



**Minnesota Alliance on Crime
Board Meeting Agenda
July 11, 2019
One West Water Street,
Conference Room #297
St. Paul, MN 55107**

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board President	5'
II. Approve Agenda - Changes/Additions- Action Item	Board President	5'
III. Consent Agenda Items		15'
<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	10'
<ul style="list-style-type: none"> Executive Committee Budget and Finance Committee Public Policy Committee Board Development Committee <ul style="list-style-type: none"> Ad Hoc Director's seeking a full term 		
VI. Focused Discussion	Staff & Board President	140'
<ul style="list-style-type: none"> 2019 Silent Auction 2019 Annual Meeting and Capacity Building Training Board Development Project 	All Onkka, Aurora Consulting	
VII. Adjournment – Action Item	Board President	5'

MAC Board Meeting
May 9th, 2019 – Meeting Minutes

- I. Called to Order by MAC Board President, Diana Umidon at 10:08am**
- a. Those present: Dianna Umidon, Habir Kaur, Leah Ekstrom, Melissa Cornelius, Emily Douglas, Kelly Nicholson, Dana Johnson, Karla Bauer, Therese Lockwood, Pamela Higgins-Maldonado.
 - b. Executive Director: Bobbi Holtberg
 - c. MAC Staff: Julia Tindell, Danielle Kluz, and Amee Krogfus
- II. Review/Approve Agenda – Changes/Additions**
- a. Move Action Items towards the top of the agenda.
 - b. **Motion to modify agenda**
 - i. Leah Ekstrom 1st
 - ii. Therese Lockwood 2nd

Approved
 - c. **Motion to approve March Secretary's Report**
 - i. 1st Leah Ekstrom
 - ii. 2nd Emily Douglas

Approved
 - d. Treasurer's Report
 - i. Still have not received NITVAN final reimbursement in May.
 - ii. **Motion to approve Treasurer's Report from March and April**
 - 1. 1st Melissa Cornelius
 - 2. 2nd Therese Lockwood

Approved
 - e. Directors Report
 - i. Bobbi submitted CVS Renewal Grant Application for 2020-2021. Once it's approved and contract is executed, does not begin until Oct 2019 and carries through Sept 2021.
 - ii. VOCA Special Projects: Cecilia was at an administrator meeting last week. We had an influx of VOCA funds in FY18 due to fines placed on Volkswagen. Looking forward, Cecilia feels confident that we will be set in FY22, the next time open competitive, there will probably be a 33% decrease of VOCA funds available. They have planned for that. They believe there will be enough to maintain that level of funding. Last time was nice because MAC had the opportunity to ask for more funds. Now wondering if they will even release a VOCA special projects grant. Would it be more fiscally responsible to hang onto those dollars? Bobbi asked that Cecilia let her know ASAP to communicate with members and figure out plan b. They had agreed to release RFP for piloting general crime advocates in law enforcement depts.
 - iii. All MAC staff will be at OJP Conf. Will be jointly hosting Wed night reception 6:30-8pm with other statewide coalitions. Hope to see MAC BOD there!
 - iv. Business owner policy renewed on May 9th.
 - v. Special Projects Update:
 - 1. Next week Julia is going to San Diego to provide tech asst to MITCRN.

2. Identity theft training went well – well attended and great evaluations. Will be contracting with Aurora to create sustainability plan. What does MN still need to do to address identity theft and how do we continue to move this work? This process will probably occur in June/July. Julia is busy transitioning into Special Projects position.
- vi. Regional Meetings:
 1. Central MN Mtg, evaluations were great.
 2. NW meeting in Moorhead last week. Dana was great to call and encourage attendance.
 3. NE was held via Zoom – 2 weeks of registration and only 2 RSVP. Ended up having 5 attend.
 4. Talked about having 1 in person and 1 Zoom call each year for regional meetings. These were positive experiences in members getting to know one another and sharing resources. MAC staff feel members will be experiencing a better understanding of MAC.
 5. SW Regional Mtg in July 18th (Melissa Cornelius). SE on July 19th (Karla Bauer). Help with location and encourage attendance.
- vii. Trauma Informed Leadership Training: had a webinar last month about integrating trauma informed practices. Most engagement we've seen after a webinar with participants asking if they can have PPT and recording to share. Evaluations were the most responded to. One person said, "Finally a training that I hang up from and say I can do this!" June 27th trainers will do in-person training for us. In the morning, the focus will be on the role of leaders in a trauma informed culture. Afternoon – by application only – can participate in workshop where they will bring their employee handbook and find what they can change that day. Up to 14 programs can participate and each can have a max of 3 participants from org. One has to be a leader that can make changes to policy/procedure or can submit request for change. Accepting apps through June 17th.
- viii. Webinars – we had 2 in April. 65 people on first. Next will be Crimes Involving Vehicles – May 29th from 12-1pm. Link on the website.
- ix. Danielle updated brochures with pics of board and staff.

