



**Minnesota Alliance on Crime
Board Meeting Agenda
July 12, 2018
Phone Call-in Information
1-888-204-5987 Access# 4133168**

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board Vice-President	5'
II. Approve Agenda - Changes/Additions- Action Item	Board Vice-President	5'
III. Consent Agenda Items		20'
<ul style="list-style-type: none"> Secretary's Report- Action Item Treasurer's Report- Action Item Director's Report 	Secretary Treasurer Executive Director	
IV. Updates	Committees & Staff	45'
<ul style="list-style-type: none"> Executive Committee Finance Committee <ul style="list-style-type: none"> Financial Overview Public Policy Committee Outreach and Fundraising Committee Board Development Committee 	Heidi Hachfeld	
VI. Focused Discussion	Staff & Board Vice-President	40'
<ul style="list-style-type: none"> Board Development Project FY19 Annual Plan <ul style="list-style-type: none"> Implementation steps to be created by board Annual Meeting <ul style="list-style-type: none"> Bylaw Amendment Slate of Approved Directors 2018-2019 Officers Capacity Building Training Silent Auction 		
VII. Adjournment – Action Item	Board Vice-President	5'

MAC Board Meeting – via phone
June 14, 2018 – Meeting Minutes

- I. Called to Order by MAC Board Vice President, Kelly Nicholson at 10:07 a.m.**
- a. Those present: Dresden Jones, Melissa Cornelius, Kelly Nicholson, Karla Bauer, Emily Douglas, Shawn Becker, Pamela Higgins-Maldonado, Chris Jensen, Shane Baker, Diane Homa
 - b. Executive Director: Bobbi Holtberg,
 - c. MAC Staff: Avery, Julia Tindell
 - d. Additional Attendees: Theresa Lockwood, Hennepin County; Cheryl Terhaar, Kanebec County
- II. Review Agenda – Changes/Additions**
- a. **Motion to approve modified agenda**
 - i. 1st Chris Jensen
 - ii. 2nd Diane Homa**Approved**
- III. Consent Agenda Items**
- a. Secretary's Report: Reviewed May 2018 report
 - b. **Motion to approve Secretary's Report from May 2018**
 - i. 1st Karla Bauer
 - ii. 2nd Melissa Cornelius**Approved**
 - c. Treasurer's Report
 - i. Financials were submitted and reviewed – no comments
 - ii. A reminder that we asked OJP for additional VOCA funds because the training grant dollars will be running out at the end of June. The additional \$5,000 we were awarded will go towards interpretation costs for [Program] who plan to attend the Annual Meeting. We still have to close out the original grant by the end of June but we have until the end of September to use the additional \$5,000. Bobbi will talk to Heidi about how to code the additional funds.
 - iii. A reminder that Heidi, MAC's accountant, will attend the July meeting to go over financials and budget. This is a good opportunity to get questions answered.
 - iv. **Motion to approve Treasurer's Report from May 2018**
 - 1st Karla Bauer
 - 2nd Diane Homa**Approved**
 - d. Director's Report
 - i. Please attend the July meeting if possible; we are paying Heidi's mileage to be there.
 - ii. MAC's insurance will renew on July 9.
 - iii. MITCRN Update:
 - There has not been a lot of participant growth in the last month because we have been focused on training. There will be a training on July 7 featuring

Commented [JDQ1]: Need Avery's last name

Commented [JDQ2]: I did not catch the name of the program Bobbi mentioned here. Can you add?

presenters from the FBI, the USPS, Homeland Security, and the US Attorney's Office.

- In October, retired Secret Service agent Shawn McClusky will present training for patrol officers on ID theft investigation.
- The Fundraising Committee will be taking over some of Julia's duties associated with the Annual Meeting so that she can attend the MCBC conference.

iv. Technical Assistance:

- We received a call from Tammy at Ramsey County for technical assistance on the issue of blanket orders for victim information and communication between victim-witness staff and victims and witnesses, including direct communication. This is a growing issue. Tammy submitted a memorandum to The Ethics Committee at the MN County Attorney Association. Suzanne Elwell and Bobbi also created and submitted a memorandum to the Ethics Committee, which was passed on to the Criminal Law Committee at MCAA. We would like to get an understanding of how Member Programs deal with this issue. Can we ask the question on the listserve? MAC will stay on top of this and provide MCAA technical assistance.

v. Membership and Training Update:

- The Fundamentals training is next week. We received a request from a community based program who would like to attend Fundamentals and become a Member Program.
- The Trauma training went very well and we received great evaluations. Folks would like us to offer this on a regular basis.
- MAC will be at 93 members if the community based program joins. To put this in perspective, MCBW is at 93 members. This means MAC could become the largest coalition in the state. This is a testament to how hard the MAC staff is working. Kudos to them!

IV. Updates

- a. Executive Committee (Kelly)
 - i. We met by phone on May 21. We will discuss those topics in this meeting later.
 - ii. We are working on scheduling another meeting next week.
- b. Finance Committee (Chris)
 - i. We met on May 4. Our next meeting will be in August.
 - ii. There have been no issues or changes since May but please reach out to the committee if anything comes up.
 - iii. We are hoping to have ongoing quarterly meetings to review the financials and budget.
- c. Public Policy committee (Bobbi)
 - i. There is a consensus that we should suspend meetings until later in the summer because there is not a lot to talk about at this time.
 - ii. This committee's work is on hold right now.

