



**Minnesota Alliance on Crime  
Board Meeting Agenda  
May 10, 2018  
Phone Call-in Information  
1-888-204-5987 Access# 4133168**

<b>Agenda Item</b>	<b>Who Leads</b>	<b>Time</b>
I. Introductions/Call to Order	Board President	5'
II. Approve Agenda - Changes/Additions- <b>Action Item</b>	Board President	5'
III. Consent Agenda Items		40'
<ul style="list-style-type: none"> <li>• Secretary's Report- <b>Action Item</b></li> <li>• Treasurer's Report- <b>Action Item</b> <ul style="list-style-type: none"> <li>➤ FY19 Budget</li> <li>➤ Heidi at July meeting</li> </ul> </li> <li>• Director's Report               <ul style="list-style-type: none"> <li>➤ FY19 Work Plan</li> </ul> </li> </ul>	Secretary Treasurer  Executive Director	
IV. Updates	Committees & Staff	30'
<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Finance Committee</li> <li>• Public Policy Committee</li> <li>• Outreach and Fundraising Committee</li> <li>• Board Development Committee</li> </ul>		
VI. Focused Discussion	Staff & Board President	25'
<ul style="list-style-type: none"> <li>• Annual Meeting</li> <li>• Silent Auction</li> <li>• FY19 Board Meetings every other month</li> </ul>		
VII. Closed Session – conference call ends	Board President & Treasurer	10'
<ul style="list-style-type: none"> <li>• Staff wage increases discussion</li> </ul>		
VIII. Adjournment – <b>Action Item</b>	Board President	5'

MAC Board Meeting – NEW MAC Office, St. Paul  
April 12, 2018 – Meeting Minutes

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- I. **Called to Order by MAC Board President, Dianna Umidon at 10:04 a.m.**
  - a. Those present: Emily Douglas, Dianna Umidon, Kelly Nicholson, Diane Homa, Karla Bauer, Shawn Becker, Melissa Cornelius
  - b. By Phone: Shane Baker
  - c. Executive Director: Bobbi Holtberg
  - d. MAC Staff: Danielle Kluz, Julia Tindell, Bri Luetkahans (MAC Intern)
- II. **Review Agenda – Changes/Additions**
  - a. Changes – none
  - b. Additions – none
  - c. **Motion to approve April Board Meeting Agenda - Approved**
    - i. Motion 1<sup>st</sup> Kelly
    - ii. 2<sup>nd</sup> Karla
- III. **Consent Agenda Items**
  - a. Secretary's Report
    - i. Corrections
      1. Change "Brad" to "Barb" Top of page 2, first sentence, throughout should be "Barb Hedstrom"
      2. 4 B 3 Karla should review Board
      3. 5 A 9 Is there a conflict of interest if a board member runs for office
    - ii. **Motion to approve Secretary's Report from March 2018 with corrections - Approved**
      1. Motion 1<sup>st</sup> Diane
      2. 2<sup>nd</sup> Kelly
  - b. Treasurer's Report (Chris Jensen is not here)
    - i. Comments from Bobbi
      1. Heidi sent the revised Financials Summary
      2. Needed to code a \$250 for speaker fee from training to NITVAN
      3. Will see changes next month - \$400 was under C4, check sent back because fee updated to \$600 but wasn't on the website
      4. Julia will be submitting FSRs
    - ii. **Motion to approve Treasurer's Report from March 2018 - Approved**
      1. Motion 1<sup>st</sup> Karla
      2. 2<sup>nd</sup> Shawn
  - c. Director's Report (Bobbi Holtberg)
    - i. Still in holding pattern for VOCA funding

- ii. Submitted a letter Tuesday this week for a \$10,000 request to Robins Kaplan LLP to sponsor annual training and member spotlight – hope to hear back within the month
- iii. Business owner's policy will renew 5/7/18 – on website if you'd like to review
  - 1. Updated with the move, new audit due to square footage, etc. - annual premium of \$578 stayed the same
- iv. Staff doing strategic planning next Thursday and Friday outside the office – will have the implementation steps and update at the May board meeting
- v. MITCIRN (MN Identity Theft & Cybercrime Resource Network) (Julia Tindell)
  - 1. Currently have 57 individuals representing 48 organizations – expect that to increase after the training yesterday
    - a. Kelly suggested reaching out to Rosemount PD – she has seen a new officer at some community events which suggests the department is trying to get more involved in community efforts
  - 2. Network Launch & Advanced Training yesterday, April 11, 2018
    - a. 40 people attended
    - b. Committee meetings in morning and training in afternoon
    - c. Great networking and momentum
    - d. Kudos to Julia for the impressive cross-section of attendees at the event yesterday
    - e. Skip Humphrey was really excited about the work and wants to help with sustainability
    - f.
    - g. A big thank you to Bobbi, Danielle, and Julia for a great day
  - 3. Discussion and support around MITCIRN to extend time for sustainability
    - a. ITRC just put out RFP for new round of folks to do what we are doing now – Bobbi would like to talk to them about shifting some of that for continuation grants for existing grantees who can demonstrate measurable outcomes
  - 4. Set to go for training in July – network meeting and training that will cover cybercrime, footprint on dark web, and military ID Theft
  - 5. Got committee chair for VS (Carolyn Bryant)
  - 6. 2<sup>nd</sup> quarter evals show that 85% attendees said it has improved their victim assistance skills
  - 7. NITVAN scholarship awarded for Julia to attend an advanced training

vi. Training and Engagement Update (Danielle)

1. Three recent webinars: AARP Fraud Watch Network (March), Vicarious Trauma (March), & Working with Victims Experiencing Loss of Life (April)
  - a. May webinar idea – presentations and powerpoints/Canva program, perhaps branded powerpoint template for people to use, tip sheet to go with it
  - b. Kelly presenting will be presenting a webinar on working with victims' families
2. Membership:
  - a. Three new organizations joined: Coon Rapids City Attorney's Office, Mid-Minnesota Legal Aid, and Redwood County Attorney's Office
  - b. FY19 member applications returning members will go out 5/15/18, then will focus on getting new members on board
  - c. Goal is to have 110 member programs by year-end
3. Fundamentals Training:
  - a. Issues with Holiday Inn in St. Cloud
    - i. Holiday Inn refunded \$1,142 for these lodging issues
    - ii. If we host another event in St. Cloud, we will give them another chance since they tried to remedy the situation
  - b. Next training will be 6/21/18-6/22/18 at Dakota Lodge - limited travel reimbursement for members
4. Trauma Training:
  - a. Date of next training moved to 5/17/18 due to presenter scheduling conflict
  - b. Location change to Cornerstone
  - c. Limited travel reimbursement for member programs
5. National Crime Victims' Rights Week is this week
  - a. MAC emailed lots of resources to members
  - b. Danielle wanted to do an event calendar – while that didn't work out as planned, there was a nice email string of member programs talking about NCVRW efforts

**IV. Updates**

- a. Executive Committee (Dianna Umidon)
  - i. Didn't meet this month, but communicating through email
- b. Finance Committee (Chris Jensen not here)
  - i. Didn't meet this month – next Meeting scheduled for 5/4/18
  - ii. Bobbi is working on a proposed budget for FY19 for next month's meeting