III. **Committee Updates:**

- a. Executive Committee: no update. Will be discussing items later in the agenda. Time to check in with Bobbi and connect about any issues or concerns brought to our attention.
- b. Budget and Finance Committee: talked about adjustment for Heidi's pay rate for \$24 per hour. Bobbi appreciates having review of the budget monthly, especially since we now meet bi-monthly. Procurement Policy draft – no one affiliated with staff or director can personally profit. This is already addressed in conflict of interest. Doesn't mean if someone doesn't have the lowest price, as long as there is a process in place, that they couldn't be chosen. Using Cloud, not saving documents on one computer so if something crashed we would still have access. Recommendation from this committee is to move to approve the policy as it is presented in the packet. Will add specific language in the conflict of interest (Pamela). Can discuss at the July meeting.
 - i. **Motion to approve procurement policy as drafted in BOD packet.**

1. 1st Emily Douglas
2. 2nd Therese Lockwood

Approved

- ii. Budget was done differently this year to coincide with OJP. MAC is July 1 – June 30th and OJP is Oct 1 – Sept 30th. Bobbi asked Dianna and Emily to do 2 year budget. The OJP CVS Grant is made up by \$94,372 – OJP remaining as of 3/31/19 and \$515,712 – renewal grant. 390,512 VOCA and 125,200 State. When Bobbi wrote training grant she was able to ask for funding to pay towards some of the staff positions and then can allocate some towards rent. Julia – CVS and training grant. 90% of Danielle training grant and about 10% by CVS. Oct 1st only ½ of Danielle out of training and ½ out of CVS grant. Detailed breakdown of salaries included in packet. What Bobbi suggests for approval is that Bobbi is paid 10% out of unrestricted funds because we cannot use grants for lobbying. That amount over 2 years is \$14,590. Secondly, our previous 2-year funding cycle OJP CVS funds were state funds. Great because state funds don't have match requirements. About \$390,000 in VOCA renewed grant, \$125,000 state does not require. What Amee does is not VOCA eligible. It shows to our current and potential funders that we are willing to invest our own money into our work. Makes sense to start diversifying, and what we have available to us right now is unrestricted funds. We bring in approx. \$20,000 in membership funds. We don't foresee any major decrease in number of members, so we know that source will continue. Tech upgrades were rolled into this grant for over \$14,000. Want all staff to have docking stations and 27 in. screens (4 laptops) and a printer. Rico and Kyocera for printers. Ammee's recommendation Kyocera – good local small group. Great customer service. Under Contracted Services you will see increase in Heidi's pay. Per conversation last year, just plan for 5% increase for staff as told by Exec Committee for all staff.

1. **Motion to accept operating budget**

1. 1st Leah Ekstrom
2. 2nd Dana Johnson

Approved

- c. Public Policy Committee: Update on House file 689 was included in omnibus bill but there's no fiscal note. Kelly Moller was named to the conference committee for public safety. Bobbi did an interview for MPR on probation reform. Was to be part of All Things Considered. Followed up with Jo Erickson but it's on hold because nothing with probation will go through. Literally things change day to day. Not anticipating a whole lot happening on policy – they're just trying to get a budget put through. The greater issue is DOC wanting to add 100 correctional officers but senate wants to cut their current level of funding.
- d. Board Development Committee: Did not meet over this last time but Bobbi and Pamela met and reviewed intentions for this committee. Recruiting, onboarding, interview/evaluation experiences, strengthening exiting piece. Will have an in-person meeting the week of June 10th to capture what has occurred in history and get a work plan in order.
 - i. Rachael Joseph resigned during the last board meeting. There have been communications with Bobbi and Rachael since. There are times when board

members will not all agree, but we hope members bring thoughts and concerns forward.