- d. Outreach and Fundraising (Pamela)
 - i. We met this morning and determined that we will create assignments for the Annual Meeting Silent Auction.
 - ii. Pamela will be assigning Board Members to outstanding items on the Silent Auction spreadsheet. If there are items you would like to follow up on, please add your name to those ASAP.
 - iii. By July 12, Board Members should have signed up to contribute a themed basket for the auction. – needs to be at MAC by Aug 15 – silent auction theme basket sign up under Board Helpful documents on website
 - iv. Follow up with Pamela with questions
- e. Board Development Committee (Karla)
 - i. Have been calling and reaching out to prospective members
 - ii. Need attorney and financial folks – please keep these gaps in mind
 - iii. Direct candidates to Karla, Kelly, Denise, or Dresden and we will follow up
 - iv. Kelly sending letter to prosecuting attorney-based member programs asking for names, applicants, etc. Please reach out to attorneys in your offices and make a plug for Board candidates
 - v. Emily has a lead on a prosecutor; she will check with her and send her info to the committee
 - vi. If you need talking points, please access the info on website: Get Involved >MAC Board Recruitment
 - vii. Tammy McClonkey is not available
 - viii. Possible candidate: Bridget Peterson in Kaniyohi County
 - ix. There have been 8 responses to the survey – please complete it ASAP

V. Discussion & Action Items

- a. Was FY19 budget approved?
 - i. Yes, budget was approved with salary increases
 - ii. There was a discussion re: incentives at the end-of-year but this is not finalized – the new Board will play a part in approving this piece
 - iii. The Board reiterated that we are very pleased with work done by staff
 - iv. **Motion to approve FY19 Budget with staff increases**
 - Dresden 1st
 - Chris 2nd**Approved**
- b. Board Director Position Description
 - i. Discussion around concerns for out-state potential candidates: Attendance, technology, etc.
 - ii. Board members will need to attend at least 2 meetings in person per year. However, it was determined that only *required* meeting is the Annual Meeting.
 - iii. Meetings will now be held 10am-1pm with lunch bi-monthly (instead of monthly).
 - iv. We are looking at options for technology to encourage state-wide participation.

- v. We need to provide an interactive experience at Board meetings; video conferencing was approved. We need to remove barriers for Board members to attend via video conferencing no matter where they are.
- vi. We are looking at Zoom Video Conferencing, which is used by other coalitions. It is more reliable and easier than Skype. Bobbi may be reaching out for help testing Zoom.
- vii. MAC Members will still join by phone. Board Members will be the only ones on Zoom
- viii. Danielle has updated the job description on the website.
- ix. **Motion to approve updated Board Member Job Description**
 - **Karla 1st**
 - **Melissa 2nd****Approved**
- c. Bylaw Amendment
 - i. Bobbi and Chris have crafted language for a Leave of Absence policy for Board Members. There has been a bylaw amendment for this as well.
 - ii. Board Members may take up to six months of leave if necessary.
 - iii. The policy outlines how request works, potential reasons for a LOA, how to submit a request, etc.
 - iv. LOA requests will be submitted to the Executive Committee and automatically accepted if the Board Member is in good standing.
 - v. This will help us retain Board Members instead of losing them altogether.
 - vi. Considered accepted upon receipt by executive committee
 - vii. "Good standing" under section 9.1 – what does that mean?
 - Determination will be made by board on a case by case basis.
 - viii. If Executive Committee determines that Member is not in good standing, they have to bring the issue back to the full board before termination.
 - For example, missing 3 consecutive meetings without approval is grounds for termination.
 - ix. **Motion to approve LOA bylaw amendment**
 - **Diane 1st**
 - **Karla 2nd****Approved**
- d. LOA request – Dianna
 - i. Dianna is in good standing and we do not want to see her resign.
 - ii. She has submitted a LOA request and will be coming back Oct 1.
 - iii. Kelly will assume duties of Board President in her absence.
- e. FY19 Board meetings every other month
 - i. Lengthen meetings (10-1) and hold bi-monthly
 - ii. Questions or clarifications –
 - iii. 10am is good start time for people traveling, lunch, out the door before rush hour
 - iv. Will provide calendar
 - v. **Motion to approve bi-monthly Board meetings starting in July, 10am-1pm**

- 1st Dresden
 - 2nd Chris
- Approved**

f. FY19 Annual Plan

- 5yr strategic plan – how can we provide opportunities for the Board to be invested in the work?
- Please review the Goals in the FY19 Plan - if they pertain to the Board, the Board should create implementation steps.
- These are done by quarter.
- 90 Day Implementation Step Example Sheet, FY19 Annual Plan with Implementation Steps (handouts)
- 3 implementation steps in 1st quarter
 - Strong diverse slate of board candidates (Board Development Committee)
 - Increased investment by the Board of Directors (Executive Committee)
 - Board actively supports staff (including formalized process to recognize and appreciate staff work) (Executive Committee)

Note: The dates on the FY19 plan are incorrect – they will be updated
- The Board Development Committee and Executive Committee will discuss these in upcoming meetings.
- The implementation steps need to be submitted to Julia and Bobbi by the 1st week of July.
- How can you as a Board member contribute to these steps?
 - Send ideas to the committees responsible for implementation steps
 - Everyone should participate, not just folks on the responsible committees
 - Feel free to email Kelly with any thoughts

g. Annual Meeting Capacity Building Training

- Registration going out July 1 – this may be delayed due to 4th of July.
- We are looking at potential caterers for lunch on the first day.
- Danielle sent info on the Spotlight Award to members. She will update the Board as we get closer to the Annual Meeting.
- The Spotlight winner will get a handcrafted bowl (made by Diane) and a plaque.
- The Annual Meeting is in a good place and the staff feels confident about planning.
- We may need backup plans for Julia and the Silent Auction since Julia may be at a conference. Karla will run MAC Bingo in her stead.
- All Board Members are asked to bring 4 bottles of wine valued at \$10/each to the Annual Meeting.
- Please bring any gift baskets to the MAC office.
- Board members are needed to help with set up on day of the Annual Meeting.
- Bobbi will put a simple script together to help people talk through getting donations.

