

MAC Board Meeting @ MAC Board, St. Paul
October 13, 2016 - Meeting Minutes

I. Called to Order at 10:04 a.m. by Board President, Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Kelly Nicholson, Karla Bauer, Dresden Jones, Diana Umidon, Denise Loy, Chris Jensen, Shane Baker, Sara Miller, Brenda Skogman

By Phone: Shawn Becker

Executive Director: Bobbi Holtberg

Training & Engagement Coordinator: Danielle Kluz

II. Review-Changes/Additions

Changes: None

Additions: Updates provided and handed out for each Board Member's MAC Binder.

III. Consent Agenda Items

• Secretary's Report

Reviewed September 2016 Minutes, no changes or corrections

Motion to approve Secretary's Report from September 2016.

Motion 1st: Brenda Skogman

2nd: Sara Miller

Approved

• Treasurer's Report

Brenda explained the detailed budget. 47 programs have renewed and 3 individuals. With the new fee structure implemented, MAC has seen an increase in revenue of \$10,000.

Action Required: Motion to approve Treasurer's Report from September 2016.

Motion 1st: Sara Miller

2nd: Chris Jensen

Approved

• Director's Report

See Director's Report in September Board packet.

Additional items elaborated on:

- Membership renewals are still coming in.
- Upcoming November 28 meeting in regards to the Wrap-Around Grant (MAC is a MOU partner).
- We will have an additional \$8,000 from the training grant to use. Are moving the annual meeting expenses to 2016 CVS (crime victim services) budget to use the rest of the grant dollars.
- Will be interviewing 5 candidates next week for the Administrative Support position, scheduled for Monday & Tuesday.
- Phone system is up and running, using a Voice Over Internet Phone (VOIP). Adding more Ethernet ports to the office to be plugged into; continuing to work on a conference phone and cart for mobility.
- The members-only section of the website is up and going with lots of resources available, be sure to review it. Thanks to all that added materials and worked on the section!

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: Elections for Board Positions.

President

Motion made to nominate Vanessa Barr for President.

1st: Sara Miller

2nd: Brenda Skogman

Approved

Vice-President

Motion made to nominate Sara Miller for Vice-President.

1st : Brenda Skogman

2nd: Karla Bauer

Approved

Secretary

Motion to nominate Vicki Walechka for Secretary.

1st: Brenda Skogman

2nd: Kelly Nicholson

Approved.

Treasurer

Motion made to nominate Brenda Skogman for Treasurer.

1st: Chris Jensen

2nd: Denise Loy

Approved.

VI. Focused Discussion

Give to the Max Day coming November 17. The goal to raise this year is \$1,500, which is more than last year. A letter was provided and will be emailed out on November 10. Please personalize and email to ten friends, family members, colleagues to increase awareness. Please “like” MAC on Facebook page and share the post with Facebook users on your post.

Don’t forget to use Amazon Smiles for your holiday shopping – this is an easy fundraiser for MAC, we get a portion of the total.

Annual meeting – we had good comments; copy of the annual meeting survey was provided in the board packet for all to read and review. Discussion about the diversity comment. In regards to our new position being hired, MAC has advertised all over hoping to appeal and encourage others to apply for more diversity. Have 60 applicants for the position. Looking ahead to 2017 annual meeting and possible locations. Will be sending out another email survey to see if participants are using the information they learned from the conference. Business meeting was facilitated very well by Bobbi – thank you!! The format for next years’ annual meeting will be similar. Plan to send out another survey prior to the annual meeting to drive/focus the meeting.

Discussion of dates of Board of Director’s terms as updated Personnel Policies call for two, 3-year term limits. Attached is the list of Board Members, term end dates, and whether it is their first or second term.

Discussion regarding creating the Board Committees, committees should include one board member and open to 2 – 10 members of MAC programs. Including new people could be a great tool to recruit new board members. MAC is currently growing and the role of the Board will evolve and change from operational to more visionary as MAC becomes more established with staff.