- ii. We are sitting at 12 board members. Our bylaws say we can have up to 15 with minimum of 5. If BOD are not sure about their term, the doc is on the MAC website under everyone's contact info. As committee thinks of recruitment, think ahead of how many we should be looking for. If your term is coming to an end, please let committee know if you are staying on for a second term.

IV. Focused Discussion

- a. Silent Auction: Amee putting together committee for planning and implementing silent auction. Still asking BOD to do baskets, 4 bottles of wine or non-alcoholic beverage. Already heard back from Denise in Chippewa County to join committee. We have some BOD and others interested in helping. Dana and Therese are heading the wine pull. This year we are thinking about doing a raffle. Some people don't bid on things, so find a bigger item that people can put a raffle ticket in for. Please send ideas to Amee for things you'd want to bid on – spa, waterpark, hotel, golf, etc. Emily has an uncle that owns a bike shop. She will work on a bike for a raffle item. Bobbi will try to get a hot air balloon ride. Amee will send a google doc to track baskets so that we don't replicate efforts. Dana will make sleeves for the wine bottles for purchase (maybe 4 sayings – it might entice people to want all 4 sleeves. Not putting MAC on any of the designs). Deadline for wine – if you will be there early the first day just bring them, but if you won't be there please plan accordingly to drop off at MAC. We will be at the Kelly Inn with Green Mill attached. August 21st for basket deadlines.
- b. The theme for the Annual Meeting and Capacity Building Training is Dream Keepers – Caring for Ourselves While Caring for Others. Danielle will be sending an email for pictures of BOD and trivia questions. After first day, let's do something after "We'll be at the bar"/reception. Maybe pay for a mobile bar and bartender. Provide appetizers. First day is full day of capacity building training and second day first thing is Annual Meeting in the morning. Going to see about a catered lunch, then afternoon is training. Will give Spotlight on Service Award during the lunch on second day.
- c. Strategic Plan – Diane Homa allowed staff to use her beautiful cabin in Nisswa for staff to be able to gather for this time. Staff were able participate in thoughtful activities together. Started by talking through what the strengths of each staff member have and what strengths MAC has. One identified with was the BOD allowing staff to dream big. Aurora Consulting has been such an investment in this work. In the end, Bobbi came out with a structured annual plan. BOD are not listed on this annual plan – there is support needed from the board, but not specifically called out. Danielle feels like this work plan is achievable, unlike some plans that can feel too big and unrealistic. Conduct Stakeholder Analysis – during these discussions staff was focusing on underserved victims. This analysis identifies who we are not already working with, for example, health care providers. What does it mean for MAC to connect victims to services and systems. Who needs to be at the table to make this happen? "Fundraiser in a box" – designed to be a plan people can use to host a fundraiser at home. Put everything you need in the box, then bring the funds back to MAC. Dinner Party in the box – menu, recipes, suggested script, envelopes. Explore relationships with corporations and law firms – it's getting more and more difficult to connect with foundations. Be cautious with law firms, i.e. referrals from victims in return for

support. Where staff are assigned, the staff members have to come with implementation steps for the next year.

- d. MAC Board Development Project: 3 hour session with AI. How to develop leaders in our membership and BOD. We did journey mapping! AI will be at the July meeting to go through this plan. How this works in conjunction with Board Dev Committee? As the board agrees to the direction of this, the Board Dev Committee may have tasks connected.
- e. PRIDE Booth: June 21st – 23rd Jay from AARP (got to know through MITCRN) reached out to MAC to talk about Boomer Town – an area at the PRIDE Festival. We'll have a table in a nice shaded area. May get t-shirts for those tabling and represent MAC. Open to BOD and members to join in the tabling. Julia has a sign-up and she will send out a link again.
- f. Proposed changes to MAC mission statement and Core Values are not substantive, more technical changes. Moving the "all" captures victims of crime that don't necessarily make it to systems and reads better, too. Into Core Values, threat of violence vs. victimization – not all victimization includes violence. Other changes are simplifying language. Add immigration status. Pluralizing victims/survivor(s). #3 – "violence and victimization" Wherever it says "violence and victimization" – change it.