- c. Public Policy Committee (Dianna Umidon)
  - i. Didn't meet this month
- d. Outreach and Fundraising Committee (Shawn Becker)
  - i. Shawn will send Fundraising & Prospect Forms out to the board: Idea is to start within existing network for connections/resources - who you think you can network with to try to get funds – would like to have everyone try to fill out two or more – if you just have an idea, but don't know where to go, that it okay, would still like to know that – focusing on corporations, large businesses and individuals in management positions
  - ii. Idea to look into “victim” license plates for MAC to generate some revenue – Diane has volunteered to contact the DMV about the process and options
- e. Board Development Committee (Karla Bauer)
  - i. Didn't meet this month
  - ii. In the next week, Karla plans to email some potential profiles for board members – qualities we are looking for and identified gaps
  - iii. Bobbi met with Julie Richards recently –Julie provided half-day training on privilege/bias for February Fundamentals Training - she has background in board development and strategic planning – she is currently serving on one board and, due to an employment conflict, will likely need to leave that board – Bobbi floated the idea of MAC board membership and she was interested, so Bobbi will be sending her the job description and application - Danielle updated those materials recently and would like someone from this committee to review updates and make next contact with Julie

## **V. Discussion**

- a. Annual Meeting
  - i. Agenda draft distributed
  - ii. Danielle estimated reimbursement based on location and reimbursement requests from last year – with just mileage and one meal, estimate potential reimbursement (\$3,000-\$4,000) – with lodging, that number went up to about \$5,500
  - iii. Theme – “Expand the Circle”, also the theme of NCVRW this year, consistently trying to stress with our members is the power of collaboration – using the theme as a launching pad to carry MAC through the rest of the year and will be using it as a focus for strategic planning
- b. Capacity Building Training
  - i. Presenters
    - 1. Gray Area Thinking: Ellie Krug lived as a male and was married and has two kids until she was 58 y.o. Talks about going from a position of privilege to transitioning and losing her firm, getting divorced – does a

lot of training for CJS professionals about differences and similarities in building rapport and finding connection – not just about race or gender, but everyone – Kelly has been to two of Ellie’s trainings and thought they were amazing – Ellie has a newsletter (The Ripple), podcasts, and radio shows - \$2500 quote for 2 ½ hour training, offered \$1000 and reasons why and she accepted, nonprofit out there that will supplement training fees and they will give her another \$1000

2. MITCIRN Update (Julia)
  3. MIWRC Working with Tribal Communities (Patina Park?) – we know there is a disproportionate number of victims from tribal communities - Julia has seen her train and found her very knowledgeable about working with tribal populations, she does a lot of national training – haven’t made outreach to her yet, Julia plans to reach out this week
    - a. Back up: Nicole Matthews, ED at MIWSAC
  4. Strengthening Victims’ Rights Conversation led by Bobbi
  5. Regional Collaboration Networking Groups in the afternoon on Friday – evaluations requested more time for member programs to connect and network with each other – Melissa thinks that is a good idea coming from a more rural area, suggests breaking regions up by judicial districts
- c. Spotlight Service Award & Lunch
- i. Catered lunch to highlight the work of our member programs (and Robbins Caplan if we get the scholarship)
  - ii. Present the inaugural Spotlight Service Award – would open it up for nominations, will go out the end of May in the June newsletter, August board meeting can look at the nominations
  - iii. Had talked about reaching out to programs monthly to ask about what they are working on and proud of to highlight in the newsletter
  - iv. Want to see if Diane would be willing to create something unique as an artist to present as part of the award
  - v. Will be reaching out to caterer that Monica Jensen uses at the Dakota Lodge for events, would need to budget about \$1000 dollars for that
  - vi. Plan to ask member programs to submit pictures of their teams and work to create a slideshow to run during the lunch
- d. Silent Auction
- i. Silent auction spreadsheet updated for 2018 with a timeline (Julia will send link to board members to access)

- ii. Please update spreadsheet before the next board meeting 5/10/18 - remove businesses you know are unable to donate and sign up to follow up with businesses
  - iii. Julia is tracking baskets to prevent similar themes - if you are planning to make a basket, please add to the list by 7/12/18 and complete and deliver baskets by 8/15/18
  - iv. Julia will do the initial mailing or web outreach to businesses on the list
  - v. Goals for this auction – five high-quality, high-bid items and to bring in \$2500
  - vi. Wine sales at \$10/bottle for donated wine – goal 50 bottles – Ring-the-Bottle game?
- e. MAC Listservs
- i. Danielle clarified that MAC sends emails from four different lists:
    - 1. Board
    - 2. Members
    - 3. MAC Update (includes non-members)
    - 4. MITCIRN

Depending on what list you are on, Danielle may be moderating and may need to reject your reply so it doesn't get sent to 450 people – please be aware of which list you are responding to
  - ii. Kelly discovered that Dakota County was blocking emails that are sent through Constant Contact, which MAC uses for things with graphics – Danielle will send out an email to let members know of this known issue
- f. FY19 Board Meetings
- i. Bobbi suggests the board meet every other month rather than monthly
    - 1. MAC is at a place now where staff are managing the day-to-day things and there is not much to report monthly
    - 2. Looking at how to make board membership more attractive to potential board directors
    - 3. Committees now have clear focus on work to be done between board meetings and would have more of an update to provide with two months between meetings
    - 4. Proposed meetings July, September, November, January, March, May
    - 5. Would this effect voting in of new board members? Prospective slate ready for July meeting and new members would attend first meeting in November
    - 6. Will need to review the by-laws to make sure
    - 7. Potentially a three-hour meeting instead of a two-hour meeting
    - 8. Will vote at the May board meeting

**VI. Motion to Adjourn the meeting at 11:36 a.m. - Approved**

- i. Motion 1<sup>st</sup> Melissa
- ii. 2<sup>nd</sup> Shawn

**Next Meeting: May 10, 2018 @ 10:00 a.m. – 12:00 p.m. – 1 West Water Street, Suite 297**



## **VI. Focused Discussion (Closed Session)**

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

**Income:**

Program Income	0.00
Donations	0.00
Membership Dues	0.00
OJP Income	28534.47
In Kind Donations	302.40
NITVAN Income	0.00
Interest Income	3.86
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	<b>28840.73</b>

**Expenses:**

OJP Grant Expenses	14731.99
NITVAN Scholarship Expenses	0.00
Training Grant Expenses	0.00
NITVAN Grant Expenses	3159.98
Unrestricted Expenses	1543.11
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	<b>19435.08</b>

**Total Expenses:**

Personnel	12152.46
Payroll Taxes	983.22
Health Insurance Premiums	1271.88
In Kind Intern/Volunteer Expense	302.40
Rent	1244.00
Contract Services	385.00
Workers Comp Insurance	0.00
Dues & Subscriptions	15.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	338.90
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	433.91
Telephone Expense	370.20
Travel & Training Expenses	1867.11
Bank Service Charges	31.00
Aplos Software Expense	40.00
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	<b>19435.08</b>

**Available Balances:**

OJP Grant	266953.98
NITVAN Scholarship	331.21
Training Grant	4208.17
NITVAN Grant	34391.31
Unrestricted-Checking	40777.37
Savings Account	15169.34
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	<b>361831.38</b>

Minnesota Alliance on Crime

Comparative Income Statement by Fund for the period of 4/1/2018 through 4/30/2018