Executive Committee (consists of President, Vice-President, Secretary, Treasurer):
Vanessa Barr, Sara Miller, Vicki Walechka, Brenda Skogman

Board Development Committee:
Kelly Nicholson, Denise Loy, Dresden Jones

Budget and Finance Committee:
Vanessa Barr, Brenda Skogman, Sara Miller, Chris Jensen

Outreach and Engagement Committee:
Shawn Becker, Vicki Walechka, Danielle Kluz (staff member)

Public Policy Committee:
Shane Baker, Chris Jensen, Diana Umidon, Vanessa Barr

Discussion of Policy & Procedure Changes – already voted to change page 8, paragraph #1 that part-time employees not eligible for benefits though this may be changed in the future based on VOCA funds.

Page 6 & 7 – adding Executive Director to go to for approval. Part-time employees get pro-rated paid time off. Danielle will also do an activity log similar to Bobbi outlining what she is working on to report to the Board. A form will be created for staff members to request PTO. Discuss of vacation and sick time accrual hours, carry over hours per year and pay out of unused time if leaving.

Vacation time accrual decided on:

0 – 2 years – 20 days

3 – 5 years – 25 days

5 – 7 years – 35 days

7 + years – 40 days and then the employee can negotiate

Other items were tabled and we will hold a phone meeting to finish up the changes to the Personnel Policy.

VII. Adjourn

Motion made to adjourn the meeting.

Motion 1st: Vicki Walechka

2nd: Shane Baker

Approved

Respectfully Submitted,

Vicki Walechka
Board Secretary

Next meeting:

November 10, 2016 - 10 – 1:00 p.m. @ MAC Office, St. Paul – Executive Board Training

December 8, 2016 – 10 – 1:00 p.m. @ MAC Office, St. Paul – Board Meeting

MAC Board Meeting by Phone
October 26, 2016

I. Phone meeting called to order at 12:05 p.m. by Board President Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Brenda Skogman, Dianna Umidon, Denise Loy, Chris Jensen, Shane Baker, Shawn Becker, Kelly Nicholson, Dresden Jones
Executive Director: Bobbi Holtberg

A phone meeting was called to finish making changes and additions to the MAC Personnel Policy so they can be presented to new employees hired.

Section: Employee Benefits

#5 – Paid Holidays

- Added another paid holiday to be labeled “Floating Holiday” for current and future employees to use as they choose.

#8 – Compensated Time

- Discussion of new Dept. of Labor law changes in place for non-profit organizations. Reviewed examples provided. Decided to separate and create #8 for Exempt Employees and #9 for Non-Exempt employees.
- Exempt employees cannot accrue comp. time or will be paid at time and a half after 40 hours.
- Created #9 – Non-Exempt Policy
- If a permanent, full time non-exempt employee they cannot accrue time either.
- Make changes to formatting to mirror the rest of the document. Renumber #9 to #10 for Temporary Employees and #10 to #11 Absence without Leave.

Section: Sexual Harassment

- Procedures sub-section, page 18, #4 – change to say Vice-President, not co-president.

Section: Ethics

- Page #20, 1st paragraph added “the” before Minnesota Alliance on Crime and in #7 added “the” before Minnesota Alliance on Crime.

Created and added a Conflict of Interest Declaration form, page 27.

Created and added a Records Retention Policy, page 35.

- On page 37, #3 - Emergency Planning we discussed how to comply with this. Bobbi will purchase a hard-drive and back up the MAC computers once a week. At this time Bobbi will keep it at home (off-site) in a fire-proof safe.

Section: Policy for Board’s Approval of IRS Form 990

- Decided a board resolution IS required in order for the Form 990 to be filed.
- The means of delivery shall be via Email to each director’s email address.

Prior to beginning our meeting, Bobbi mentioned that she is submitting a grant application for funds to use for Crime Victim’s Rights Week.

Respectfully Submitted,

Vicki Walechka
Board Secretary