

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

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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 1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Kelly Nicholson

**Approved**

III. Consent Agenda Items

- Secretary's Report

Reviewed June 2016 Minutes

**Motion to approve Secretary's Report from June 2016.**

Motion 1<sup>st</sup>: Karla Bauer

2<sup>nd</sup>: Kelly Nicholson

**Approved**

- Treasurer's Report

Reviewed financial report.

**Motion to approve Treasurer's Report for June 2016.**

Motion 1<sup>st</sup>: Vicki Walechka

2<sup>nd</sup>: 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.**  
1<sup>st</sup>: Brenda Skogman  
2<sup>nd</sup>: 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.**

1<sup>st</sup>: Kelly Nicholson

2<sup>nd</sup>: 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 1<sup>st</sup>: Vicki Walechka

2<sup>nd</sup>: 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