Account Number	Account Name	Unrestricted	OJP	NITVAN Scholarship	Training Grant	NITVAN Grant	Amount
<b>Income</b>							
<b>Income</b>							
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00	0.00
4005	Program Income	0.00	0.00	0.00	0.00	0.00	0.00
4010	Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00
4020	Donations	0.00	0.00	0.00	0.00	0.00	0.00
4030	Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00
4040	OJP Income	28,534.47	0.00	0.00	0.00	0.00	28,534.47
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
4044	Training Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
4045	MSB Foundation Grant	0.00	0.00	0.00	0.00	0.00	0.00
4049	In-Kind Donations Income	302.40	0.00	0.00	0.00	0.00	302.40
4050	NITVAN Income	0.00	0.00	0.00	0.00	0.00	0.00
4060	Reimbursed Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4070	Silent Auction	0.00	0.00	0.00	0.00	0.00	0.00
4090	Interest Income	3.86	0.00	0.00	0.00	0.00	3.86
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Income</b>	<b>28,840.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,840.73</b>
	<b>Total Income</b>	<b>28,840.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,840.73</b>
<b>Expense</b>							
<b>Administrative Expenses</b>							
5000	Salaries	0.00	10,552.46	0.00	0.00	1,600.00	12,152.46
5010	Payroll Taxes	0.00	860.82	0.00	0.00	122.40	983.22
5020	Health/Dental Ins Premiums	0.00	1,046.88	0.00	0.00	225.00	1,271.88
5030	In Kind Intern/Volunteer Expense	302.40	0.00	0.00	0.00	0.00	302.40
	<b>Total Administrative Expenses</b>	<b>302.40</b>	<b>12,460.16</b>	<b>0.00</b>	<b>0.00</b>	<b>1,947.40</b>	<b>14,709.96</b>
<b>Other Expenses</b>							
5100	Rent	0.00	1,244.00	0.00	0.00	0.00	1,244.00
5110	Contract Services	0.00	385.00	0.00	0.00	0.00	385.00
5120	Dues & Subscriptions	0.00	15.00	0.00	0.00	0.00	15.00
5130	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5140	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
5150	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00	0.00
5160	Miscellaneous	338.90	0.00	0.00	0.00	0.00	338.90
5170	Annual Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00
5175	Silent Auction Expense	0.00	0.00	0.00	0.00	0.00	0.00
5180	Nat'l Victim Rights Week Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5185	Other Training Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
5190	Office & Program Supplies	230.12	51.21	0.00	0.00	152.58	433.91
6000	Telephone Expense	0.00	370.20	0.00	0.00	0.00	370.20
6010	Travel & Training Expenses	671.69	135.42	0.00	0.00	1,060.00	1,867.11
6020	Bank Service Charges	0.00	31.00	0.00	0.00	0.00	31.00
6030	Aplos Software Expense	0.00	40.00	0.00	0.00	0.00	40.00
	<b>Total Other Expenses</b>	<b>1,240.71</b>	<b>2,271.83</b>	<b>0.00</b>	<b>0.00</b>	<b>1,212.58</b>	<b>4,725.12</b>
	<b>Total Expense</b>	<b>1,543.11</b>	<b>14,731.99</b>	<b>0.00</b>	<b>0.00</b>	<b>3,159.98</b>	<b>19,435.08</b>
	<b>Net Income (Loss)</b>	<b>27,297.62</b>	<b>-14,731.99</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,159.98</b>	<b>9,405.65</b>

**Minnesota Alliance on Crime**  
**Balance Sheet: Compare by Fund as of 04/30/2018**

Account Number	Account Name	Unrestricted	OJP	NITVAN Scholarship	Training Grant	NITVAN Grant	Total Amount
<b><u>Assets</u></b>							
<b><u>Cash</u></b>							
1000	Checking	199,537.99	-86,718.20	-4,629.60	-52,599.73	-14,813.09	40,777.37
1010	Savings	15,169.34	0.00	0.00	0.00	0.00	15,169.34
1050	QB Buy Back Receivable	240.00	-240.00	0.00	0.00	0.00	0.00
<b>Total Cash</b>		<b>214,947.33</b>	<b>-86,958.20</b>	<b>-4,629.60</b>	<b>-52,599.73</b>	<b>-14,813.09</b>	<b>55,946.71</b>
<b>Total Assets</b>		<b>214,947.33</b>	<b>-86,958.20</b>	<b>-4,629.60</b>	<b>-52,599.73</b>	<b>-14,813.09</b>	<b>55,946.71</b>
<b><u>Liabilities</u></b>							
<b><u>Payables</u></b>							
2000	Accounts Payable	758.32	6,049.58	0.00	-6,807.90	0.00	0.00
2010	Federal Tax Liability	-18,968.70	20,915.34	0.00	0.00	795.60	2,742.24
2020	State Tax Liability	502.00	0.00	0.00	0.00	0.00	502.00
2030	FUTA Liability	-55.97	55.97	0.00	0.00	0.00	0.00
2040	State Unemployment Tax Liability	-23.81	23.81	0.00	0.00	0.00	0.00
2050	Health Insurance Payable	351.90	-126.88	0.00	0.00	0.00	225.02
<b>Total Payables</b>		<b>-17,436.26</b>	<b>26,917.82</b>	<b>0.00</b>	<b>-6,807.90</b>	<b>795.60</b>	<b>3,469.26</b>
<b>Total Liabilities</b>		<b>-17,436.26</b>	<b>26,917.82</b>	<b>0.00</b>	<b>-6,807.90</b>	<b>795.60</b>	<b>3,469.26</b>
<b><u>Equity</u></b>							
<b><u>Fund Balances / Equity</u></b>							
3000	Unrestricted Fund	232,383.59	0.00	0.00	0.00	0.00	232,383.59
3001	OJP CVS Fund Balance	0.00	-113,876.02	0.00	0.00	0.00	-113,876.02
3002	NITVAN Scholarship	0.00	0.00	-4,629.60	0.00	0.00	-4,629.60
3003	Technology Grant Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
3004	Training Grant Fund Balance	0.00	0.00	0.00	-45,791.83	0.00	-45,791.83
3005	NITVAN Grant Fund Balance	0.00	0.00	0.00	0.00	-15,608.69	-15,608.69
<b>Total Fund Balances / Equity</b>		<b>232,383.59</b>	<b>-113,876.02</b>	<b>-4,629.60</b>	<b>-45,791.83</b>	<b>-15,608.69</b>	<b>52,477.45</b>
<b>Total Equity</b>		<b>232,383.59</b>	<b>-113,876.02</b>	<b>-4,629.60</b>	<b>-45,791.83</b>	<b>-15,608.69</b>	<b>52,477.45</b>
<b>Total Liabilities + Total Equity</b>		<b>214,947.33</b>	<b>-86,958.20</b>	<b>-4,629.60</b>	<b>-52,599.73</b>	<b>-14,813.09</b>	<b>55,946.71</b>

[illegible]

		Minnesota Alliance on Crime								
		OJP CVS Grant (Account #3001)								
		October 1, 2017 through September 30, 2019								

**Minnesota Alliance on Crime**  
**NITVAN Scholarship Budget (Account #3002)**  
**April, 2018**

<b>Description</b>	<b>Total Scholarship Amount</b>	<b>March, 2018 Expenditures</b>	<b>Amount Remaining</b>
Registration	3500.00	3500.00	0.00
Lodging	759.00	759.00	0.00
Travel/Transportation	460.31	370.60	89.71
Meals	<u>241.50</u>	<u>0.00</u>	<u>241.50</u>
<b>Total</b>	<b><u>4960.81</u></b>	<b><u>4629.60</u></b>	<b><u>331.21</u></b>