- i. **Motion made to make edits to the mission statement and core values.**

- 1. 1st Therese Lockwood
 - 2. 2nd Emily Douglas

Approved

V. Adjourn

- a. **Motion made to adjourn the meeting**

- i. Karla Bauer 1st
 - ii. Therese Lockwood 2nd

Approved

Next Meeting: July 11th, 2019 @ 10:00 a.m. – 1:00 p.m. – 1 West Water Street, Suite 297

**MN Alliance on Crime
Financials Summary
June, 2019**

Income:

Program Income	801.60
Donations	0.00
Membership Dues	7847.76
OJP Income	16809.52
Training Grant Income	7517.53
In Kind Donations	1264.95
NITVAN Income	1082.15
Interest Income	3.88
	<u>35327.39</u>

Expenses:

OJP Grant Expenses	16342.77
Training Grant Expenses	9420.73
NITVAN Grant Expenses	0.00
Unrestricted Expenses	9238.31
	<u>35001.81</u>

Total Expenses:

Personnel	16788.90
Payroll Taxes	1235.22
Health Insurance Premiums	1821.45
In Kind Intern/Volunteer Expense	4195.90
Rent	2238.00
Contract Services	1907.00
Dues & Subscriptions	119.11
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	1197.10
Telephone Expense	281.69
Travel & Training Expenses	5139.44
Bank Service Charges	33.00
Aplos Software Expense	45.00
	<u>35001.81</u>

Available Balances:

OJP Grant	45215.11
Training Grant	203034.71
NITVAN Grant	0.00
Unrestricted-Checking	58023.05
Savings Account	15224.32
	<u>321497.19</u>



Executive Director's Report July 2019

MAC Updates

- **Funding:**
 - **VOCA Special Projects:** We are still waiting for the RFP to be released. OJP is now projecting a late summer release and hope to be able to fund the projects for three years. I will be submitting an application for funding to hire a full-time project coordinator to develop and deliver a statewide gap analysis regarding victims' rights in Minnesota. Julia will be working with me to complete the application and she is currently researching several key areas to support our application
 - **Law Enforcement Advocacy Pilot Project:** OJP will also be releasing this special RFP late this summer. I am working with the Chief's and Sheriff's Associations to identify up to ten agencies that have the capacity to implement the suggested model. If you think any law enforcement agencies in your jurisdiction may be interested, please have them contact me.
- **Annual Meeting and Capacity Building Training:** The dates are set for September 5th and 6th at the Best Western Kelly Inn in St. Cloud, with annual meeting taking place on the morning of Friday, September 6th. The theme for this year is, *Dream Keepers: Caring for Ourselves While Caring for Others*. The theme is in keeping with our priority initiative of developing trauma informed leadership. Staff has begun to identify speakers and will be making outreach in the next few weeks. A draft agenda is included in the board packet.
- **NCVLI Institute and Conference:** At the invitation of Meg Garvin, I attended the NCVLI post-conviction rights institute on June 5th and the national NCVLI conference on June 6th-7th in Portland. It was a tremendous opportunity to provide input to NCVLI's strategic plan for their post-conviction rights project that is being funded by the National Institute of Corrections. The conference offered a variety of breakout sessions that provided information that MAC can implement in our work and the opportunity to network with practitioners from across the country was very valuable.
- **Diane Homa's Pottery Sale:** Once again, Diane Homa brought her beautiful hand crafted pottery to sell at the exhibitor hall during the OJP conference. We haven't heard what the final sales amount was, but Diane will be generously donating the proceeds to MAC. If you have a minute, please take time to send Diane an email thanking her for her ongoing support of MAC's work. Diane's email address is: tmh3086@yahoo.com.
- **Legislative Training:** I am developing a 101-level training to be delivered as a webinar for our members. The training will outline the process of how bills become laws...cue schoolhouse rock music☺ I hope to schedule the webinar for early fall and encourage board members to participate
- **Officers' and Directors' Liability Policy:** Our policy renewed on 7/9/19 and the policy has been uploaded to the board page of the MAC website.
- **Vacation:** I will be on vacation the weeks of July 22-26 and August 19-23.

