeting Agenda March 8, 2018

<i><b>Agenda Item</b></i>	<i><b>Who Leads</b></i>	<i><b>Time</b></i>
I. Introductions/Call to Order	Board Chair	3'
II. Review- Changes/Additions- <b>Action Needed</b>	Board Chair	2'
III. Consent Agenda Items		15'
• February Secretary's Report- <b>Action Item</b>	Secretary	
• February Treasurer's Report- <b>Action Item</b>	Treasurer	
IV. Updates	Committees & Staff	30'
• March Director's Report	ED	
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Public Policy Committee		
• Outreach and Fundraising Committee		
V. Discussion		30'
• 501(c)(4) Application - <b>Action Item</b>	Board Chair	
• Annual Meeting & Silent Auction	Board Chair	
VI. Closed Session for Focused Discussion		30'
VII. Adjourn	Board Chair	1'

**Next Board meeting: April 12, 2018**

***Minnesota Alliance on Crime connects systems, service providers, and victims to advance the response to victims of all crime.***

MAC Board Meeting – NEW MAC Office, St. Paul  
February 8, 2018 – Meeting Minutes

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- I. Called to Order by MAC Board President, Dianna Umidon at 10:00 a.m.**
  - a. Those present: Emily Douglas, Dianna Umidon, Kelly Nicholson, Diane Homa, Karla Bauer, Shawn Becker
  - b. By Phone: Melissa Cornelius, Rachael Joseph, Pamela Higgins-Maldonado, Denise Loy, Shane Baker, Therese Lockwood (member), Loni Peterson (member), Kevin Jonhansen (member)
  - c. Executive Director: Bobbi Holtberg
  - d. MAC Staff: Julia Tindell, Bri Luetkahans (MAC Intern)
  
- II. Review Agenda – Changes/Additions**
  - a. Changes – none
  - b. Additions – none
  
- III. Consent Agenda Items**
  - a. Secretary's Report
    - i. Motion to approve Secretary's Report from January 2018 - Approved
      - 1. Motion 1<sup>st</sup> Shawn Becker
      - 2. 2<sup>nd</sup> Karla Bauer
  - b. Treasurer's Report
    - i. Comments from Bobbi
      - 1. Balance shows roughly \$30,000 less than expected because OJP was delayed in paying us for November and December 2017
      - 2. MAC recently submitted January FSR that has not been approved yet, and NITVAN check still needs to be cashed
      - 3. February 2, 2018 deposit of \$2,003.03 last of Give to the Max Day
    - ii. Treasurer's Report from January 2018 - Approved
      - 1. Motion 1<sup>st</sup> Karla Bauer
      - 2. 2<sup>nd</sup> Shawn Becker
  
- IV. Updates**
  - a. February Director's Report (Bobbi Holtberg)
    - i. Office move last Friday went smoothly – MAC has completed all change of address items
    - ii. Staff completed implementation steps for third quarter from strategic plan
    - iii. Potential two-year federal budget may be approved – VOCA special projects RFP pushed back to summer 2018 for funding starting January 2019
      - 1. VOCA training grant due to expire ~~January 30, 2019~~ June 30, 2018