VI. Adjourn

a. Motion made to adjourn the meeting at 11:28am

- i. 1st Diane Homa
- ii. 2nd Pamela

Approved

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

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

Income:

Program Income	353.47
Donations	0.00
Membership Dues	10005.11
OJP Income	15458.71
Training Grant Income	487.50
In Kind Donations	4258.80
NITVAN Income	3114.29
Interest Income	3.86
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	33681.74

Expenses:

OJP Grant Expenses	14793.05
NITVAN Scholarship Expenses	0.00
Training Grant Expenses	4623.62
NITVAN Grant Expenses	1947.40
Unrestricted Expenses	4904.18
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	26268.25

Total Expenses:

Personnel	12152.46
Payroll Taxes	901.22
Health Insurance Premiums	1271.88
In Kind Intern/Volunteer Expense	4258.80
Rent	1244.00
Contract Services	3035.00
Workers Comp Insurance	0.00
Dues & Subscriptions	15.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	126.71
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	860.45
Telephone Expense	603.91
Travel & Training Expenses	1721.82
Bank Service Charges	32.00
Aplos Software Expense	45.00
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	26268.25

Available Balances:

OJP Grant	236653.22
NITVAN Scholarship	0.00
Training Grant	4097.05
NITVAN Grant	30559.70
Unrestricted-Checking	53231.85
Savings Account	15177.20
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	339719.02

MN Alliance on Crime

Compare Income Statement by Fund for the period of 07/01/2017 to 06/30/2018

Account Number	Account Name	Unrestricted	OJP	NITVAN Scholarship	Training Grant	NITVAN Grant	Total Amount
Income							
Income							
Income							
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00	0.00
4005	Program Income	990.56	0.00	0.00	0.00	0.00	990.56
4010	Annual Meeting	385.33	0.00	0.00	0.00	0.00	385.33
4020	Donations	3,979.07	0.00	0.00	0.00	0.00	3,979.07
4030	Membership Dues	22,726.91	0.00	0.00	0.00	0.00	22,726.91
4040	OJP Income	199,736.43	0.00	0.00	0.00	0.00	199,736.43
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
4044	Training Grant Income	39,226.90	0.00	0.00	0.00	0.00	39,226.90
4049	In-Kind Donations Income	9,684.52	0.00	0.00	0.00	0.00	9,684.52
4050	NITVAN Income	20,404.81	0.00	0.00	0.00	0.00	20,404.81
4070	Silent Auction	2,111.76	0.00	0.00	0.00	0.00	2,111.76
4090	Interest Income	41.81	0.00	0.00	0.00	0.00	41.81
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
	Total Income	299,288.10	0.00	0.00	0.00	0.00	299,288.10
	Total Income	299,288.10	0.00	0.00	0.00	0.00	299,288.10
Expense							
Administrative Expenses							
5000	Salaries	0.00	137,181.98	0.00	0.00	13,600.00	150,781.98
5010	Payroll Taxes	0.00	10,343.41	0.00	0.00	1,040.40	11,383.81
5020	Health/Dental Ins Premiums	0.00	12,239.10	0.00	0.00	1,907.82	14,146.92
5030	In Kind Intern/Volunteer Expenses	9,109.80	0.00	0.00	0.00	0.00	9,109.80
	Total Administrative Expenses	9,109.80	159,764.49	0.00	0.00	16,548.22	185,422.51
Other Expenses							
5100	Rent	5,600.00	11,820.00	0.00	0.00	0.00	17,420.00
5110	Contract Services	457.06	5,976.14	0.00	6,060.00	0.00	12,493.20
5120	Dues & Subscriptions	893.05	1,009.92	0.00	1,702.31	0.00	3,605.28
5130	Equipment	0.00	5,065.75	0.00	0.00	0.00	5,065.75
5140	Liability Insurance	0.00	1,482.53	0.00	0.00	0.00	1,482.53
5150	Workers Comp Insurance	0.00	783.00	0.00	0.00	0.00	783.00
5160	Miscellaneous	2,065.95	174.96	0.00	0.00	82.94	2,323.85
5170	Annual Meeting Expense	611.68	0.00	0.00	8,201.45	0.00	8,813.13
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	5,357.94	0.00	5,357.94
5190	Office & Program Supplies	861.61	4,885.79	0.00	593.02	152.58	6,493.00
6000	Telephone Expense	0.00	3,831.25	0.00	204.99	0.00	4,036.24
6010	Travel & Training Expenses	3,353.69	2,258.26	4,732.15	12,416.96	2,928.69	25,689.75
6020	Bank Service Charges	0.00	454.00	0.00	0.00	0.00	454.00
6030	Aplos Software Expense	0.00	485.00	0.00	0.00	0.00	485.00
	Total Other Expenses	13,843.04	38,226.60	4,732.15	34,536.67	3,164.21	94,502.67
	Total Expense	22,952.84	197,991.09	4,732.15	34,536.67	19,712.43	279,925.18
	Net Income (Loss)	276,335.26	-197,991.09	-4,732.15	-34,536.67	-19,712.43	19,362.92