MAC'S Training Budget (Account #3004)					
March 1, 2016 through September 30, 2018					
Training Budget, 2016-2017					Grant Amount
(A) Annual Capacity Building Training					\$18,715.00
(B) Fundamentals in Victim Services Training					\$27,694.00
(C) Quarterly Skill Building Webinar Discussion					\$3,591.00
Total Available for 2016-2017					\$50,000.00
Training Expenditures, 2016-2018		(A)	(B)	(C)	Total
6/1/2016 through 6/30/2016		\$0.00	\$0.00	\$300.00	\$300.00
Total FY16 Expenses		\$0.00	\$0.00	\$300.00	\$300.00
7/1/2016 through 7/31/2016		\$0.00	\$0.00	\$0.00	\$0.00
8/1/2016 through 8/31/2016		\$0.00	\$0.00	\$0.00	\$0.00
9/1/2016 through 9/30/2016		\$0.00	\$0.00	\$0.00	\$0.00
10/1/2016 through 10/31/2016		\$324.28	\$19.62	\$0.00	\$343.90
11/1/2016 through 11/30/2016		\$119.58	\$652.79	\$0.00	\$772.37
12/1/2016 through 12/31/2016		\$275.84	\$29.57	\$0.00	\$305.41
1/1/2017 through 1/31/2017		\$0.00	\$11.54	\$0.00	\$11.54
2/1/2017 through 2/28/2017		\$0.00	\$239.97	\$0.00	\$239.97
3/1/2017 through 3/31/2017		\$0.00	\$332.94	\$0.00	\$332.94
4/1/2017 through 4/30/2017		\$2,000.00	\$597.07	\$0.00	\$2,597.07
5/1/2017 through 5/31/2017		\$2,000.00	\$149.23	\$0.00	\$2,149.23
6/1/17 through 6/30/17		\$2,000.00	\$8,785.35	\$0.00	\$10,785.35
7/1/17 through 7/31/17		\$2,000.00	\$3,842.06	\$0.00	\$5,842.06
8/1/17 through 8/31/17		\$1,004.66	\$0.00	\$0.00	\$1,004.66
9/1/17 through 9/30/2017		\$3,141.87	\$0.00	\$0.00	\$3,141.87
10/1/17 through 10/31/17		\$5,848.77	\$392.59	\$0.00	\$6,241.36
11/1/17 through 11/30/17		\$0.00	\$3,767.70	\$0.00	\$3,767.70
12/1/17 through 12/31/17		\$0.00	\$1,200.00	\$0.00	\$1,200.00
1/1/18 through 1/31/18		\$0.00	\$0.00	\$0.00	\$0.00
2/1/18 through 2/28/18		\$0.00	\$6,957.71	\$0.00	\$6,957.71
3/1/18 through 3/31/18		\$0.00	\$1,270.19	\$0.00	\$1,270.19
4/1/18 through 4/30/18		\$0.00	\$0.00	\$0.00	\$0.00
Total FY17 Expenses		\$18,715.00	\$28,248.33	\$0.00	\$46,963.33



MAC'S Training Budget (Account #3004)					
March 1, 2016 through September 30, 2018					
<b>Training Budget, 2016-2017</b>					<b>Grant Amount</b>
1/1/18 Reclass Aurora Inv #1116			-\$700.00		-\$700.00
4/30/18 Reclass Accred. Fee from 3/14 to NITVAN			-\$21.50		-\$21.50
4/30/18 Reclass SurveyGizmo			-\$750.00		-\$750.00
Total Training Grant Expenses to date		\$18,715.00	\$26,776.83	\$300.00	\$45,791.83
Available Balance					\$4,208.17
<b>Training Payments Received on Grant</b>					
June, 2016				\$300.00	
July, 2016 through June, 2017				\$17,537.78	
July, 2017				\$5,842.06	
August-September, 2017				\$4,146.53	
October, 2017				\$6,241.36	
November-December, 2017				\$4,267.70	
January-March, 2018				\$7,456.40	
Total Reimbursement to Date				\$45,791.83	

			Minnesota Alliance on Crime															
			NITVAN Budget (Account #3005)															
			October 1, 2017 through September 30, 2018															
																</		

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 4/1/2018 through 4/30/2018

Asset	Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
Cash							
1000 - Checking							
		04/01/2018		Preferred One	April '18 Insurance	Unrestricted	-402.66
						OJP	-1,046.88
						NITVAN Grant	-225.00
		04/01/2018		Aplos	April 2018 Invoice	OJP	-40.00
		04/01/2018		AT&T TeleConference Serv	804003936 (April, 2018)	OJP	-182.39
		04/06/2018		Electric Embers	April 2018 Invoice	OJP	-15.00
		04/07/2018		Party City	Cups/Lids for Training	NITVAN Grant	-24.98
		04/08/2018	1551	UpTech Partners	Internet Service April '18	OJP	-55.80
		04/09/2018		Office Depot	Portfolio, Post It, Labels, Markers	NITVAN Grant	-127.60
		04/09/2018		Costco	Snacks for Training	Unrestricted	-87.99
		04/09/2018		Target	Snacks for Training	Unrestricted	-10.16
		04/09/2018		AT & T Office at Hand2	Inv 825699954x040918	OJP	-132.01
		04/10/2018	1569	Amherst H. Wilder Foundati	4/12 NITVAN Training	NITVAN Grant	-1,060.00
		04/10/2018	1564	United States Treasury	VOID-replaced with Check #1568 for \$t	Unrestricted	400.00
		04/10/2018	1568	United States Treasury	Exempt Org. Determination Letter Reqi	Unrestricted	-600.00
		04/11/2018		Caribou Coffee	Coffee for Training	Unrestricted	-68.01
		04/11/2018		Jimmy Johns	Lunch for Training	Unrestricted	-38.57
		04/11/2018		China Pagoda	Dinner with Al Onkka	Unrestricted	-25.39
		04/12/2018	1567	Heidi Hachfeld	Inv #150 (March, 2018)	OJP	-385.00
		04/12/2018	1570	MN Elder Justice Center	Sponsorship Fee	Unrestricted	-100.00
		04/12/2018		Riverview Station	Postage	OJP	-14.00
		04/13/2018		Bobbi Holtberg	04/13/2018 Payroll	Unrestricted	589.37
						OJP	-2,544.23
		04/13/2018		Danielle Kluz	04/13/2018 Payroll	Unrestricted	418.90
						OJP	-1,932.00
		04/13/2018		Julia Tindell	04/13/2018 Payroll	Unrestricted	349.09
						OJP	-800.00
						NITVAN Grant	-800.00
		04/15/2018		EFTPS	03/2018 Fed Tax WH	Unrestricted	-4,113.36
		04/15/2018		MN Dept of Rev	3/2018 MN WH	Unrestricted	-753.00
		04/17/2018		Target	Supplies for Strategic Planning	OJP	-37.21
		04/18/2018		MN Coalition	MNCASA Registration	Unrestricted	-70.00
		04/19/2018		Craguns Legacy	Lodging OJP Crime & Victim. Tng	Unrestricted	-307.62
		04/20/2018		Lola's Lakehouse	Staff Retreat Meals	Unrestricted	-65.30
		04/22/2018	1552	James Miller Investment Re	May '18 Rent	OJP	-1,244.00
		04/24/2018		El Agave	Regional Training Meals	Unrestricted	-29.21
		04/24/2018		Americlnn	Regional Tng Lodging	Unrestricted	-99.78
		04/24/2018		Americlnn	Regional Tng Lodging	Unrestricted	-99.78
		04/24/2018		Bremer Bank	Bank Charges 03/18	OJP	-31.00
		04/25/2018		Flying J	Gas for Regional Training	OJP	-26.40
		04/25/2018		Enterprise	Car Rental Regional Training	OJP	-109.02
		04/25/2018		MMB	OJP CVS March 18 Reimbursement	Unrestricted	28,534.47
		04/26/2018		Panera Bread	Intern-Lunch	Unrestricted	-38.90
		04/27/2018		Bobbi Holtberg	04/27/2018 Payroll	Unrestricted	589.37
						OJP	-2,544.23
		04/27/2018		Danielle Kluz	04/27/2018 Payroll	Unrestricted	418.90
						OJP	-1,932.00
		04/27/2018		Julia Tindell	04/27/2018 Payroll	Unrestricted	349.09
						OJP	-800.00
						NITVAN Grant	-800.00
		04/30/2018			Transfer: To reclass Apr '18 Constant C	Unrestricted	49.00
						OJP	-49.00
		04/30/2018		MN Ui	1st Qtr, 2018 UI	OJP	-82.00
		04/30/2018			Transfer: Reclass SurveyGizmo from Tri	OJP	-750.00