2. *Fundamentals in Victim Services* training has received a lot of interest and want to keep that going – would like all new victim services staff to attend – capacity is 50 and would like to fill spots (30 currently registered)
3. Would like to continue to reimburse attendees for training travel expenses – have seen member participation increase due to reimbursement options
4. Looking at continuing working with Karina Forrest-Perkins for offering *How the Accumulation of Stress Affects Our Future* training
  - a. Kelly Nicholson suggested we find out if Karina is an expert witness and if she has an interest in becoming one
5. OJP has VOCA surplus – hopefully will know within the month if we can start putting together an application so there is no gap in funding
- iv. MITCIRN (MN Identity Theft & Cybercrime Resource Network) (Julia Tindell)
  1. 37 organizations signed up to participate (up from 25 in December)
  2. Completed first webinar with OJP with 40 participants – very successful – scheduling March 6<sup>th</sup> webinar with San Diego PD on partnering with law enforcement
  3. Wednesday, April 11<sup>th</sup> Advanced Training/Network Launch plenary to include non-financial ID Theft types and targeted breakout sessions on three tracks: investigation/prosecution, victim services, consumer protections/ prevention - may need board/staff help, would love to have board presence at the training
  4. Foundational trainings posted to MITCIRN website
- v. Desk review went very well – very organized – done for the funding cycle
- b. Executive Committee (Dianna Umidon)
  - i. Haven't had official meeting, but have had email communication
  - ii. Have been busy with the office move
- c. Board Development Committee (Kelly Nicholson)
  - i. Haven't had official meeting
- d. Budget and Finance Committee (Dianna Umidon)
  - i. Phone conference meeting scheduled Friday, January 16<sup>th</sup> at 1:15 p.m.
- e. Public Policy Committee (Dianna Umidon)
  - i. Has met a couple of times – most recently last Thursday
  - ii. Session starts on February 20<sup>th</sup> – special elections occurring next week will be telling
  - iii. We need to make efforts as a board to identify legislators that will be good supporters of MAC – think of connections in our own networks that would be an ally for MAC and pull them in on conversations on victim rights in MN – important to start now to build relationship with legislators – Dave Pinto has already reached out – Rachael Joseph said she knows multiple legislators

who would be interested in working with MAC, some who are on the public policy committee already, and will discuss this at next public policy committee meeting next Thursday

- iv. Within the next couple of sessions will be thinking about proposing language changes to statutes or amendment
- v. Bobbi said MAC will be going out in metro area in March and looking for feedback – again in April in Marshall/Mankato area – to have conversations regionally and start to identify best practice remedies
- vi. MAC's goal for this session will be relationship-building and getting the word out about MAC
- vii. Dianna would like to keep this topic on the agenda for the next handful of months during session to continue the conversation
- viii. Dakota County Sheriff Leslie called Dianna while gathering support for an expansion project to build a sub-station in northern Dakota County (Mendota Heights) that would house the majority and expand/house their high-tech forensics/technology unit - sub-station would more than double the space they have now - they are making a direct ask for the money to be able to build the substation and now have authors for the bill (Barr & Kline)
- f. Outreach and Fundraising Committee (Shawn Becker)
  - i. Plan is to schedule meetings 30 minutes before board meetings since people are already getting together - didn't meet today due to a variety of reasons
  - ii. Danielle is working hard on outreach and it's working (up to 81 member programs!)
  - iii. Danielle worked on fundraising prospects form – committee will approve and send out for everyone else for review
  - iv. Bobbi sent out 2017 Luminate Report to board members this morning regarding giving trends about what is working and what isn't

## **V. Discussion**

- a. Open House (Dianna Umidon)
  - i. Last year's open house
    - 1. Turnout was okay - would have liked to see more members present
    - 2. Board participation was very minimal - don't want to do again without board support
    - 3. Did it in conjunction with NCVRW – MITCIRN training is a NCVRW training event this year, don't know if MAC will have the capacity to add another event that week and want to acknowledge NCVRW and support member programs holding events in own jurisdictions
  - ii. Shawn suggested a virtual open house – could use video for fundamentals training to introduce new people to MAC
  - iii. Kelly suggested we make it an appreciation to member programs