Administrative

- **Silent Auction:** Silent Auction donation requests have gone out! Over 170 initial requests were made, and many are still going out. We have started receiving donated items, and hopeful many more will be coming in. Special thank you to Emily for scoring a bicycle, Bobbi a hot air balloon ride, and to Melissa, Denise, Terri, and Diane for volunteering their time.
- **Intern:** Spencer started 6/17 and will be here 20-25 hours a week through the Summer. He will begin his senior year at the University of Minnesota this fall, studying History and Political Science.

Special Projects

- **MITCIRN:** MAC contracted with Aurora to create a “sustainability plan” during which MAC staff will identify a question (e.g. “What does MN need to do to support victims of identity theft?”), interview stakeholders who participated in MITCIRN and who have a general interest in answering the question, and produce a report to be shared with stakeholders and the NITVAN coalitions.
- **Other Special Projects:** Julia is currently assisting with crime victims’ rights research in preparation for the grant application. She is also working to develop and build relationships with folks doing victims’ rights work in other areas, such as health care and social work.

Training

- **Regional Membership Meetings:**
 - Northwest Minnesota meeting was held on Thursday, May 2nd in Moorhead. Bobbi and Danielle facilitated. We had 10 participants with great evals.
 - Northeast Minnesota meeting was held via Zoom on Friday, May 3rd. The meeting took place online due to lower membership numbers in NE Minnesota. 5 participants.
 - Southwest Minnesota will be held on July 18th in St. James and Southeast Minnesota on July 19th in Owatonna.
- **Trauma-Informed Leadership Series:**
 - Part 2 of the series was *The Role of HR as a Leader in Creating a Trauma-Responsive Culture* webinar, presented by Beth Neu and Pete Singer on Wednesday, April 3. 52 participated in the webinar.
 - On Thursday, June 27th MAC hosted *The Role of Leaders in Creating a Trauma-Informed Culture*, presented by Beth Neu and Pete Singer. This training had two parts: a morning presentation open to anyone to attend, and an afternoon workshop for leaders to make real-time modifications to their employee handbooks with guidance from Beth and Pete. The presentation was sold out, with 52 participants registered and 39 attendees (representing 16 agencies) staying for the afternoon workshop.
- **Webinars:**
 - *Crimes Involving Vehicles*, presented by our very own Kelly Nicolson, was held on May 29th. 54 participated.
 - *Spotlight Your Organization with Facebook*, presented by Julie Walker of New Horizons Crisis Center, will be held on July 10, 2019.
- **Faribault Prison Panel:** MAC organized a panel of survivors on the impact of crime, who presented to more than 150 incarcerated men and 20 staff on May 7, 2019.

Engagement

- **Newsletter:** Danielle released the May 2019 MAC newsletter, which had a 44% open rate, and the June 2019 newsletter, which had an open rate of 46%. May featured its Spotlight on Service on Clay County Victim Services and June on Kandiyohi County Victim Services.
- **Pride:** MAC staff and board members tabled at Twin Cities Pride. MAC created new brochures for the LGBTQ+ community.
- **Website:** Danielle added new resources to the Members page of the website.

MAC Budget & Finance Committee

Meeting Minutes

Wednesday, May 8, 2019

Meeting Facilitator & Committee Chair: Emily Douglas

Committee Members Present: Emily Douglas, Melissa Cornelius, Leah Ekstrom, Bobbi Holtberg, Amee Krogfus, Sarah McGuire

Committee Members Absent: Dianna Umidon

- I. Call to Order at 12:01 p.m.
- II. Review April 2019 Financials
 - a. Expenses
 - i. \$750 Survey Gizmo expense will be reclassified to the OJP CVS in the May financial report – there is no subcategory for this expense in the OJP Training Grant
- III. Grant Status Updates
 - a. MAC has not received final reimbursement for a remaining receipt from NITVAN, which will appear on the May financial report
 - b. Bobbi submitted the OJP CVS renewal application this morning
 - i. The last two years of funding from OJP to coalitions was state-dollars only for all coalitions, which was great because there was no match requirement
 - ii. This upcoming grant period (FY2020-2021), MAC is receiving mostly VOCA dollars, which requires a match. \$125,200 in state dollars will be used to cover Amee per payroll and fringe since Amee's job duties are not direct service under VOCA requirements.
 - iii. Bobbi has submitted a match waiver to OJP to reduce the match requirement