## Transaction List by Account for the period of 4/1/2018 through 4/30/2018

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
					Training Grant	750.00
	04/30/2018			Transfer: Reclass 3/14 Course Accred. f	Training Grant	21.50
					NITVAN Grant	-21.50
	04/30/2018			Transfer: In House printing for Network	Unrestricted	97.50
					NITVAN Grant	-97.50
					<b>Total for 1000 - Checking</b>	<b>7,748.71</b>
1010 - Savings						
	04/30/2018			To record April, 2018 Interest Income	Unrestricted	3.86
					<b>Total for 1010 - Savings</b>	<b>3.86</b>

## Liability

## Payables

## 2010 - Federal Tax Liability

04/13/2018	Bobbi Holtberg	04/13/2018 Payroll	Unrestricted	370.19
04/13/2018	Danielle Kluz	04/13/2018 Payroll	Unrestricted	279.48
04/13/2018	Julia Tindell	04/13/2018 Payroll	Unrestricted	270.84
04/13/2018		To record 04/13/2018 Employer PR Tax	OJP	389.41
			NITVAN Grant	61.20
04/15/2018	EFTPS	03/2018 Fed Tax WH	Unrestricted	-4,113.36
04/27/2018	Bobbi Holtberg	04/27/2018 Payroll	Unrestricted	370.19
04/27/2018	Danielle Kluz	04/27/2018 Payroll	Unrestricted	279.48
04/27/2018	Julia Tindell	04/27/2018 Payroll	Unrestricted	270.84
04/27/2018		To record 04/13/2018 Employer PR Tax	OJP	389.41
			NITVAN Grant	61.20
<b>Total for 2010 - Federal Tax Liability</b>				<b>-1,371.12</b>

### 2020 - State Tax Liability

04/13/2018	Bobbi Holtberg	04/13/2018 Payroll	Unrestricted	99.69
04/13/2018	Danielle Kluz	04/13/2018 Payroll	Unrestricted	73.06
04/13/2018	Julia Tindell	04/13/2018 Payroll	Unrestricted	78.25
04/15/2018	MN Dept of Rev	3/2018 MN WH	Unrestricted	-753.00
04/27/2018	Bobbi Holtberg	04/27/2018 Payroll	Unrestricted	99.69
04/27/2018	Danielle Kluz	04/27/2018 Payroll	Unrestricted	73.06
04/27/2018	Julia Tindell	04/27/2018 Payroll	Unrestricted	78.25

<b>Total for 2020 - State Tax Liability</b>	<b>-251.00</b>
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**2050 - Health Insurance Payable**

04/01/2018	Preferred One	April '18 Insurance	Unrestricted	-402.66
04/13/2018	Bobbi Holtberg	04/13/2018 Payroll	Unrestricted	119.49
04/13/2018	Danielle Kluz	04/13/2018 Payroll	Unrestricted	66.36
04/27/2018	Bobbi Holtberg	04/27/2018 Payroll	Unrestricted	119.49
04/27/2018	Danielle Kluz	04/27/2018 Payroll	Unrestricted	66.36

<b>Total for 2050 - Health Insurance Payable</b>	<b>-30.96</b>
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## Equity

### **Fund Balances / Equity**

## 3000 - Unrestricted Fund

04/30/2018	Transfer: To reclass Apr '18 Constant C Unrestricted	49.00
04/30/2018	Transfer: In House printing for Network Unrestricted	97.50
	<b>Total for 3000 - Unrestricted Fund</b>	<b>146.50</b>

### 3001 - OJP CVS Fund Balance

04/30/2018	Transfer: To reclass Apr '18 Constant C OJP	-49.00
04/30/2018	Transfer: Reclass SurveyGizmo from Tr OJP	-750.00
	<b>Total for 3001 - OJP CVS Fund Balance</b>	<b>-799.00</b>

### 3004 - Training Grant Fund Balance

04/30/2018	Transfer: Reclass SurveyGizmo from Tr Training Grant	750.00
04/30/2018	Transfer: Reclass 3/14 Course Accred. f Training Grant	21.50
	<b>Total for 3004 - Training Grant Fund Balance</b>	<b>771.50</b>

### 3005 - NITVAN Grant Fund Balance

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 4/1/2018 through 4/30/2018

Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
	04/30/2018			Transfer: Reclass 3/14 Course Accred. f	NITVAN Grant	-21.50
	04/30/2018			Transfer: In House printing for Networ	NITVAN Grant	-97.50
				<b>Total for 3005 - NITVAN Grant Fund Balance</b>		<b>-119.00</b>
<b>Income</b>						
<b>Income</b>						
4040 - OJP Income	04/25/2018	MMB		OJP CVS March 18 Reimbursement	Unrestricted	28,534.47
				<b>Total for 4040 - OJP Income</b>		<b>28,534.47</b>
4049 - In-Kind Donations Income	04/13/2018			Intern/Volunteer Hours 03/30/18 (Bria	Unrestricted	75.60
	04/13/2018			Intern/Volunteer Hours 04/13/18 (Bria	Unrestricted	226.80
				<b>Total for 4049 - In-Kind Donations Income</b>		<b>302.40</b>
4090 - Interest Income	04/30/2018			To record April, 2018 Interest Income	Unrestricted	3.86
				<b>Total for 4090 - Interest Income</b>		<b>3.86</b>
<b>Expense</b>						
<b>Administrative Expenses</b>						
5000 - Salaries	04/13/2018	Bobbi Holtberg		04/13/2018 Payroll	OJP	2,544.23
	04/13/2018	Danielle Kluz		04/13/2018 Payroll	OJP	1,932.00
	04/13/2018	Julia Tindell		04/13/2018 Payroll	OJP	800.00
					NITVAN Grant	800.00
	04/27/2018	Bobbi Holtberg		04/27/2018 Payroll	OJP	2,544.23
	04/27/2018	Danielle Kluz		04/27/2018 Payroll	OJP	1,932.00
	04/27/2018	Julia Tindell		04/27/2018 Payroll	OJP	800.00
					NITVAN Grant	800.00
				<b>Total for 5000 - Salaries</b>		<b>12,152.46</b>
5010 - Payroll Taxes	04/13/2018			To record 04/13/2018 Employer PR Tax	OJP	389.41
					NITVAN Grant	61.20
	04/27/2018			To record 04/13/2018 Employer PR Tax	OJP	389.41
					NITVAN Grant	61.20
	04/30/2018	MN UI		1st Qtr, 2018 UI	OJP	82.00
				<b>Total for 5010 - Payroll Taxes</b>		<b>983.22</b>
5020 - Health/Dental Ins Premiums	04/01/2018	Preferred One		April '18 Insurance	OJP	1,046.88
					NITVAN Grant	225.00
				<b>Total for 5020 - Health/Dental Ins Premiums</b>		<b>1,271.88</b>
5030 - In Kind Intern/Volunteer Expense	04/13/2018			Intern/Volunteer Hours 03/30/18 (Bria	Unrestricted	75.60
	04/13/2018			Intern/Volunteer Hours 04/13/18 (Bria	Unrestricted	226.80
				<b>Total for 5030 - In Kind Intern/Volunteer Expense</b>		<b>302.40</b>
<b>Other Expenses</b>						
5100 - Rent	04/22/2018	1552	James Miller Investment Re	May '18 Rent	OJP	1,244.00
				<b>Total for 5100 - Rent</b>		<b>1,244.00</b>
5110 - Contract Services	04/12/2018	1567	Heidi Hachfeld	Inv #150 (March, 2018)	OJP	385.00
				<b>Total for 5110 - Contract Services</b>		<b>385.00</b>
5120 - Dues & Subscriptions	04/06/2018		Electric Embers	April 2018 Invoice	OJP	15.00
				<b>Total for 5120 - Dues &amp; Subscriptions</b>		<b>15.00</b>
5160 - Miscellaneous	04/10/2018	1564	United States Treasury	VOID-replaced with Check #1568 for \$6	Unrestricted	-400.00
	04/10/2018	1568	United States Treasury	Exempt Org. Determination Letter Req	Unrestricted	600.00