- iv. Pamela suggested program highlights for others to see
- v. Bobbi suggested an ad-hoc Member Appreciation Event Committee to work on this since it is a very quick turn-around (volunteers: Shawn Becker, Karla Bauer, Pamela Higgins-Maldonado, Rachael Joseph) - Doodle request will be sent to schedule meeting
- b. Annual Meeting & Capacity Building Training Dates (Dianna Umidon)
  - i. Discussed at a previous board meeting Option 1: Th 9/6 & F 9/7 or Option 2: Th 9/13 & F 9/14 in Twin Cities – Bobbi checked on other trainings/events on member program calendar and didn't see anything scheduled those dates
  - ii. Ideas for meeting space in the Twin Cities: (free?)
    - 1. Dakota Lodge (St. Paul)
    - 2. Char's Bluff (Hastings)
    - 3. Bunker Hills Activity Center (Coon Rapids)

**VI. Focused Discussion (Closed Session - see separate attachment)**

**VII. Adjourn**

- a. Meeting adjourned at 11:20 a.m.
- b. Motion made to adjourn - Approved
  - i. Motion 1<sup>st</sup> Diane
  - ii. 2<sup>nd</sup> Shawn

**Next Meeting: March 8, 2018 @ 10:00 a.m. – 12:00 p.m. – NEW MAC Office**

## VI. Focused Discussion (Closed Session)

Sub-lease issue (Kelly Nicholson has taken the lead from the Executive Committee)

- Last board meeting by phone approved demand letter from MADD to produce original sub-lease agreement and amendments – following approval, Kelly got a call from second private attorney (Dave Snyder) and was impressed with him
- MAC has agreed to pay Dave \$325/hour to handle this issue - since then, Dave has been providing a lot of pro bono time on calls and emails –Dave calls this a “curious situation”
  - OJP did approve up to two months (\$1600) in grant funds for legal counsel on this issue
- Sub-lease document:
  - MADD provided the sub-lease to Dave, but the document only shows MADD signatures on the contract and does not include MAC signatures or property owner’s signature
  - Letter from Nicky Scarrella (property owner) to Brenda Thomas at MADD approving request to sub-lease space to MAC
  - MAC has signed amendments to the sub-lease
  - Dave said this puts MADD in a weak position
- MAC’s options as Dave sees it:
  - 1) move and not pay anything and see if MADD sues MAC, or
  - 2) move and offer to resolve by paying one month’s additional rent (March 2018)
    - attempt to maintain a business-like relationship with MADD
    - MAC has paid MADD through February 2018 and not currently there
    - MAC did not have to pay February rent in the new space
- Dave drafted letter (less than one hour of his time) to MADD stating MAC’s position under option 2 above and mentioned that MAC based decisions on prior contact with MADD through Art and acted out of good faith based on what Art said – Dave sent the letter to MADD’s legal counsel yesterday afternoon and has not heard back at this time - there is no deadline in the letter for a response from MADD – Bobbi added that MADD has not responded to anything in the past unless a deadline has been included - Kelly will send a copy of the letter to the board as a confidential document
- Talking about \$5,600 total – we will wait and see if MADD will agree or push this further
- Dave believes if MADD were to bring this to court, the judge would likely split the difference
- Bobbi believes it was in MAC’s best interest professionally to sever the lessee relationship with MADD and any of its business practices
- Kelly wants to make a clear distinction here that MADD MN has pulled out of the equation and we are not dealing with any local staff from MADD MN – correspondence on this sub-lease issue is occurring with MADD National at this time
- A big thank you to Kelly for taking this on behalf of MAC

**MN Alliance on Crime  
Financials Summary  
February, 2018**

**Income:**

Program Income	96.20
Donations	2008.21
Membership Dues	64.99
OJP Income	47457.48
In Kind Donations	428.40
NITVAN Income	2605.63
Interest Income	3.02
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	<b>52663.93</b>

**Expenses:**

OJP Grant Expenses	15644.25
Training Grant Expenses	6713.46
NITVAN Grant Expenses	1743.34
Unrestricted Expenses	6834.06
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	<b>30935.11</b>

