

MAC Board Meeting – MAC Office, St. Paul  
August 10, 2017 - Meeting Minutes

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I. Called to Order @ 10:09 a.m. by President Vanessa Barr

- Those present:  
Board of Directors: Vanessa Barr, Chris Jensen, Denise Loy, Karla Bauer, Brenda Skogman, Kelly Nicholson  
By Phone: Dianna Umidon, Dresden Jones, Shane Baker, Shawn Becker, Sara Miller  
Skype: Vicki Walechka
- Executive Director: Bobbi Holtberg
- MAC Staff: Danielle Kluz, Julia Tindell
- Additional attendees: Therese Lockwood (in-person), Melissa Cornelius (phone)

II. Review-Changes/Additions

-Changes: The review of the Board of Director's slate should be moved to the confidential section and not open to others during the board meeting.

-Additions: None

**Motion to approve the August 2017 agenda with the change to move the review of slate of directors to the confidential portion of the meeting.**

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

2<sup>nd</sup>: Karla Bauer

**Approved**

III. Consent Agenda Items

- Secretary's Report  
Reviewed July 2017 Minutes.  
-Two changes to the meeting minutes, currently have 63 MAC members, not 53; correct the next meeting date to August 10, 2017.  
**Motion to approve Secretary's Report from July 13, 2017 with the changes.**  
Motion 1<sup>st</sup>: Denise Loy  
2<sup>nd</sup>: Brenda Skogman  
**Approved**
- Treasurer's Report  
Reviewed Treasurer's report from July 2017.  
-Need to do a final budget revision for submission to OJP by August 30, 2017; about \$7,000 to spend and/or needs to be moved into different categories. Does anyone need any equipment or have ideas of other items to purchase? We over budgeted in some areas and did not use it.  
-We have until June 30, 2018 to spend out the training grant money. Bobbi updated and increased the Survey Gizmo to the next level since we had extra money. May talk with MADD about increasing the internet speed in the office.  
**Motion to approve Secretary's Report from July 2017.**  
Motion 1<sup>st</sup>: Shane Baker  
2<sup>nd</sup>: Chris Jensen  
**Approved**
- Director's Report – see Director's report in board packet for full report.  
-NITVAN Grant – lots of MOU partners – FBI, AARP, Elder Abuse, East Metro Crime Task Force, OJP, Rice County Attorney's Office, BCA.

If we get the grant, we want to be the clearinghouse for information on ID Theft. The grant is for one year and \$50,000; if our application is approved, the grant starts October 1, 2017. This additional funding is reflected in our CVS grant budget (Crime Victim Services) for FY18.

-The FY18 grant budget is for two years; the coalitions will only receive State dollars, due to contracts and having more money. State dollars are easier to track and have no match requirement. The OGA audit that OJP recently went through came with a recommendation for more documentation on money coming in to programs (income). Just about finished and ready to submit FY18 grant application. Have been checking around with local foundations to see if there is funding available; not much available due to them helping the domestic violence programs that lost funding from the United Way.

-Would like to add a Public Policy position for FY19; will be able to ask for additional funding in the next competitive cycle.

-Succession planning – don't panic – not planning to leave but MAC needs to have a plan and information together if something happens to any staff member. Succession plan also identifies where items, accounts, and files are located. This is an ongoing task and Julia & Danielle will also be creating plans. Will ask the executive board members (President, Vice-President, Secretary, and Treasurer) to create succession plans also.

-Strategic Plan – most things identified in the strategic plan have been started and are in the last stages except for the regional meetings. Continue to review the plan on the website.

-Have one applicant for internship position; if you know of anyone interested, point them towards the website for more information.

-Annual meeting – agenda almost completely set. Registration is open and 30 registered so far. Reserve your rooms now before the block runs out. Board members also have to register and book rooms; have one non-member that signed up to attend. Someone from Meg Garvin's school will be speaking at the Annual meeting. Price is \$1950 to have them come; includes a day of prep, day of travel, and a day for presenting. Have money to pay for this. This person will talk about why Marsy's law is an issue to be discussing.

-Silent Auction: 28 items donated at this point. 11 are new donors and 5 increased their donations from 2016. Go and look at the list and follow-up with those that have not responded or sent in donations. Put notes that you did this – document is located on the board page. When you click on the link there are two pages, one lists the donation and contact name and the other is what was received. The flyer and letter that went out to donors is also on the webpage. Thank you letters for donors with tax information will be going out.

-From the Fundamentals training – have received about 80% of the evaluations have been received and had good feedback. Tentative dates for the next fundamental training –Dec.6-7.

-Karina Perkins will be speaking on trauma at Cornerstone from 9 – 12 p.m. in November 2017.

-We are up to 65 MAC members.

-Working on training with Crime Victim Advocacy Services.

-Working on the annual membership survey. The survey will include 5 accountability questions that will remain the same each year that the Board can review each year to gauge progress. There is also an Idea Prioritizing question – is what we are planning relate to your and to your work? Question on environmental scan – emerging issues in the field. Also pulled some questions from the strategic plan; will be shorter than last year. Al, from Aurora Consulting, will be finishing and sending it next week. Will forward this to the executive board for review. Planning to send the survey to all members on August 21, 2017

-Newsletter – if you have stuff to add to the newsletter, forward it to Danielle. We have a good click rate – which is people clicking on links in the newsletter.

-Currently use Electric Embers for the listserv and Constant Contact for graphic heavy stuff and invites. Continually working on keeping the email addresses updated – about 600-650 individual addresses/emails of members and nonmembers being sent to.

#### IV. Updates

- Executive Committee – did not meet.
- Board Development Committee – located in the confidential section.
- Budget and Finance Committee – working on a letter to the Kline bank for the jean fundraiser (referenced in July minutes).
- Outreach and Engagement Committee – did not meet.
- Public Policy Committee – have met since the last board meeting. Discussion of goals, the committee's role, and looking at some new legislation.

Bobbi is asking that all committees send a paragraph outlining the goals and role of the committee and how other members can engage and join the committee. This will be included in the packet for members at the annual meeting.

#### V. Action Items

- Board of Directors Slate  
**Motion made to approve six board members to the slate to present to the members at the annual meeting.**  
Motion 1<sup>st</sup>: Brenda Skogman  
2<sup>nd</sup>: Dresden Jones  
**Approved**

#### VI. Focused Discussion

- September 2017 meeting – agreed to cancel the meeting since we will be having the annual meeting in September. Asking that the Executive Board Members come back for the October meeting to pass their positions on to new board members.

#### VII. Adjourn

Adjourned at 12:15 p.m.

Motion 1<sup>st</sup>: Shane Baker

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

**Approved**

#### **Upcoming Meeting Dates:**

**Annual Meeting – September 21, 2017 at 8:30 a.m. @ St. Cloud Holiday Inn**

**Board Meeting – October 12, 2017 at 10:00 – 12:00 p.m. @ Northwest Area Foundation (Drake Building)**

**Board & New Member Orientation/Training – November 9, 2017 from 9:00 – 12:00 p.m. @ Northwest Area Foundation (Drake Building)**

Respectfully Submitted,

Vicki Walechka  
MAC Secretary