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 4/1/2018 through 4/30/2018

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
	04/12/2018	1570	MN Elder Justice Center	Sponsorship Fee	Unrestricted	100.00
	04/26/2018		Panera Bread	Intern-Lunch	Unrestricted	38.90
				<b>Total for 5160 - Miscellaneous</b>		<b>338.90</b>
5190 - Office & Program Supplies						
	04/07/2018		Party City	Cups/Lids for Training	NITVAN Grant	24.98
	04/09/2018		Office Depot	Portfolio, Post It, Labels, Markers	NITVAN Grant	127.60
	04/09/2018		Costco	Snacks for Training	Unrestricted	87.99
	04/09/2018		Target	Snacks for Training	Unrestricted	10.16
	04/11/2018		Caribou Coffee	Coffee for Training	Unrestricted	68.01
	04/11/2018		Jimmy Johns	Lunch for Training	Unrestricted	38.57
	04/11/2018		China Pagoda	Dinner with Al Onkka	Unrestricted	25.39
	04/12/2018		Riverview Station	Postage	OJP	14.00
	04/17/2018		Target	Supplies for Strategic Planning	OJP	37.21
				<b>Total for 5190 - Office &amp; Program Supplies</b>		<b>433.91</b>
6000 - Telephone Expense						
	04/01/2018		AT&T TeleConference Serv	804003936 (April, 2018)	OJP	182.39
	04/08/2018	1551	UpTech Partners	Internet Service April '18	OJP	55.80
	04/09/2018		AT & T Office at Hand2	Inv 825699954x040918	OJP	132.01
				<b>Total for 6000 - Telephone Expense</b>		<b>370.20</b>
6010 - Travel & Training Expenses						
	04/10/2018	1569	Amherst H. Wilder Foundati	4/12 NITVAN Training	NITVAN Grant	1,060.00
	04/18/2018		MN Coalition	MNCASA Registration	Unrestricted	70.00
	04/19/2018		Craguns Legacy	Lodging OJP Crime & Victim. Tng	Unrestricted	307.62
	04/20/2018		Lola's Lakehouse	Staff Retreat Meals	Unrestricted	65.30
	04/24/2018		El Agave	Regional Training Meals	Unrestricted	29.21
	04/24/2018		AmericInn	Regional Tng Lodging	Unrestricted	99.78
	04/24/2018		AmericInn	Regional Tng Lodging	Unrestricted	99.78
	04/25/2018		Flying J	Gas for Regional Training	OJP	26.40
	04/25/2018		Enterprise	Car Rental Regional Training	OJP	109.02
				<b>Total for 6010 - Travel &amp; Training Expenses</b>		<b>1,867.11</b>
6020 - Bank Service Charges						
	04/24/2018		Bremer Bank	Bank Charges 03/18	OJP	31.00
				<b>Total for 6020 - Bank Service Charges</b>		<b>31.00</b>
6030 - Aplos Software Expense						
	04/01/2018		Aplos	April 2018 Invoice	OJP	40.00
				<b>Total for 6030 - Aplos Software Expense</b>		<b>40.00</b>

**MN Alliance on Crime  
Bank Reconciliation  
April, 2018**

<b>Bank Balance April 30, 2018</b>	42548.91
<b>Outstanding Deposits</b>	<u>0.00</u>
	42548.91
<b>Outstanding Checks/Payments</b>	

1441	7/13/2018 Community University HCC	11.00
1534	2/28/2018 City of Bloomington	184.34
1537	2/28/2018 City of Minneapolis	250.20
1552	3/26/2018 James Miller Inv.	1244.00
--	4/30/2018 MN UI	82.00
		<u>\$1,771.54</u>

<b>Agrees with Checking Account Balance April 30, 2018</b>	<u><u><b>40777.37</b></u></u>
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**Checking Account**

<b>Checkbook Balance April 1, 2018</b>	33028.66
<b>Total Deposits for April, 2018</b>	28934.47
<b>Total Checks and Payments April, 2018</b>	21185.76
<b>Checkbook Balance April 30, 2018</b>	<u><u><b>40777.37</b></u></u>

**Savings Account**

<b>Beginning Balance April 1, 2018</b>	15165.48
<b>Interest Income April, 2018</b>	<u>3.86</u>
<b>Ending Savings Balance April 30, 2018</b>	<u><u><b>15169.34</b></u></u>

# Minnesota Alliance on Crime

Fiscal Year Period: FY 2019

	FY2019 Budget	Previous FY18 Budget	Previous FY17 Budget
<b>Revenue</b>			
OJP CVS Grant	190,415	190,415	190,415
OJP VOCA Training Grant*	-	45,096	50,000
NITVAN OVC Grant*	30,275	50,000	
Foundations*	25,000	10,000	
Corporations*	10,000	5,000	
Individual Contributions*	2,500	1,500	963
Fundraising Events*	3,000	2,500	1,653
Membership Income*	20,000	13,000	11,800
Earned Interest Income	35	31	31
Speaking Honorariums*	300	300	300
Cash on Hand	73,839	49,260	28,183
Total Cash Revenue	\$ 355,364	\$ 367,102	\$ 283,345
Total In-Kind Revenue	\$ 25,200	\$ 25,200	\$ 9,216
<b>*Projected Revenue</b>	<b>\$ 380,584</b>	<b>\$ 392,302</b>	<b>\$ 292,561</b>
<b>Total Revenue</b>			
<b>Expenses</b>			
Staff Salary and Wages*	137,182	137,182	134,160
Staff Salary and Wages - Unrestricted***	11,869	3,308	
Fringe Benefits & Payroll Taxes*	24,418	24,418	26,259
Fringe Benefits & Payroll Taxes - Unrestricted	1,279	604 payroll taxes and 675 for JT 3 mos HIP	
NITVAN Project Coordinator**	15,606	20,800	
NITVAN PC Fringe Benefits & Taxes**	3,249	4,334	
NITVAN Project Expenses**	11,420	24,866	
Rent*	9,600	9,600	9,300
Rent - Unrestricted***	5,328		
Contract Services*	5,200	5,200	8,800
Travel and Meetings*	1,072	1,072	2,926
ATT Office at Hand*	1,620	1,620	
ATT WebEx*	2,100	2,100	
Equipment*	500	500	1,875
General Office Supplies*	2,000	2,000	2,715
Staff Development*	750	750	315
Printing & Copying*	750	750	836
Internet Services*	429	482	
Internet Services - Unrestricted***	243		
Postage & Delivery*	800	1,000	300
Subscriptions and Memberships*	1,610	1,610	1,100
MAC Insurance Policies*	1,976	1,976	1,829
Bank Charges*	408	408	
Training - Unrestricted***	5,000	45,096	50,000
Misc. Unrestricted Expenses	-	1,500	
Total Cash Expenses	\$ 244,409	\$ 290,572	\$ 240,379
Total In-Kind Expenses	\$ 25,200	\$ 25,200	\$ 9,216
<b>Total Expenses</b>	<b>\$ 269,609</b>	<b>\$ 315,772</b>	<b>\$ 249,631</b>
<b>Revenue over Expenses</b>	<b>\$ 110,975</b>	<b>\$ 76,530</b>	<b>\$ 42,930</b>