**Total Expenses:**

Personnel	12152.46
Payroll Taxes	901.22
Health Insurance Premiums	1271.88
In Kind Intern/Volunteer Expense	428.40
Rent	6844.00
Contract Services	365.00
Workers Comp Insurance	0.00
Dues & Subscriptions	15.00
Equipment	127.50
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Other Training Reimbursement	1102.74
Office & Program Supplies	802.31
Telephone Expense	412.16
Travel & Training Expenses	6339.44
Bank Service Charges	84.00
Aplos Software Expense	40.00
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	<b>30886.11</b>

**Available Balances:**

OJP Grant	302813.04
NITVAN Grant	42637.23
Training Grant	4951.11
Unrestricted-Checking	41648.93
Savings Account	15161.61
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	<b>407211.92</b>



## Executive Director's Report February 2018

### Updates

- **OJP Desk Review:** MAC received a request for supporting documents related to expenses we requested for reimbursement on our October 2017 Training Grant FSR. The documents were due February 7, 2018, and I submitted them on January 12, 2017 and we received our desk review close letter on January 18<sup>th</sup>. Both the request letter and close letters are attached. I think we scored some points for submitting the information in a very detailed and organized way.
- **Office Space:** MAC will be physically moving to the new office space on February 1<sup>st</sup> and 2<sup>nd</sup>. The February 8<sup>th</sup> board meeting will be held in the conference room at the new office building.
- **Change of Address Notifications:** Julia, Heidi and I have been working to ensure our physical address is updated on all applicable accounts. I have also provided required information to Bremer Insurance so our policies can be updated to cover the new office space. Postcards were mailed to members, stakeholders, vendors, donors, and others on January 31<sup>st</sup>.
- **Strategic Plan:** MAC staff spent time completing implementation steps for Quarter 3 goals. The updated plan is available for board review on the board website page.
- **VOCA Funds:** The federal government's use of continuing resolutions rather than a new approved budget is problematic for VOCA funds. Before the new, one-time increase of funds can be finalized, there needs to be an approved budget. These delays mean that VOCA special project funding will be delayed. Funds won't be issued prior to January 2019 for VOCA special projects. (State STOP special project grant RFP will be issued the fall of 2018 with a January 2019 start date.)

### MITCIRN (MN Identity Theft and Cybercrime Resource Network)

- **Participation:** Currently 37 organizations have signed up to participate in MITCIRN.
- **Foundational Training Webinar Series:**
  - "Consumer Protections and Criminals' Tactics: the AARP Fraud Watch Network" with Jay Haapala (Associate Director of Community Outreach at AARP and coordinator of the Fraud Watch Network) scheduled for Thursday, February 1<sup>st</sup>, 2018, 12pm-1pm (68 registrants)
  - March webinar TBA (hoping to get someone to train on criminal identity theft—working with Carolyn Bryant to secure a presenter)
- **MITCIRN Advanced Training & Network Launch:** Scheduled for Wednesday, April 11<sup>th</sup>, 2018 (during National Crime Victims' Rights Week) at the Wilder Center in St. Paul, MN. The morning will consist of a



network meeting and committee meetings. In the afternoon, there will be a plenary training session on working with Native victims of identity theft, as well as breakout sessions with the following three tracks: Investigation/Prosecution; Victim Services; and Consumer Protection/Prevention.

