

MAC Board Meeting- St Paul, MN
January 14th, 2016 - Meeting Minutes

I. Called to Order: 10:00 am

- Those present:
Board of Directors: Sara Miller, Vanessa Barr, Brenda Skogman, Vicki Walechka, Sharon Dicke, Chris Jensen
By Phone: Catie Houck, Denise Loy
- Executive Director: Bobbi Holtberg
- Additional attendees:

II. Agenda

Action Required: Motion to approve December agenda

Motion 1st: Brenda

2nd: Sharon

Approved

III. Secretary's Report

- Reviewed December Minutes- December 10th, not the 20th
 - **Action Required:** Motion to approve Secretary's Report from December.
- Motion 1st: Sharon
2nd: Sara
Approved

IV. Treasurer's Report

- Reviewed financial report.
 - **Action Required:** Motion to approve Treasurer's Report for December.
- Motion 1st: Vicki
2nd: Sara
Approved

Discussion to pay Vanessa mileage to meet with Bobbi on January 4th, 2016-

Motion 1st- Brenda

2nd- Sara

Approved

Discussion- found gift cards that were not used- Bobbi can use instead of requesting mileage until the cards are used up.

V. Director's Report

- * Meeting with Lou and Celica on January 27th, Information from DOC to the coalitions to update their visiting information per policy change, Bobbi will be sending out an E-Update on Friday January 15th, 2016, victims will not be able to visit the offenders, will also apply to video visiting.

VI. Committee Reports

- a. Executive Committee: none
- b. Special Events Committee: none
- c. Legislative Committee: needs to get together soon to figure out what needs to work on for this year. Will know more about policy on the 21st.

- d. Publishing Committee: none
- e. Marketing/Development Committee: none
- f. Strategic Planning Committee: none
- g. Financing Committee: none

VII. Other

- Board Training/Strategic Planning/New Board Members: Bobbi has been contacted by OJP with “helpful thoughts”, OJP would like to see expansion of board members and programs. Full day board training either March or April, Half the day about non-profits, the other half about prep of strategic planning. Spending time on organizing positions define roles from board to employees. Bobbi will be making phones calls for consultants, Brenda would amend and add it to the contract services, Bobbi would like to get this training nailed down by February, Friday’s would be a good day- April 22nd, 29th, 8th- would also have board meeting that day. Location-Litchfield, Willmar, St. Paul
- Silent Auction: Lisa printed all the letters, Vanessa stuffing, and Brenda will be checking with OJP for approval, 190 letters, Brenda will be having volunteers help do request’s online. Bobbi made some changes to letters as far as cleaning them up
- Annual Meeting: September 9th, 2016, Metro, 1st half of day will be meeting 2nd half of day will be training- Current by-laws state that we are supposed to be having a different kind of meeting, have to have membership meeting, not just a quick board meeting, it would be up to membership to vote on new board members, membership needs to have a voice. Do a Spring annual training as well. Annual Meeting should be for communicating with members. Topics: BCA and what they do, field officer, clean up, also cracking cell phones: Bobbi will reach out to the BCA, OVC as well. Send out a save the date (postcard) invite, personalize
- MAC Insurance: Directors and board insurance, workers comp. Carolina \$856, with a \$100 broker fee, ask to waive broker fee and to change the ED name, look into different quotes and Workers Comp. pay it this time and look into different insurance starting in August.
 Pay Hartford Insurance for 2016-\$472
 Motion 1st: Sharon
 2nd: Brenda
 Approved
- Technology Grant- Website Design: there were 2 that actually called Vanessa and they continue to call, they went onto the website and looked to see what the web-page looked like
 - VoyagurWeb- Vanessa will check into more GB and bring back to the board in February
 - 8bitstudio
 Rest of the money will be used to upgrade printer, software, phones, Wi-Fi and etc.
- By-laws, Policy & Procedure amendments: Chris has spent 15 hours updating policies, there was a lot of language that was not consist. Thank you, thank you, thank you Chris. Board members are not volunteers
 - Please read over the policies and if you have concerns or questions they will be addressed in February

Next meeting: February 11, 2016, 10 to 12- Willmar

VIII. Adjourn

Adjourn 12:08pm
 Motion 1st: Brenda
 2nd: Sara
 Approved