- iv. New grant contract will start Oct 1, 2019 so there will be some changes in staff allocation at that point – Julie and Danielle will both be funded through 50% training grant and 50% OJP CVS grant with VOCA funds
- c. Cecilia Miller, Director of grants at OJP, called coalitions with a head's up to expect at least a 33% dip in VOCA dollars coming in – this change was expected since there are no big corporate fines currently; OJP has been planning for a 35% - 40% decrease
 - i. This means that when grants become competitive in FY2021, can maintain current funding, but adjusting or taking on new projects will be limited. OJP is deciding if they should hold off on the VOCA special projects RFP and hang on to that money. MAC was going to be applying for those funds. Bobbi appreciates the head's up from Cecilia, and this isn't public information yet –don't share until official announcements released from OJP.
 - ii. Moving forward, MAC is going to have to step up and increase relationships with funding sources relating to direct service – corporations, law firms, etc – to help bolster unrestricted funds outside of OJP funds
- d. Ameer completed the FSRs for CVS and Training grants and will be submitting later today

IV. Miscellaneous Items

- a. Draft Procurement Policy – group reviewed
 - i. Purchase file questions:
 - 1. Will file be paper or electronic? The purchase file will be maintained electronically with all paper versions received also saved to a physical file. Most invoiced received from companies are in electronic form.
 - 2. How long will MAC keep the receipts/invoices? MAC has a document retention policy that outlines how long we need to hold on to different things
- b. MAC FY2020-2021 Operating Budget

- i. In the past, Bobbi has created an annual budget – this time she is preparing two years at a time to coincide with the OJP CVS grant period
- ii. Bobbi mentioned that she may be asking the committee/board in the future to change the MAC fiscal year to match up with OJP fiscal year (currently, MAC's fiscal year runs July 1 to June 30, OJP's fiscal year runs October 1 to September 30)
- iii. What we are seeing in the numbers is what will be coming in for the new grant starting October 1, 2019 and what will be expended now through September 30, 2019.
- iv. Summary page breaks funds down into three revenue streams
 1. Cash on hand means account balances plus accounts receivable
 2. In-Kind revenue to be used as match \$28.12/hour for intern time
 3. Expenses
 - a. Bobbi sees a need to diversify how MAC is funding staff positions, especially the executive director position
 - i. OJP will not allow reimbursement for time spent lobbying or fundraising
 - ii. Bobbi will be asking the board to approve 10% of Bobbi's payroll/fringe to be paid out of unrestricted funds for her time spent lobbying and fundraising
 - iii. Bobbi feels more comfortable with her salary being paid out of unrestricted funds rather than staff in case something happens with unrestricted funds.
 - b. The other place Bobbi will be asking the Board to make a change is regarding renting office space. Currently, \$619 a month of rent is coming out of

unrestricted funds because of the expansion of the office mid-grant (a portion of that was allocated through the Training Grant). Bobbi will be asking that the Board approve \$300 a month of rent to come out of unrestricted funds, which would allow MAC to use that as a match on the CVS grant

- c. MAC was approved for \$14,882 of the Technology Grant (eligible for \$16,000) which will be rolled into the CVS grant. Bobbi anticipates spending those funds early in the fall to upgrade computers for staff (4 laptops and 6 docking stations) and purchase a new printer, which will be the biggest expense
 - i. Two Dell laptops that are relatively new will be used by interns and MAC staff will receive new laptops
 - ii. Kudos to Amee for the work she did researching printers for MAC. Amee met and talked with vendors to find the best fit and company to do business with.
- 4. Bobbi needs the Board's support for MAC staff development moving forward. The budget includes \$1500 per year for transportation and registration for MAC staff to attend one state and national training each.
 - a. Training grant can pay for expenses for staff to provide training, so this is for staff to attend training.
 - b. Cloud as it is less expensive than driving personal cars and requesting reimbursement.
- 5. In the board packet you will find the budget summary for the CVS grant that will show where MAC will allocate match dollars
- 6. An adjustment has been made and budgeted to increase Heidi Hachfield's pay rate to \$24/hr (under contract services in the budget). MAC has been paying Heidi \$20/hr for a long time and this fall, Heidi for a raise to \$22/hr. Bobbi

completed a cost-analysis through The Council on Non-Profits and found that other accountants are making twice that rate. Bobbi raised Heidi's hourly pay to \$24/hr and says it is worth every penny of that – Heidi's work has increased since she started with MAC as the coalition grows. Bobbi wants to keep Heidi as long as possible – they have a great working relationship and Heidi is very familiar with the needs of MAC. Heidi has a full-time job and Heidi does MAC's accounting in her extra time on nights and weekends (about 20 hours/month). MAC is working on transitioning some of Heidi's work to Amee.