7/1/17 through 6/30/18

Account #	Account Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Income								
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4005	Program Income	0.00	25.00	23.97	143.82	0.00	0.00	300.00
4010	Annual Meeting	0.00	300.00	85.33	0.00	0.00	0.00	0.00
4020	Donations	0.00	140.00	0.00	0.00	450.00	345.00	1,028.26
4030	Membership Dues	4,675.00	3,425.00	1,050.00	0.00	934.12	175.00	527.05
4040	OJP Income	13,844.81	13,760.72	0.00	42,796.17	15,080.23	0.00	0.00
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4044	Training Grant Income	10,710.35	5,917.06	0.00	4,146.53	6,241.36	0.00	4,267.70
4049	In-Kind Donations Income	0.00	574.72	0.00	718.20	806.40	226.80	0.00
4050	NITVAN Income	0.00	0.00	0.00	0.00	0.00	841.40	2,172.40
4070	Silent Auction	0.00	0.00	1,831.76	135.00	145.00	0.00	0.00
4090	Interest Income	3.35	3.34	3.24	3.34	3.24	3.34	3.35
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income		29,233.51	24,145.84	2,994.30	47,943.06	23,660.35	1,591.54	8,298.76
Total Income		29,233.51	24,145.84	2,994.30	47,943.06	23,660.35	1,591.54	8,298.76
Expense								
Administrative Expenses								
5000	Salaries	10,552.46	10,552.46	15,828.69	10,552.46	12,152.46	12,152.46	12,152.46
5010	Payroll Taxes	858.72	788.72	1,173.18	804.82	901.22	901.22	917.22
5020	Health/Dental Ins Premiums	900.00	900.00	900.00	900.00	1,643.76	1,271.88	1,271.88
5030	In Kind Intern/Volunteer Expens	0.00	0.00	0.00	718.20	806.40	226.80	0.00
Total Administrative Expenses		12,311.18	12,241.18	17,901.87	12,975.48	15,503.84	14,552.36	14,341.56
Other Expenses								
5100	Rent	800.00	800.00	800.00	800.00	800.00	800.00	800.00
5110	Contract Services	2,345.00	370.00	995.00	580.00	435.00	2,040.00	976.95
5120	Dues & Subscriptions	577.50	1,527.03	310.00	0.00	206.42	9.33	0.00
5130	Equipment	0.00	0.00	4,784.78	0.00	153.47	0.00	0.00
5140	Liability Insurance	0.00	907.00	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	438.00
5160	Miscellaneous	0.00	199.21	101.19	230.95	403.01	144.30	117.42
5170	Annual Meeting Expense	0.00	21.50	2,118.59	6,673.04	0.00	0.00	0.00
5175	Silent Auction Expense	0.00	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	0.00
5185	Other Training Reimbursement	0.00	0.00	0.00	0.00	3,767.70	0.00	0.00
5190	Office & Program Supplies	300.79	15.00	2,735.37	15.00	299.86	185.16	549.31
6000	Telephone Expense	273.48	349.86	351.38	250.66	263.87	260.82	268.10
6010	Travel & Training Expenses	3,101.91	405.74	1,559.10	2,148.92	641.03	1,456.14	2.40
6020	Bank Service Charges	31.00	54.00	34.00	31.00	32.00	31.00	32.00
6030	Aplos Software Expense	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Total Other Expenses		7,469.68	4,689.34	13,829.41	10,769.57	7,042.36	4,966.75	3,224.18
Total Expense		19,780.86	16,930.52	31,731.28	23,745.05	22,546.20	19,519.11	17,565.74
Net Income (Loss)		9,452.65	7,215.32	-28,736.98	24,198.01	1,114.15	-17,927.57	-9,266.98

MN Alliance on Crime							
Income Statement by Month							
7/1/17 through 6/30/18							

Account #	Account Name	Feb	Mar	Apr	May	Jun	YTD Amount	
Income								
4000	Contributions Income	0.00	0.00	0.00	0.00	0.00	0.00	
4005	Program Income	96.20	48.10	0.00	0.00	353.47	990.56	
4010	Annual Meeting	0.00	0.00	0.00	0.00	0.00	385.33	
4020	Donations	2,008.21	0.00	0.00	7.60	0.00	3,979.07	
4030	Membership Dues	64.99	620.64	0.00	1,250.00	10,005.11	22,726.91	
4040	OJP Income	47,457.48	15,479.25	21,078.07	14,780.99	15,458.71	199,736.43	
4042	Technology Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	
4044	Training Grant Income	0.00	0.00	7,456.40	0.00	487.50	39,226.90	
4049	In-Kind Donations Income	428.40	352.80	302.40	2,016.00	4,258.80	9,684.52	
4050	NITVAN Income	2,605.63	3,651.68	0.00	8,019.41	3,114.29	20,404.81	
4070	Silent Auction	0.00	0.00	0.00	0.00	0.00	2,111.76	
4090	Interest Income	3.02	3.87	3.86	4.00	3.86	41.81	
4095	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income		52,663.93	20,156.34	28,840.73	26,078.00	33,681.74	299,288.10	
Total Income		52,663.93	20,156.34	28,840.73	26,078.00	33,681.74	299,288.10	
Expense								
Administrative Expenses								
5000	Salaries	12,152.46	18,228.69	12,152.46	12,152.46	12,152.46	150,781.98	
5010	Payroll Taxes	901.22	1,351.83	983.22	901.22	901.22	11,383.81	
5020	Health/Dental Ins Premiums	1,271.88	1,271.88	1,271.88	1,271.88	1,271.88	14,146.92	
5030	In Kind Intern/Volunteer Expens	428.40	352.80	302.40	2,016.00	4,258.80	9,109.80	
Total Administrative Expenses		14,753.96	21,205.20	14,709.96	16,341.56	18,584.36	185,422.51	
Other Expenses								
5100	Rent	6,844.00	1,244.00	1,244.00	1,244.00	1,244.00	17,420.00	
5110	Contract Services	365.00	616.25	385.00	350.00	3,035.00	12,493.20	
5120	Dues & Subscriptions	15.00	765.00	15.00	165.00	15.00	3,605.28	
5130	Equipment	127.50	0.00	0.00	0.00	0.00	5,065.75	
5140	Liability Insurance	0.00	0.00	0.00	575.53	0.00	1,482.53	
5150	Workers Comp Insurance	0.00	0.00	0.00	345.00	0.00	783.00	
5160	Miscellaneous	0.00	400.00	338.90	262.16	126.71	2,323.85	
5170	Annual Meeting Expense	0.00	0.00	0.00	0.00	0.00	8,813.13	
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	1,102.74	0.00	0.00	487.50	0.00	5,357.94	
5190	Office & Program Supplies	802.31	84.24	433.91	211.60	860.45	6,493.00	
6000	Telephone Expense	412.16	374.21	370.20	257.59	603.91	4,036.24	
6010	Travel & Training Expenses	6,583.69	5,545.60	1,867.11	656.29	1,721.82	25,689.75	
6020	Bank Service Charges	84.00	31.00	31.00	31.00	32.00	454.00	
6030	Aplos Software Expense	40.00	40.00	40.00	40.00	45.00	485.00	
Total Other Expenses		16,376.40	9,100.30	4,725.12	4,625.67	7,683.89	94,502.67	
Total Expense		31,130.36	30,305.50	19,435.08	20,967.23	26,268.25	279,925.18	
Net Income (Loss)		21,533.57	-10,149.16	9,405.65	5,110.77	7,413.49	19,362.92	