\*Expenses Charged to OJP CVS Grant = \$190,415

\*\*Expenses Charged to NITVAN Grant = \$30,275

\*\*\*Expenses to be paid with Unrestricted funds \$23,719





## Executive Director's Report May 2018

### MAC Updates

- **FY19 Proposed Budget:** The proposed FY19 budget is included in the packet for review. At the Executive Committee's request, the FY19 budget reflects a 5% salary increase for MAC staff. The budget needs to be approved by the full board at the June board meeting.
  - Julia and I spoke with Sarah Goelz, our grant manager for the NITVAN project and were told we can submit a 6-month no-cost extension to spend out all of the NITVAN funds. This means that we can use NITVAN funds to cover 50% of Julia's salary and fringe through the third quarter of FY19.
- **MAC Financial Walk Through:** Heidi Hachfeld, MAC's contract bookkeeper, will be attending the first half hour of the July board meeting to provide an overview of MAC's financial processes and answer questions board members may have. Please make every attempt to attend the July meeting in person as Heidi is taking time off from her full-time job to travel to the MAC office for the meeting.
- **Kaplan/Robbins:** I have not received any communication regarding our funding request. I will send a follow-up email next week.
- **501(c)(4) Application:** The application and correct fee have been resubmitted. We have not received any further communication from the IRS. I would expect to receive notification of approval within the next two weeks.
- **FY19 Annual Plan:** MAC staff had a very successful Year Two planning retreat that resulted in completion of a FY19 work plan. The full report and work plan are included in the board packet. You will see that the second year accomplishments have been assigned to quarters and which staff member or board committee responsible for developing the implementation steps has been identified.
- **Gen Op Funding:** We did not receive the Bremer Foundation funding I applied for in January. I knew our application was a stretch for their identified priority for funding, but I was able to create a connection with a grant manager who has been helpful and encouraging of MAC to submit other applications.
- **Out of Office:** I will be taking PTO May 16, 17, and 21-25. I will be available by email and will make sure payroll and all materials needed to complete month end financials are sent to Heidi.
- **Silent Auction:** Thank you to those who updated the silent auction spreadsheet! Please finish your edits to the spreadsheet by the end of the day today. Letters are going out soon!
- **Interns:** We have two new interns joining us at MAC for the summer. Callie Severson will begin May 14<sup>th</sup> in the office M-Th 9am-4pm and Avery Whooley will begin May 8<sup>th</sup> in the office M-W 8am-4pm.

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

- **Participation:** Currently 57 individuals representing 48 organizations have signed up to participate in MITCIRN.
- **July Network Meeting & Advanced Training:** Tentatively scheduled for Tuesday, July 17<sup>th</sup>, 8:30 AM – 2:00 PM with trainings in the morning and committee meetings in the afternoon. Trainings to be announced.
- **Committees:** We now have our committee chairs confirmed! Barb Hedstrom will chair the Community Outreach Committee and Carolyn Bryant will chair the Victim Services Committee.
- **Mentorship Program:** Julia was given a mentor for the duration of the NITVAN grant. Julia's mentor will be Iva Rody, a Victim Assistance Coordinator at End Violence Against Women International in Peoria, Arizona. The mentor program is going really well!
- **Identity Leadership Certificate Course:** Julia was awarded a scholarship to attend a 3-day course on identity and identity protection offered by the Center for Identity at the University of Texas, to be held in Washington D.C. May 8<sup>th</sup>-May 10<sup>th</sup>.

## **Training and Engagement**

- **Webinars:** Rachael Joseph presented a webinar on April 9<sup>th</sup> on working with families of homicide victims. It was well-attended and received excellent evaluations. Kelly Nicholson will present a follow-up webinar on June 6<sup>th</sup>. Danielle will be presenting a webinar on PowerPoint presentations on May 9<sup>th</sup>.
- **Membership Outreach:** The Refuge Network, Safe at Home, and Women's Rural Advocacy Programs have joined MAC, bringing our total to 89. Membership renewal letters/applications will go out in mid-May, due back to MAC by June 30, 2018.
- **Newsletter:** Danielle released the May 2018 MAC newsletter. It had a 33% open rate.
- **Fundamentals in Victim Services Training:** The next Fundamentals will be held June 21-22, 2017 at Dakota Lodge in West St. Paul. This time, we will only be able to offer limited travel benefits for members. We will be charging \$75 per person for non-members. Registration is now open.
- **Trauma Training:** Karina Forrest-Perkins will present on Thursday, May 17, 2018 at Cornerstone in Bloomington. We are offering very limited mileage reimbursement for MAC members and charging \$35 per person for non-members. This training is sold out.
- **2018 Capacity Building Training:** We are continuing with National Crime Victims' Rights Week's theme—*Expand the Circle*—by using it as our theme for the Capacity Building Training, focusing on collaboration and increasing cultural responsiveness. We have confirmed Ellie Krug and Nichole Mathews as trainers.



# Fiscal Year 2019 Annual Plan

## MAC FY18-22 Strategic Plan

On April 19-20, 2018, MAC staff held a strategic visioning retreat to reflect on the work completed in FY18 and vision forward for FY19. The retreat resulted in an annual plan for FY 2019. The MAC staff considered the goals (numbered) and strategies (lettered), included below, from the strategic plan. For each set of goals and strategies, the staff discussed:

1. The current reality of the set.
2. What success would look like in 2-5 years if that goal and strategies are accomplished.
3. The accomplishments we would like to have in the first year of the plan.

Afterwards, the staff created an annual plan organized by quarters and determined the timeframe for each accomplishment. This work is included on the last page.

MAC staff also identified which staff member or board committee will be responsible for completing 90-day plans for each of the accomplishments in the first quarter of FY19.



## I. MANIFEST OUR MISSION

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### Strategies

- A. Strengthen relationships in order to benefit victims, MAC members, and criminal justice systems.
- B. Increase the capacity and resources of MAC to advance the response for victims of all crime.
- C. Strengthen MAC's organizational leadership with the expectation that the Board of Directors will uphold best practices for governance and oversight.

