

MAC Board Meeting- St Paul, MAC Office
May 12, 2016 - Meeting Minutes

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

- Those present:
Board of Directors: Vanessa Barr, Vicki Walechka, Karla Bauer, Danielle Kluz, Sara Miller, Chris Jensen, Brenda Skogman, Denise Loy
By Phone: Shane Baker, Kelly Nicholson,
- Executive Director: Bobbi Holtberg,
- Additional attendees: Lisa Smith, Lisa Seifert (by phone)

II. Agenda

- Changes: None
- Additions: None

Motion to approve May agenda.

Motion 1st: Sara Miller

2nd: Danielle Kluz

Approved

III. Secretary's Report

- Reviewed April Minutes

Motion to approve Secretary's Report from April 2016.

Motion 1st: Chris Jensen

2nd: Karla Bauer

Approved

IV. Treasurer's Report

- Reviewed financial report. Discussion on the new budget format, easier to read. Talked about difference between restricted and unrestricted funds. Also asked about what percentage of the budget should be in savings, what amount in checking, and discussed possibility of a mutual fund for interest growth. Will discuss at a later meeting.

Motion to approve Treasurer's Report for April 2016.

Motion 1st: Denise Loy

2nd: Vicki Walechka

Approved

V. Director's Report

Bobbi Holtberg asked for any questions on her report, which is included with the secretary's minutes. Did clarify with the membership renewals that there are 127 letters being sent out to active members and sending out to all County Attorney's and to other stakeholders to start to expand membership and increase awareness of MAC.

- Additional comments from report:

- Bylaws: highlighted areas for changes; please review and make comments for June-July meeting. Need this done by August so it can be voted on at the Annual Meeting in September.
- Will be looking for a group of 5-8 people to develop the fundamental training (practitioners). The training grant narrative states development will be from May – March 2016 anticipating the first session to be offered the summer of 2016.
- Office space together is no longer a discussion among the coalitions. MAC needs to start looking for our own office location and figure out budget for room/space needs. Bobbi will look at square footage cost and will contact a realtor to start looking for nonprofit/commercial space.

- Coalition grant applications (RFP's) may be out May – June.
- New OJP grant analyst assigned to MAC, previously was Lou Powell, now it is Casey Kestler.
- Business owner's insurance will be renewed. Executive Director and Board insurance is up in June; working with Bremer Bank for a new policy.

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

VII. Other

Annual meeting: Contract signed with Bloomington Crown Plaza – 5401 Green Valley Drive, Bloomington. Thursday afternoon and Friday a.m. speakers/presenters confirmed. Still working on the late Friday morning session of community-system based advocates working together; discussed having topics more general crime focused. Discussed having board member recognition for Sharon Dickie and Lisa Seifert at the annual meeting and a limit of \$100 each for a thank you gift. Discussed possibly continuing the recognition for other exiting board members as an annual agenda item at the annual meeting.

Silent Auction: Need to do more outreach, sign up on the Google Docs and call businesses ASAP. Commit to contacting 10 places and then update list, try to have done before next meeting. Update the list, it's color-coded: Red – no donation, Yellow – Yes will donate but not received, Green – Yes will donate and received. The final closing of the auction will be after lunch so there will be time to process everything before the end of the conference.

Website/MAC Logo: Continuing to be worked on and Bobbi selected a template look. VoyagerWeb recommended updating our Logo and they can assist with a new design for an additional \$1,500. In our technology grant we have equipment and contract services line items and have money to cover this.

Motion made to spend \$1,500 to have VoyagerWeb create a new logo.

- Motion 1st: Vicki Walechka
- Motion 2nd: Brenda Skogman

Approved.

The member only area will be a link, not a page. Bobbi submitted an application to Google for waiving the fee for monthly emails (otherwise it is a \$5/monthly hosting fee). Will be switching to new email address soon. Removing membership pages from current website. Starting to work on the content of the webpage and tentatively looking to switch the site over in about 6 weeks if the logo is ready. The website will include an ESCAPE button for victims to use to go to a weather page. Suggestion to have a Donor/Funder page or area to list and thank donors to provide exposure for their business. At this point in development MAC has 10 pages paid for.

Board Member Recruitment: Bobbi would like to see us present a “slate” of members at the annual meeting to vote and approve. They would be vetted and approved already before being presented at the annual meeting. Would like to see a total of 15 board members and 5 new members recruited to present

at the annual meeting. The Board needs to be actively recruiting! Should figure out “skill sets” that we are looking for and would like to approve new board members by August meeting (suggestions to look at: corporate, underserved communities, non-profit/community-based, victim-survivors).

Board Member Job Description/Conflict of Interest: Bobbi created, please review and make comments.

Member Survey: Bobbi is putting together a survey to send out to members to coincide with the strategic planning process. Starting to draft the questions and wants to rank them by weight. Plans to start working on survey next week and if you want to participate, contact Bobbi. Looking to have rough draft at June meeting and final version to vote on at July meeting.

Agendas: Looked at different agenda formats and agreed to try the third option.

Committees: Moved this agenda item to next meeting – running short on time.

August meeting: Looking to change the meeting date from August 18 or August 4 due to a conflict, stay tuned for the final date.

Renaissance festival: The Renaissance festival has sent us information and options available to MAC for fundraising. At this point we just agreed to sell reduced price tickets and what we don’t sell gets returned to them.

**Next meeting: June 9, 2016 at 10:00 – 1:00 p.m. @ MAC Office, St. Paul
(from 12:00 – 1:00 p.m. will be the strategic planning portion)**

VIII. Adjourn

Adjourned at 1:02 p.m.

Motion 1st: Brenda Skogman

2nd: Karla Bauer

Approved

Respectfully Submitted,

Vicki Walechka
Secretary