Minnesota Alliance on Crime

Balance Sheet: Compare by Fund as of 06/30/2018

Account Number	Account Name	Unrestricted	OJP	NITVAN Scholarship	Training Grant	NITVAN Grant	Amount
Assets							
Cash							
1000	Checking	249,764.73	-115,461.32	-4,960.81	-57,710.85	-18,399.90	53,231.85
1010	Savings	15,177.20	0.00	0.00	0.00	0.00	15,177.20
1050	QB Buy Back Receivable	240.00	-240.00	0.00	0.00	0.00	0.00
Total Cash		265,181.93	-115,701.32	-4,960.81	-57,710.85	-18,399.90	68,409.05
Total Assets		265,181.93	-115,701.32	-4,960.81	-57,710.85	-18,399.90	68,409.05
Liabilities							
Payables							
2000	Accounts Payable	758.32	6,049.58	0.00	-6,807.90	0.00	0.00
2010	Federal Tax Liability	-20,771.14	22,472.98	0.00	0.00	1,040.40	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	289.98	-126.88	0.00	0.00	0.00	163.10
Total Payables		-19,300.62	28,475.46	0.00	-6,807.90	1,040.40	3,407.34
Total Liabilities		-19,300.62	28,475.46	0.00	-6,807.90	1,040.40	3,407.34
Equity							
Fund Balances / Equity							
3000	Unrestricted Fund	284,482.55	0.00	0.00	0.00	0.00	284,482.55
3001	OJP CVS Fund Balance	0.00	-144,176.78	0.00	0.00	0.00	-144,176.78
3002	NITVAN Scholarship	0.00	0.00	-4,960.81	0.00	0.00	-4,960.81
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	-50,902.95	0.00	-50,902.95
3005	NITVAN Grant Fund Balance	0.00	0.00	0.00	0.00	-19,440.30	-19,440.30
Total Fund Balances / Equity		284,482.55	-144,176.78	-4,960.81	-50,902.95	-19,440.30	65,001.71
Total Equity		284,482.55	-144,176.78	-4,960.81	-50,902.95	-19,440.30	65,001.71
Total Liabilities + Total Equity		265,181.93	-115,701.32	-4,960.81	-57,710.85	-18,399.90	68,409.05

MAC Grant Recaps
FY18

	FY18 Beginning Balance	Income Statement Expenditures	Fund Transfers	Total Expenditures & Fund Transfers	Grant Balance Remaining	FY18 Receipts	To be received in FY19	Total Receipts
OJP CVS Grant FY17								
FY17 (July, 17-Sept. 17) June '17 Received in July	56556.89	56631.65	-74.76	56556.89	0.00	56556.89 13844.81	0.00	56556.89
OJP CVS Grant FY18								
FY18 - FY19 Total	380830.00	141359.44	2817.34	144176.78	236653.22	129334.73	14842.05	144176.78
Agrees with Income Statement		<u><u>197991.09</u></u>				<u><u>199736.43</u></u>		
Training Grant								
June '17 Received in July	37162.22	34536.67	-1471.50	33065.17	4097.05	28441.55 10785.35	4623.62	33065.17
Agrees with Income Statement		<u><u>34536.67</u></u>				<u><u>39226.90</u></u>		
NITVAN Grant								
NITVAN Scholarship	50000.00 4960.81	19712.43 4732.15	-272.13 228.66	19440.30 4960.81	30559.70 0.00	15444.00 4960.81	3996.30	19440.30 4960.81
Total NITVAN Grant	54960.81	24444.58	-43.47	24401.11	30559.70	20404.81	3996.30	24401.11

Form **941 for 2018: Employer's QUARTERLY Federal Tax Return**
(Rev. January 2018) Department of the Treasury — Internal Revenue Service

950117
OMB No. 1545-0029

Employer identification number (EIN) **4 1 - 1 8 0 1 3 3 8**

Name (not your trade name) **Minnesota Alliance on Crime**

Trade name (if any)

Address **One West Water Street Suite 260**

Number Street Suite or room number

St. Paul **MN** **55107**

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2018
(Check one.)

- ☐ 1: January, February, March
- ☒ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December
- Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 **3**

2 Wages, tips, and other compensation 2 **35342 . 28**

3 Federal income tax withheld from wages, tips, and other compensation 3 **2819 . 40**

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages . . .	35342 . 28	4382 . 44
5b Taxable social security tips
5c Taxable Medicare wages & tips. . .	35342 . 28	1024 . 93
5d Taxable wages & tips subject to Additional Medicare Tax withholding .	.	.
5e Add Column 2 from lines 5a, 5b, 5c, and 5d . . .		5407 . 37
5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) . .		.
6 Total taxes before adjustments. Add lines 3, 5e, and 5f . . .		8226 . 77
7 Current quarter's adjustment for fractions of cents . . .		- . 05
8 Current quarter's adjustment for sick pay
9 Current quarter's adjustments for tips and group-term life insurance
10 Total taxes after adjustments. Combine lines 6 through 9 . . .		8226 . 72
11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 11		.
12 Total taxes after adjustments and credits. Subtract line 11 from line 10 . . .		8226 . 72
13 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter 13		8226 . 72
14 Balance due. If line 12 is more than line 13, enter the difference and see instructions . . .		0 .
15 Overpayment. If line 13 is more than line 12, enter the difference . Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.		