### Current Reality

- We have good relationships with sister coalitions but have not coordinated our work to produce any collaborative projects.
- Strengthened staff relationships with culturally specific programs but staff and board need on-going training regarding cultural humility.
- Increased funding from OJP, but need to diversify funding streams.
- Still some disconnect with the board regarding roles and commitment to forwarding MAC's strategic plan.

### Success Indicators

- Strong diverse and invest board of directors
- Strong collaborative relationships with culturally specific programs
- Diverse and sustainable funding streams
- Increase FT staff; 1-ED, 1-Training, 1-Program Coord, .5 Admin, .5 Public Policy.
- Staff is supported and appreciated by BOD

### Second Year Accomplishments (June 2019)

- Strong/diverse slate of board candidates.
- Increased board investment
- Productive board committees
- Staff and board create connection with potential partners
- Secured sustaining funding for MITCIRN
- Diversify funding
- Increase MAC staff to 3.5 FTE
- Board actively supports staff
- Formalize process to recognize and appreciate work of staff



## 2. DEVELOP AND INCREASE MEMBERSHIP

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### Strategies

- A. Develop and diversify membership to meet the needs of all crime victims in Minnesota.
- B. Inform MAC's mission and work by elevating diverse victim and survivor voices.
- C. Engage members to increase their knowledge, skills, expertise and resources.

### Current Reality

- Significantly increased membership
- 75% of newly funded counties are MAC members
- 2/3 of all county attorney offices are members
- No current process to recognize members
- Money exists to spend on training.
- Completed FY18 member needs survey
- Produced FY17 annual report
- Added LE and culturally specific program as members
- MAC amplified survivors' voices at annual meeting and webinars

### Success Indicators

- Strong attendance and engagement at annual meeting and trainings
- Formal member recognition process and event
- Grow MAC membership to serve all victims of crime
- Increased technical assistance requests
- Comprehensive communication processes with members

### Second Year Accomplishments (June 2019)

- Strong well-planned annual meeting
- Complete FY19 member needs assessment
- Launch "Spotlight" initiatives
- Expand membership to 110 programs
- Develop technical assistance capacity and resource
- Distribute monthly newsletter



### 3. DEVELOP AND SUSTAIN CORE PROGRAMS

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#### Strategies

- A. Enhance the ability of members to connect with each other and also to inform MAC's priorities.
- B. Provide high quality trainings, technical assistance, and resources.
- C. Develop and inform legislative and public policy solutions to advance the response for victims of all crime.

#### Current Reality

- Dramatically increased number of trainings and TA provided to members and stakeholders
- Launched MITCIRN
- Facilitated 5 regional member/stakeholder conversations
- Applied for 501(c)(4) status
- 1.5 FTE coordinating programs
- Strong evaluation process implemented
- Active Public Policy board committee

#### Success Indicators

- Training that encompasses all criminal justice disciplines
- MAC is the go-to organization for foundational training and technical assistance
- MITCIRN is the leading statewide network for ID theft victim service providers
- Increase MAC program coordinating staff to 2.0FTE
- Launch lobbying program

#### Second Year Accomplishments (June 2019)

- Develop training for law enforcement and prosecution
- Conduct fundamentals training 2 x per year
- Provide monthly webinars
- Expand the MITCIRN network
- MITCIRN become central clearinghouse for training, TA, and resource development
- Julia to 1.0 FTE Program Coordinator
- Develop plan for lobbying program and messaging to donors



## 4. ENGAGE STAKEHOLDERS

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### Strategies

- A. Grow MAC's organizational capacity by pursuing relationships with potential supporters.
- B. Create opportunities to increase public awareness of the unique needs of general crime victims/survivors.
- C. Work with allied crime victim coalitions and service providers to advance the field for all victims and survivors.

### Current Reality

- Started conversations statewide regarding strengthening victims' rights
- Made outreach to newly funded counties
- Hosted NCVRW event and provided TA to members to better engage in CRVW
- Strategically created a board committee to focus on outreach and fundraising
- Public not aware of rights they have or don't have.
- Need to strategize to raise awareness of current state of victims' rights in MN

### Success Indicators

- Increased individual donor base.
- Continued recruitment of qualified interns.
- Established support of sister coalitions and statewide associations to advance the work of strengthening victims' rights in Minnesota
- Active victim/survivor engagement
- Established relationships with four legislators

### Second Year Accomplishments (June 2019)

- Develop strategic plan for fundraising
- Expand GTTMD efforts
- Two interns year round
- Distribute collaborative messaging regarding need to strengthen victims' rights in MN
- Partner with coalitions and members to develop victim/survivor focus groups
- Develop strong working relationship with four legislators

## FY19 Strategic Plan

Q1 July  
2017

Q2 Oct  
2017

Q3 Jan  
2018

Q4 April  
2018

### MANIFEST OUR MISSION

Strong/diverse slate of BOD candidates.	Board			
Increased investment by the BOD.	Board			
Board actively supports staff (including formalized process to recognize and appreciate staff work).	Board			
Staff and BOD create/develop relationships with culturally specific programs.	Julia			
Sustained funding to support MITCIRN.	Bobbi			
Increase MC staff to 3.5 FTE.			Bobbi	
Update position descriptions and succession plans.		Bobbi		
Develop administrative procedure list.		Julia		
Develop and streamline in-office financial procedures.		Julia		

### DEVELOP AND INCREASE MEMBERSHIP

Strong, well planned annual meeting.	Danielle			
Complete member needs assessment.	Danielle			
Launch "Spotlight" initiatives.	Danielle			
Expand membership to 110 programs.		Danielle		
Develop technical assistance capacity and resources.			Danielle	
Evaluate existing communications and develop a plan for enhancements (including FY18 annual report, monthly newsletter, website, and ListServes).	Danielle			

### DEVELOP AND SUSTAIN CORE PROGAMS

Develop training for prosecution and law enforcement.			Danielle	
Conduct fundamentals training 2x/year.			Danielle	
Provide monthly webinars.	Danielle			
Expand MITCIRN network.	Julia			
MITCIRN become central clearinghouse for training, TA, and resource deelopment.	Julia			
Develop 501(c)(4) program, including messaging to donors.		Bobbi		
Julia to 1.0 Coordinator			Bobbi	

### ENGAGE STAKEHOLDERS

Develop strategic plan for fundraising.		Board		
Expand GTTMD efforts.		Board		
Two interns year-round.	Julia			
Collaborative messaging regarding need to strengthen victims' rights in MN.		Bobbi		
Partner with coalitons and members to develop victim/survivor focus group.	Bobbi			
Develop strong working relationships with 4 legislators.		Board		



# Board Orientation Results

## MAC BOARD

11/9/2017

After reviewing the roles of boards. The MAC board discussed the following questions.

### How do we want to embody these roles as a board in 2018?

- Follow through.
- Assessing and using board member strengths.
- Regular review.
- Being more engaging with stakeholders.
- Showing up as a group to increase visibility of MAC.
- Promoting MAC in individual primary role interactions.
- Being intentional in promoting MAC.
- Intentional increase board diversity to be reflective of stakeholders.
- Bring victim survivor voices in.

### Where can our board efforts make a difference for MAC in 2018?

- Increasing survivor voices.
- Strengthen victim's rights. Help gain support.
- Promoting MAC to our circles. Sharing info. Keeping MAC "in your mouth."

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	19.5
Meeting	21
Meeting Prep	12
Research & Development	22
Training	9
(blank)	
Administrative	52.5
Technical Assistance	10
PTO	18
<b>Grand Total</b>	<b>164</b>