## **Training and Engagement**

- **Webinars:** The January webinar was held with on January 4<sup>th</sup> with Suzanne Elwell of OJP presenting Building Identity Theft Advocacy Skills. The February Webinar will be held on February 1<sup>st</sup> (see above). Rachael Joseph will be presenting a webinar on April 9<sup>th</sup> on working with families of homicide victims—this will be a National Crime Victims’ Rights Week event.
- **Membership Outreach:** Bloomington County Attorney’s Office, Kanabec County Attorney’s Office, Mid-Minnesota Women’s Center, and Renville County Attorney’s Office have joined MAC, bringing us to 77 members. Coon Rapids City Attorney’s Office, Mahnomon County Attorney’s Office, Mid-Minnesota Legal Aid, Nobles County Attorney’s Office, Roseau County Attorney’s Office, St. Louis County Attorney’s Office, and Wadena County Attorney’s Office have all expressed interest in joining MAC, too.
- **Newsletter:** Danielle released the February 2018 MAC newsletter.
- **Fundamentals in Victim Services Training:** Will be held in St. Cloud February 21-22, 2018 and is intended for government advocates. Registration is now open.
- **Trauma Training:** Danielle has approached Karina Forrest-Perkins to do a repeat of the November 17, 2018 training on trauma and the brain. This is intended to be a follow-up to the Fundamentals training and would ideally be held during the last two weeks of April 2018.
- **National Crime Victims’ Rights Week:** April 8-14, 2018. MAC has already emailed resources to members and allies. We also will be providing a calendar of events around the state on our website. In addition, the April webinar and the MITCIRN Summit will be NCVRW events.

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
email	9
Meeting	17.5
Meeting Prep	8
Research & Development	30
Training	27
(blank)	
Travel	7
Administrative	56.5
Technical Assistance	7
Holiday	8
<b>Grand Total</b>	<b>170</b>

**Danielle Kluz**  
**Activity Summary February 2018**

<b>Label</b>	<b>Total Hours</b>
Admin	6
Email	5
Holiday	3
Meetings	6
Meeting Prep	2
Outreach to Membership	15
PTO	56
Public Policy	6
Research & Development	0
Technical Assistance	0
Training	57
Travel	4
<b>TOTAL</b>	<b>160</b>

Julia Activity Report (February 2018)

Week	(All)
Date	(All)

Row Labels	Sum of Time
(blank)	
Travel	4
Outreach to Membership	3
Holiday	8
Training & Education Development	20
Professional Development	3
Break	14
PTO	3
Finance	3
Administration	34.5
NITVAN	45.5
Meeting	21
<b>Grand Total</b>	<b>159</b>

## **The Differences between 501(c)(3) and (4)**

### **501(c)(3)**

This classification is the most common for nonprofits. To fit into this category, an organization must fit into an exempt purpose as defined by the IRS. These include charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition and preventing cruelty to children or animals. While that's quite the lengthy list, it's not complete because the IRS breaks it down even more and defines what charitable means.

**Restrictions:** Any profits derived from the organization cannot benefit any director, officer or other individual. (This doesn't mean that you cannot be paid for the work, quite the opposite, but unlike public corporations where directors or shareholders receive a split of the profits, a 501(c)(3) cannot issue any dividends.) Also, should the organization shut down, no individual may benefit from any distribution of assets. Lobbying, propaganda or other legislative activity must be kept insubstantial, which is generally interpreted as 10-20 percent of an organization's activities.

**Requirements:** Each 501(c)(3) has to file a Form 990, which discloses the organization's finances for the year. Often churches and schools fit into this category and they might have additional filing requirements.

### **501(c)(4)**

Two types of organizations fit into this category: social welfare organizations and local associations of employees. Social welfare organizations can include homeowner associations and volunteer fire companies if they fit the exemptions. These organizations can engage in lobbying efforts if the causes coincide with the organization's purpose.

The Supreme Court's 2010 Citizens United decision allowed corporations and labor unions to register as a 501(c)(4) and, in turn, spend unlimited amounts of money on politics without disclosing their donors. As a result, the IRS was flooded with new applications for 501(c)(4) organizations.

**Restrictions:** Any earnings cannot benefit any individual shareholder or member. The organization cannot directly or indirectly participate in any political campaigns on behalf or in opposition to a candidate. It can engage in some political activity as long as that activity is not the primary purpose, however, those expenses might be subject to taxation.

**Requirements:** A 501(c)(4) organization is permitted to engage in lobbying to achieve its social welfare purpose. If an organization does engage in lobbying, it may be required to disclose how much of members' dues are applicable to lobbying activities or pay a proxy tax.