► You MUST complete both pages of Form 941 and SIGN it.

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.

Cat. No. 17001Z

Form **941** (Rev. 1-2018)

Next ►

Name (not your trade name)

Minnesota Alliance on Crime

Employer identification number (EIN)

41-1801338

950217

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 2742. 24

Month 2 2742. 24

Month 3 2742. 24

Total liability for quarter 8226. 72 Total must equal line 12.

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 If your business has closed or you stopped paying wages ☐ Check here, and enter the final date you paid wages / /

18 If you are a seasonal employer and you don't have to file a return for every quarter of the year ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

☐ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here

Christos Jensen

Print your name here

Christos Jensen

Print your title here

Treasurer

Date 06/29/2018

Best daytime phone 651-266-3034

Paid Preparer Use Only

Check if you are self-employed ☐

Preparer's name

PTIN

Preparer's signature

Date

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code

Total Payroll Register												
			2018									
Pay Date	PPE Date	Payee	Hours	Gross	Fica	Medicare	FWH	SWH	Other	Net	Fica	Medicare
YTD Totals			1680.00	42533.61	2556.40	597.87	3524.20	1757.00	1300.95	32797.19	2556.40	597.87
04/13/18	04/13/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
04/13/18	04/13/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
04/13/18	04/13/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
04/27/18	04/27/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
04/27/18	04/27/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
04/27/18	04/27/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
05/11/18	05/11/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
05/11/18	05/11/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
05/11/18	05/11/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
05/25/18	05/25/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
05/25/18	05/25/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
05/25/18	05/25/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
06/08/18	06/08/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
06/08/18	06/08/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
06/08/18	06/08/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
06/22/18	06/22/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86	150.33	35.16
06/08/18	06/08/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10	115.67	27.05
06/22/18	06/22/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91	99.20	23.20
					0.00	0.00				0.00	0.00	0.00
					0.00	0.00				0.00	0.00	0.00
Current Totals			240.00	6076.23	365.20	85.41	469.90	251.00	185.85	4718.87	365.20	85.41
MTD Totals			480.00	12152.46	730.40	170.82	939.80	502.00	371.70	9437.74	730.40	170.82
QTD Totals			1440.00	36457.38	2191.20	512.46	2819.40	1506.00	1115.10	28313.22	2191.20	512.46
YTD Totals			3120.00	78990.99	4747.60	1110.33	6343.60	3263.00	2416.05	61110.41	4747.60	1110.33

<1115.10
 35342.28

Total Payroll Register										
Pay Date	PPE Date	Payee	Hours	Gross	Fica	Medicare	FWH	SWH	Other	Net
YTD Totals			1680.00	42533.61	2556.40	597.87	3524.20	1757.00	1300.95	32797.19
04/13/18	04/13/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
04/13/18	04/13/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
04/13/18	04/13/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
04/27/18	04/27/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
04/27/18	04/27/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
04/27/18	04/27/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
05/11/18	05/11/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
05/11/18	05/11/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
05/11/18	05/11/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
05/25/18	05/25/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
05/25/18	05/25/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
05/25/18	05/25/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
06/08/18	06/08/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
06/08/18	06/08/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
06/08/18	06/08/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
06/22/18	06/22/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
06/22/18	06/22/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
06/22/18	06/22/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
					0.00	0.00			0.00	0.00
					0.00	0.00			0.00	0.00
Current Totals			240.00	6076.23	365.20	85.41	469.90	251.00	185.85	4718.87
MTD Totals			480.00	12152.46	730.40	170.82	939.80	502.00	371.70	9437.74
QTD Totals			1440.00	36457.38	2191.20	512.46	2819.40	1506.00	1115.10	28313.22
YTD Totals			3120.00	78990.99	4747.60	1110.33	6343.60	3263.00	2416.05	61110.41

Cont # 25889-19934279

FWH 939.80
FICA 1460.80
Med 342.64
2742.24

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HH

Total Payroll Register										
Pay Date	PPE Date	Payee	Hours	Gross	Fica	Medicare	FWH	SWH	Other	Net
2018										
Current Totals			240.00	6076.23	365.20	85.41	469.90	251.00	185.85	4718.87
MTD Totals			720.00	18228.69	1095.60	256.23	1409.70	753.00	557.55	14156.61
QTD Totals			1680.00	42533.61	2556.40	597.87	3524.20	1757.00	1300.95	32797.19
YTD Totals			1680.00	42533.61	2556.40	597.87	3524.20	1757.00	1300.95	32797.19
04/13/18	04/13/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
04/13/18	04/13/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
04/13/18	04/13/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
04/27/18	04/27/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
04/27/18	04/27/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
04/27/18	04/27/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
05/11/18	05/11/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
05/11/18	05/11/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
05/11/18	05/11/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
05/25/18	05/25/18	Bobbi Holtberg	80.00	2544.23	150.33	35.16	184.70	99.69	119.49	1954.86
05/25/18	05/25/18	Danielle Kluz	80.00	1932.00	115.67	27.05	136.76	73.06	66.36	1513.10
05/25/18	05/25/18	Julia Tindell	80.00	1600.00	99.20	23.20	148.44	78.25	0.00	1250.91
					0.00	0.00				0.00
					0.00	0.00				0.00
					0.00	0.00				0.00
Current Totals			240.00	6076.23	365.20	85.41	469.90	251.00	185.85	4718.87
MTD Totals			480.00	12152.46	730.40	170.82	939.80	502.00	371.70	9437.74
QTD Totals			960.00	24304.92	1460.80	341.64	1879.60	1004.00	743.40	18875.48
YTD Totals			2640.00	66838.53	4017.20	939.51	5403.80	2761.00	2044.35	51672.67

FWH 939.00 } 2742.24
FICA 1460.00
MED 341.64

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Executive Director's Report July 2018