7. Kudos to Bobbi for her hard work on the budget and extending it to two years. It looks great!

V. Meeting adjourned at 12:48 p.m.

Next Meeting: June 12, 2019 @ 12:00 p.m.

MAC Budget & Finance Committee

Meeting Minutes

Wednesday, June 12, 2019

Meeting Facilitator & Committee Chair: Emily Douglas

Committee Members Present: Emily Douglas, Melissa Cornelius, Leah Ekstrom, Bobbi Holtberg

Committee Members Absent: Dianna Umidon, Sarah McGuire

- I. Call to Order at 12:01 p.m.
- II. Review May 2019 Financials
 - a. Income:
 - i. Bobbi explained that Program Income is income generated from MAC doing their work and most often comes in as a stipend for training or a fee for non-members attending MAC training.
 - 1. Bobbi's goal is for what MAC takes in as program income is paid out in the same quarter.
 - 2. OJP doesn't want programs to sit on income and recommends payout of program income within the same fiscal year.
 - 3. Any program income has to be expended on VOCA-eligible work since that is how it was earned.
 - 4. MAC will be working with Heidi to create a new code to track when program income is paid out so it can be reported to OJP.
 - ii. Amee notified the group that unemployment insurance was broken down between two sub categories and requested twice – we will see that adjustment on the June financial report.

b. Expenses:

- i. Emily noticed a slight difference between the summary page and the detailed expenses in the financial report - Bobbi confirmed with Heidi that she had re-classed the monthly Canva payment of \$12.90 from Miscellaneous to Dues & Subscriptions but didn't make the change on the summary page.
- ii. Amee reported that she submitted some Spartan swag items to be paid out of the sub-category *trauma training* under the Travel & Training line item, but Casey (grant manager) said MAC cannot use VOCA dollars for swag - Amee removed the expense from the FSR, resubmitted it, and made a note to add the expense to the CVS grant in June under the OJP Grant.
- iii. Workers Comp Insurance is paid quarterly – OJP wants this expense to be included under Payroll & Fringe category
- iv. Liability Insurance is paid annually
- v. Travel & Training Expenses
 1. MAC general business cards coded under this category but should be changed to Office & Program Supplies
 2. Multiple trainings in May:
 - a. OJP Annual Crime Victimization Conference (all MAC staff)
 - b. San Diego Training (Julia)
 - c. NCVLI Pre-Conference Institute & Training (Bobbi) – Bobbi was requested last-minute to attend this training in Portland – MAC will be reimbursed by NCVLI for her flight and lodging (roughly \$1000)\
 3. Staff Development dollars have been expended for this grant period – Bobbi requested \$1500 per staff person per grant year in the renewal grant

III. Grant Status Updates:

- a. MAC received final reimbursement for a remaining receipt from NITVAN – only thing left for NITVAN is a sustainability evaluation with Aurora Consulting that has already been paid for, but will be completed later this summer
- a. Bobbi submitted OJP renewal grant application a week early (due 5/17)
- b. Cecilia Miller had communicated hesitation at OJP for release of VOCA special project grants – projecting 33% decrease in VOCA funds coming in starting with FY2021 because current administration not going after corporations which is (fed prosecution and fines makes up VOCA dollars) – OJP had planned for that so can fund current projects and next competitive round, thought it might be more fiscally responsible to hold on to special project grants – MAC was planning to apply – Danielle sat in on OJP directors meeting and found out that OJP will be releasing those RFPs but may be delayed and might be able to extend to a 3-yr grant period rather than a 2-yr. Julia already doing some background research to get ready for that application – narrative will have to be carefully crafted b/c dollars can't be used for lobbying or legislative work, so dollars used to collect and inform on victim rights only
- c. MAC on track to spend down grant dollars by end of OJP fiscal year. Bobbi will be looking in mid-July for final budget revisions if any to be submitted early August.

