

AC Board Meeting- Telephone meeting
April 14, 2016 - Meeting Minutes

I. Called to Order: 10:08 a.m.

- Those present: Vanessa Barr, Bobbi Holtberg, Sara Miller, Vicki Walechka, Chris Jensen, Brenda Skogman, Shane Baker, Karla Bauer, Danielle Kluz

II. Agenda

- No changes or additions to agenda.
Motion to approve the April 14, 2016 agenda.

Motion 1st: Brenda Skogman

2nd: Chris Jensen

Approved.

III. Secretary's Report

- Reviewed April Minutes, corrections made to change statement that ad hoc members can vote and corrected the spelling of Joy Freeman to Joy Friedman.

Motion to approve Secretary's Report from April 14, 2016 with above changes.

Motion 1st: Sara Miller

2nd: Brenda Skogman

Approved.

IV. Treasurer's Report

- Reviewed financial reports.

Motion to approve Treasurer's Report for April 14, 2016.

Motion 1st: Vicki Walechka

2nd: Chris Jensen

Approved.

V. Director's Report

- Presented a webinar with all of the coalitions on April 1, 2016 about the new RFP's. Will be meeting with the coalitions on April 22, 2016 to discuss how to split the cost of the webinar between the groups and will also discuss the final bills from Action Day.

- OJP conference: MAC, MNCASA, and MCBW will co-host a pool-side reception after dinner on Thursday night from 6:30 – 7:30 p.m.. The coalitions will split the cost (for more specifics see director's notes); Cragun's will invoice each coalition separately. MAC will have a resource table by MADD and Diana will be selling pottery and all proceeds will be donated to MAC – be sure to check it out! MAC will donate the 12 bottles of wine left from last years' silent auction to be used as prizes at Bingo.

- Granite City Fundraiser is June 9, 2016 at the Roseville location. Planning to go after the June board meeting for lunch and everyone is welcome to join. Do not need to show the flyer, can just mention it. See flyer in April board packet for further information.

- Danielle Kluz has agreed to become the primary "poster and tweeter" for MAC's Facebook and Twitter accounts and has agreed to help with the website design. If you have anything to post such as articles, activities, etc., be sure to email Danielle. Thank you!

- Drafted a Board of Director's Job Description and a Conflict of Interest Declaration (to be signed yearly). Looking for feedback/suggestions before the May meeting and the final draft will be presented for approval. Suggestions: give a general idea of time spent per month for non-officer board members,

discussion on moving from 2-year to 3-year terms with a maximum of two years consecutive and then off for a certain timeframe and then can come back. Please forward any suggestions to Bobbi.

- Discussed sharing information with the Crime Victim Justice Unit (CVJU) after being approached by Carolyn Bryant (see director's report for more details). Looking to meet every other month to start the communication process and CVJU may possibly attend the MAC board meeting quarterly to give updates on what they see happening, would be considered a standing agenda item.
- Vanessa & Bobbi attended the OJP ED/Board Chair training on March 22, 2016 in Rochester which was facilitated by MAP for Non-Profits. Looking to incorporate an easier to read monthly budget for meetings with a more detailed report for the annual meeting. Working with Brenda & Heidi on this.
- Agenda item for May – wants to change the numbers and members on the committee's.

VII. Other

Website – had a first meeting with Chad from VoyagerWeb to start the process, outlining what we want, expectations, etc. Vanessa, Vicki, and Danielle will assist Bobbi on the Design team and are listed on the “Basecamp”. Talked about our “wants”: password protected area for members and for board of directors, would like a “donate now” button on the page, on-line registration and payment (Eventbrite & PayPal), and an “escape” button to leave the page immediately. We have extra money in the budget and can use it to increase the website. VoyagerWeb can host our email for us. Three options for emails and we would like the best service, which provides the greatest spam protection and that is \$5/per month per email. We are looking to purchase 5 emails and we can prepay these for up to 5 years if we have extra money left in the technology grant. When we change email hosts, none of the emails will transfer over so Bobbi is creating a file with old emails; will pick a date soon to have the email host changed. Looking at different options for a domain name as MAC is taken by Macintosh computers. Talked about having the site go “live” sooner than later (which could be in about two months) and then just keep adding to it. The website can be updated by us as often as we want and when we want.

- Annual meeting/training is set for Sept. 9, 2016. Sara found and started an event planner on a website to help keep track of all the contacts she is making for meeting facilities. Having difficulties with locations/prices/break-out room availability. If you have other options/places that you are aware of, please email Sara. Other options mentioned were Oakridge, RiverCentre, Rosseau County library. There is no cap on VOCA for room rates. OJP said their goal is to have a decision made on the training grant dollars by the end of April as the Technology Grants are supposed to start May 1. Thank you Sara for all the time you have put into this and your willingness to help! In regards to the silent auction, 35 donations have been received and 125 not heard from. Danielle agreed to update Google Docs with phone numbers and each board member will sign up to contact businesses to ask about donating. Bobbi has color-coded the list: green means received a donation, yellow means they have committed but not received donation yet, and red means not donating. Please be thinking ahead for trainers and topics to get going on the annual meeting before the May meeting.

- Survey Monkey discussion on upgrading. If we upgrade from the free/basic service, we will have the capability to analyze and compile results and it will be more organized. Cost is \$300 annually. MAC had to include an evaluation section in the training grant proposal so we will be doing a paper evaluation at trainings and then following up at a later date with the Survey Monkey.

A motion was made to upgrade Survey Monkey by Vicki Walechka.

Seconded by Brenda Skogman.

Approved.

-Membership dues - included in the April board packet you will see copies of the dues charged by MCBW, MNCASA, and MN Council of NonProfits. Looking at basing the membership dues on the program budget for Victim/Witness Programs, not the whole county or county attorney budget. Some of this may get discussed and changed during the strategic planning process but want to start the process as we normally start sending out membership information in May. (MAC fiscal year is July 1-June 30.) Discussion on different numbers and steps for cost of membership and on whether to have an “Ally”

program fund to waive the fees. If we create an “Ally” fund, how do we decide who qualifies? What do we want to send out this year with the membership renewals? Do we want to have two levels of membership? Voting /non-voting and an individual memberships (but not voting). Bobbi will have an updated copy out soon to look and review before the May meeting.

VI. Committee Reports

- a. Executive Committee: None
- b. Special Events Committee: None
- c. Legislative Committee: None
- d. Publishing Committee: None
- e. Marketing/Development Committee: None
- f. Strategic Planning Committee: None
- g. Financing Committee: None

**Next meeting: Strategic Planning Retreat, April 29, 2016 at 9:00 a.m. – 4:00 .m. @
St. Paul – The Northwest Area Foundation – Drake Building (lunch will be provided)
60 Plato Boulevard E, Suite 400 (4th Floor)
St. Paul, MN 55107**

May meeting date: May 12, 2016 @ 10:00 – 1:00 p.m. @ MAC Office, St. Paul

VIII. Adjourn

Motion made to adjourn the meeting at 12:22 p.m.

Motion 1st: Sara Miller

2nd: Chris Jensen

Approved