MAC Updates

- **Foundation Funding:** An application was submitted to the Otto Bremer Trust on 6/28/2018. The request is for funding to hire a .5 FTE project coordinator to oversee MAC efforts to strengthen victims' rights in MN. The request is for two-years of funding. The application was quite exhaustive and I am happy to make the full application available to board members who wish to review it. The project budget is included in the board packet. We should receive notification sometime in the fall.
- **Joint Coalition Reception:** MAC paid the total costs for this year's reception at the OJP conference, which was \$126.71. Coalition directors have agreed to rotate paying the total expense each year.
- **990:** I have contacted Nichole Fairbanks with Harrington, Langer, and Associates to request a quote for completing our annual 990. Nichole completed it for us last year and the cost was \$625.00.
- **Fall Interns:** MAC is seeking applications for 1-2 interns for fall semester. Please direct any interested candidates to the application on the website.
- **Silent Auction Update:** The date of the July Board meeting (July 12th) is the deadline for signing up to make baskets for the silent auction! Please put your name and the theme of your basket on the sign-up sheet in the Silent Auction folder (you can find a link to this on the MAC board page). We would like to have baskets collected by mid-August. Also, if you haven't already, finish making follow-up calls to companies from whom we have requested donations and updating the spreadsheet this week.

MITCIRN (MN Identity Theft and Cybercrime Resource Network)

- **July Network Meeting & Advanced Training:** Scheduled for Tuesday, July 17th, 8:30 AM – 12:00 PM with guided networking with federal partners (USPIS, FBI, DHS, US Attorney's Office) in the morning followed by a panel of experts presenting on cybercrime (feat. Chris Veltsos of Mankato State University and John Bonhage of the FBI). Finalized agenda available on registration page. Please register and forward details to your network!
- **Coalition Leader Meeting + NCVC Conference (Sep 4-7):** The Identity Theft Resource Center (the grantor for NITVAN) is officially planning to fly MITCIRN participants out on September 4th for an in-person meeting followed by training. They are waiting on confirmation from OVC to pair this meeting with the NCVC conference, but if they are unable to do so they will fly participants to San Diego to meet at the ITRC headquarters. Either way, this means Julia will not be present for the annual meeting.

Training and Engagement

- **Webinars:** Danielle presented a webinar on PowerPoint presentations on May 9th. Kelly Nicholson will present a follow-up webinar on working with families of homicide victims on June 14th.
- **Membership Outreach:** Breaking Free and the Duluth City Attorney's Office have joined MAC, bringing our total to 92. Membership renewal letters/applications went out in mid-May and due back to MAC by June 30, 2018.
- **Newsletter:** Danielle released the June 2018 MAC newsletter. It had a 40% 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 open.
- **Trauma Training:** Karina Forrest-Perkins presented on Thursday, May 17, 2018 at Cornerstone in Bloomington. Her evaluations were outstanding.
- **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.

Strengthening Rights for Crime Victims in Minnesota

Project Budget

Expenditure Category	Justification	Total
Personnell: Project Coordonator Salary	Year One: \$23,040 Year Two: \$23,040	\$46,080
Project Coordinator Fringe Benefits	FICA and Medicare (7.65%)= 1839 x 2 years Workers Comp = 160 x 2 years Health Insurance Stipend \$225/month x 12 months =\$2700 x 2 years	\$3,678 \$320 \$5,400
Project Coordinator Travel	8 nights lodging per year @ \$100/night = \$800 x2 years 8 trips per year @ 200 miles x .545 = \$872 x 2 years Meal Per Diem \$36/day x 16 days/per year = \$576 x 2years	\$1,600 \$1,744 \$1,152
Stipend to Victim/Survivor for Focus Group Participation	\$50 VISA Gift card x 75 participants per year = 3750 x 2 years	\$7,500
Total Request		\$67,474

Board Development Proposal

MINNESOTA ALLIANCE ON CRIME

June 2018

PROJECT CONTEXT

We understand that the MAC board wishes to govern MAC through the shared values of advocates and survivors. The board would like to undertake board development to include:

- Review best practices for diversifying a board of directors.
- Discuss the opportunities and challenges of shifting the composition, work, culture, and/or structure of the MAC board to better align with the board's shared values.
- Create a vision and path for moving forward.

Mac hopes that success in this effort will:

- Promote a diversity of experience and perspectives on the board.
- Increase the benefit and experience of board service for board members.
- Reflect and model the values, voice, and work of MAC.
- Result in stronger board governance.

Furthermore, this work will be conducted in a way that:

- Promotes authentic participation by board and staff.
- Engenders board and staff commitment to MAC's future.
- Models positive and productive collaboration.

SCOPE OF WORK

This work will be done in two groups, a task force of board and staff (~4) and the full board.

Initial introduction to board

MAC will gain assent from the board to pursue this idea with the understanding that a board/staff task force will do initial legwork, present a proposal for moving forward to the board, and engage the full board at that time. Aurora advises.

Task force proposal development

Aurora will facilitate a 3-hour meeting with the task force to:

- Refine a message about why this is important.
- Review best practices and initial implications of pursuing this direction.
- Establish a proposed process for moving forward.

Deliverable

A proposal document for the board's review.

Full board discussion

Aurora will facilitate a 2- to 3-hour large group discussion (with help from the taskforce) for the full board to review the proposal, discuss implications, and develop a shared vision for this direction.

Deliverable

Discussion results.

Task force action planning

Aurora will facilitate a 3-hour meeting with the task force to create a 3-year plan of action to shift the board's composition, culture, structure. And, identify key communication messages about this work.

Deliverable

Three-year plan documentation.

Board presentation

MAC will present the task force's plan to the board. Aurora advises.



TIMELINE

Aurora can start this project in October 2018, and anticipate it taking 3-6 months (depending on scheduling). Task force meetings can be scheduled for anytime. Meetings with the board could be scheduled during regular board meetings.