IV. Miscellaneous Items:

- a. Danielle has submitted a request to attend the 2019 NNEDV Technology Safety Summit July 29-31 in San Francisco, CA
 - i. Estimated expense: Total: \$2,000.00
 - Flights: \$475.00
 - Conference registration: \$520.00
 - Hotel: \$850.00
 - Meals/ground transportation: \$120.00
 - ii. Danielle has attending this summit previously (last time in 2015)
 - iii. NNEDV is trying to branch out to invite all kinds of CJS professionals and cover all crime victim issues

- iv. MAC is out of staff development dollars and this training is happening end of July – would need to come out of unrestricted funds
- v. Danielle inquired about scholarships and was told that they were still researching options and would let her know – due to timing, she will need to register now and if receives
- vi. Bobbi asked the committee to consider the request – she feels this would be money well spent to help with technical requests - MAC is experiencing an increase in requests from members about technology issues around victim services
- vii. Committee approved for Danielle to register and attend – Bobbi will let Danielle know she can register

V. Meeting adjourned at 12:34 p.m.

Next Meeting: July 10, 2019 @ 12:00 p.m.

MAC Mission Leadership Development

BOARD BRIEF

A board task force (Karla, Emily, Kelly, and Bobbi) met in April to consider how to better support board members in leadership development. The task force coined the term *MAC Mission Leadership* to help describe the type of leadership MAC would like to support with board members. A *MAC Mission Leader* is someone who works to connect with others to advance the response for all victims of crime.

Why is this important?

Broadly, the idea of leadership development is already an important part of MAC's identity. Core values include: promoting the development of leadership in all communities, encouraging the leadership of victim/survivors, and fostering professional growth, critical thinking, and initiative with staff and volunteers.

Being explicit about leadership development goals and practices will help MAC build an effective coalition to advance the response for all victims of crime. Intentional leadership development also opens the door to a greater diversity of leaders – another MAC core value.

What would we like to change?

- Throughout MAC, promote the idea of leadership development as an important lens through which to consider MAC's services.
- Establish that one purpose of board service is to help board members become *MAC Mission Leaders*.
- Increase the value of board service to board members (by fostering personal/professional growth) and to the organization (by increasing impact of board service).

What are the next steps?

The task force will meet again to come up with a plan to incorporate some of these ideas into the board over time - identifying new resources that might be needed, practices and policies that could be updated (e.g. expectations, agendas, calendar, recruitment).

MAC MISSION LEADERSHIP JOURNEY

The task force created a journey map to describe the goals for a developing leader in each of their development stages. The first row is for anyone engaged with MAC. The second row is how *MAC Mission Leadership* looks on the board.

	Introducing Leadership	Developing Leadership	Practicing Leadership	Embodying Leadership
MAC Mission Leadership	<ul style="list-style-type: none"> • Meets other peers and leaders in the field. • Understands scope and history of victim services. • Thinks about the bigger picture. • Sees their role in context. • Understands there is value to their voice. • Shows commitment to the field. 	<ul style="list-style-type: none"> • Is exposed to field-wide information and discussion. • Builds relationships within the field and connected systems. • Speaks out to advance the response to all victims of crime. 	<ul style="list-style-type: none"> • Invites in, convenes, multiple stakeholders. • Facilitates conversations that lead to better outcomes for victims. • Shares expertise and experience back to the field. • Innovates and evaluates new ideas. 	<ul style="list-style-type: none"> • Represents field in appointed positions. • Identifies field-wide issues. • Promotes the field at a high/broad level.
Board Actions	<ul style="list-style-type: none"> • Meets the staff and board members. • Understands MAC and its work. • Learns how to work on a board. • Participates in board work. • Gives a donation each year. 	<ul style="list-style-type: none"> • Engages in committee work. • Builds and leverages connections and network. • Advocates for MAC. • Identifies possible board members, experts, donors. • Supports MAC work in their region. 	<ul style="list-style-type: none"> • Models board leadership - serves as board officer or committee chair. • Leads MAC policy and plan development. • Uses expertise and experience to benefit MAC membership – gives trainings, technical assistance, or resources. 	<ul style="list-style-type: none"> • Identifies opportunities to enhance MAC's public image. • Is involved at a high/broad systems level (e.g. is a testifier at the legislature.) • Serves as board president, vice president, officer. • Mentors someone in the field.