FEE STRUCTURE

The fee for this proposed work is presented below. Aurora's fee structure is based on deliverables rather than an hourly rate.

	Description	Budget
Task force facilitation	<ul style="list-style-type: none">• Design and facilitate task force meetings.• Document results.	2,500
Board meeting facilitation	<ul style="list-style-type: none">• Facilitate half-day participatory workshop with full board.• Document results.	1,500
Process Management	<ul style="list-style-type: none">• Manage the process and work with the executive and/or board rep.	500
		\$4,500

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		



2018 Annual Meeting & Capacity Building Training
Expand the Circle
September 6-7, 2018

DRAFT Agenda

Thursday, September 6, 2018:

8:30—9:30 am	Registration and Silent Auction Browsing	
9:00 am—Noon	Annual Meeting	
9:00—9:05 am	• Welcome & Member Roll Call (5 mins)	<i>Kelly Nicholson</i>
	• Housekeeping (5 mins)	<i>Danielle Kluz</i>
9:05—9:35 am	• MAC Bingo (25 mins)	<i>Julia Tindell</i>
9:35—9:40 am	• Board Member Recognition (5 mins)	<i>Bobbi Holtberg</i>
9:40—9:55 am	• Annual Reports (15 mins)	<i>Kelly Nicholson and Chris Jensen</i>
9:55 —10:10 am	• Committee Purposes (15 mins)	<i>Committee Chairs</i>
10:10—10:30 am	• Strategic Visioning Process (20 mins)	<i>Julia Tindell</i>
10:30—10:45 am	• BREAK (15 mins)	
10:45—11:15 am	• Programmatic and Training Initiatives (30 mins)	<i>Danielle Kluz</i>
11:15—11:35 am	• Member Survey Results (20 mins)	<i>Bobbi Holtberg</i>
11:35—11:40 am	• Board Member Slate Introduction (5 mins)	<i>Dresden Jones</i>
11:40—11:55 am	• Proposed Bylaws (15 mins)	<i>Chris Jensen</i>
11:55—Noon	• Membership Voting (5 mins)	<i>Kelly Nicholson</i>
Noon	• Adjourn Meeting	<i>Kelly Nicholson</i>
Noon—1:30 pm	Member Appreciation Lunch and Spotlight on Service Awards	

1:30—3:30 pm	Gray Area Thinking	<i>Ellie Krug</i>
3:30—3:45 pm	Debrief	<i>Bobbi Holtberg</i>
3:45—4:15 pm	Silent Auction Browsing	

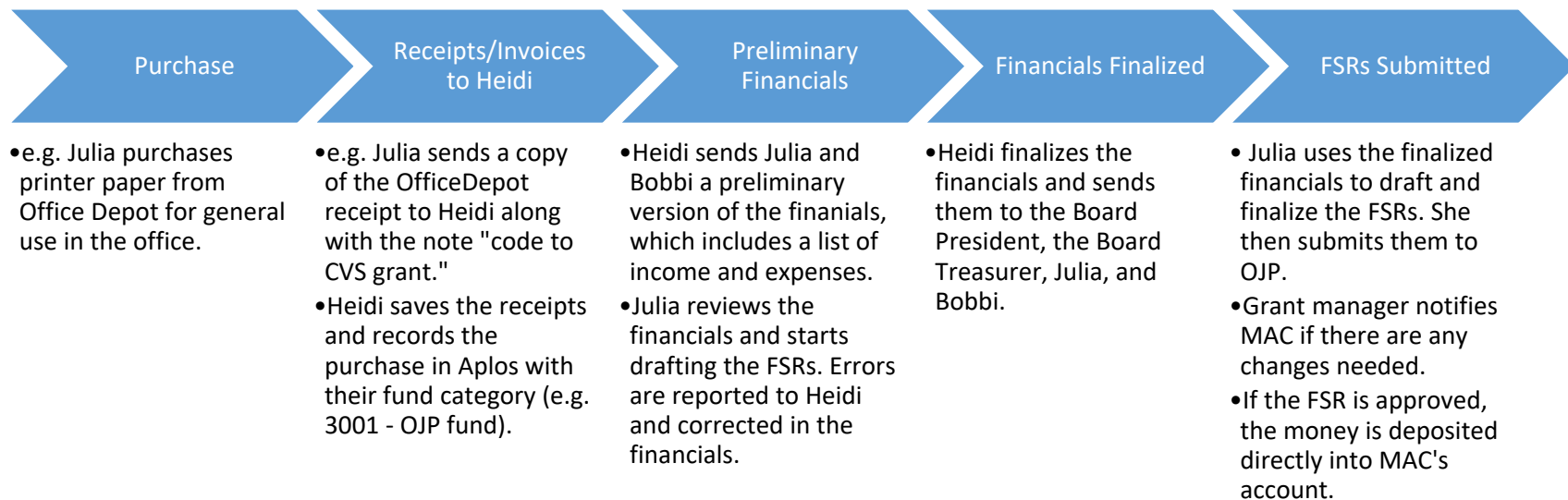
Friday, September 7, 2018:

8:00—8:30 am	Registration and Silent Auction Browsing	
8:30—9:00 am	MITCIRN Update	<i>Julia Tindell</i>
9:00—10:30 am	Working with Tribal Communities	<i>Nicole Mathews, MIWSAC</i>
10:30—10:45 am	Break	
10:45 am—12:15 pm	Strengthening Victims' Rights Conversation	<i>Bobbi Holtberg</i>
12:15—1:30 pm	Lunch on Your Own	
1:30—3:00 pm	Regional Collaboration Networking Groups	<i>Danielle Kluz</i>
3:00—3:15 pm	Debrief	<i>Bobbi Holtberg</i>
3:15 pm	Training Adjourned	

Agenda subject to change.

MAC has applied for POST and CLE credits.

FSR Submission Process



Note: Oftentimes the last two steps happen simultaneously, with Heidi finalizing the financials while Julia submits the FSRs to OJP.