

MAC Board Meeting- Northwest Area Foundation, St. Paul
October 12, 2017 - Meeting Minutes

I. Called to Order by MAC Board President Vanessa Barr

- Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Melissa Cornelius, Karla Bauer, Kelly Nicholson, Emily Douglas, Pamela Higgins-Maldonado, Rachael Joseph, Denise Loy, Diane Homa, Chris Jensen
By Phone: Dianna Umidon, Sara Miller, Nancy Yates

- Executive Director: Bobbi Holtberg

- Additional attendees:

II. Review-Changes/Additions

-Add to the agenda a confidentiality policy to be reviewed and added to by-laws.

III. Consent Agenda Items

- Secretary's Report
Reviewed Minutes from August 2017 meeting, email votes, and the September 2017 Annual meeting.
Motion to approve Secretary's Report from August 2017 and September Annual meeting 2017 with the addition of Emily Douglas named as a new board member to the Annual meeting minutes.
Motion 1st: Kelly Nicholson
2nd: Melissa Cornelius
Approved

- Treasurer's Report
Reviewed reports from August and September 2017.
Motion to approve Treasurer's report from August and September 2017.
Motion 1st: Kelly Nicholson
2nd: Emily Douglas
Approved

- Director's Report – see board packet for full report. Below is supplemental information provided by Executive Director, Bobbi.
 - \$625 was the cost to file the 990; were able to use mostly OJP funds to pay for this.
 - No response on the NITVAN II (identity theft) grant yet. OVC is very behind with grant processing; if we receive this grant, we can ask for an extension at the end of the grant year. Grant was to begin on October 1, 2017.
 - Signed the OJP grant contract for funding FY18 & FY19.
 - Next meeting on November 9, 2017 is board training from 9 – 12 p.m. with Al & Sara from Aurora Consulting providing the training. This is a mandatory meeting for all board members; no call-in option.
 - Give to the MAX day is November 16 and Danielle has been busy working on email scripts to send out that Board members can then personalize and forward to others. This year Danielle provided a break-down of what their donation will pay for, thanks Danielle!
 - The Annual Meeting and Training went very well, thanks to all that helped! Briefly reviewed the evaluations from the training.
 - The next Fundamentals Training for new advocates will be in February 2018 and priority will be given to newly funded Victim/Witness Programs in County Attorney Offices.
 - MAC will be joining OJP during their Regional Trainings and will host a focused-discussion over the noon hour about victim rights and constitutional amendments.
 - Intern Sadie is not full-time this semester; she is working 20 hours with Court WATCH and 20 hours with MAC.

IV. Updates

- Executive Committee – no meeting
- Board Development Committee – no meeting
- Budget and Finance Committee – no meeting
- Outreach and Engagement Committee – no meeting
- Public Policy Committee – no meeting but did advise that there is an upcoming press conference from Amy Klobuchar’s office regarding federal legislation about the Safe At Home program.

V. Action Items

- Executive Committee Voting –
All current executive board member terms are expiring and new officers will need to be elected.

Motion was made to nominate Dianna Umidon for President.

Motion 1st: Vanessa Barr

2nd: Chris Jensen

Approved

Motion was made to nominate Kelly Nicholson for Vice-President.

Motion 1st: Karla Bauer

2nd: Vicki Walechka

Approved

Motion was made to nominate Dresden Jones for Secretary.

Motion 1st: Kelly Nicholson

2nd: Vanessa Barr

Approved

Motion was made to nominate Chris Jensen for Treasurer.

Motion 1st: Karla Bauer

2nd: Denise Loy

Approved

VI. Focused Discussion

- Board of Directors Assessment – thank you to the board members for completing the assessment, usually this would be completed in June. Reviewed the results. We have done a lot of work on the mission this year as part of the strategic planning process so if there are any concerns or issues, talk with Bobbi.
-The strategic plan is on the website in the member section and is updated on a regular basis; please review before meetings as there are some items that members need to assist and work on.
- MAC’s fiscal year/funding sources: MAC’s fiscal year is July 1 – June 30. The main source of funding comes through OJP. In the FY18-19 grant, the coalitions will be funded 100% with state funds so there will be no match requirement. We currently have a training grant of \$50,000 which is 100% VOCA dollars. This training grant runs through our fiscal year; OJP funding cycles are October 1 – September 30. MAC submits FSR’s (Financial Status Reports) to OJP on a monthly basis to help with cash flow. The training grant allows us to pay presenters and to reimburse people to attend trainings. If we receive the NITVAN II grant, it will be from OVC for a one year term for \$50,000. This would provide the funds for Julia to become full-time. Unrestricted funds are funds that we can use to purchase what the grant will not cover and it also pays for a portion of staff salaries. Our unrestricted funds have almost doubled in the past year. One of the outcomes of the OIG audit that OJP underwent is that OJP will only pay for 95% of the Executive Director’s salary – they do not pay for fundraising. Raises for the Executive Director have to come out of the unrestricted funds; we need to look at and diversify funding for other staff as they also fundraise. A question was asked about the other coalition funding. MNCASA receives a lot of funding through OVW (Office of Violence Against Women) and we

don't qualify for that. A suggestion was made that the Board Committee check with the other coalitions to see what other funding they receive. Monthly financial statements are provided by our contracted bookkeeper, Heidi. Heidi is located in Morristown and has been hired by MAC to pay the bills for the last 5-6 years. Now that MAC has additional staff, Julia has been assisting with bills. The full monthly financial report goes to the Executive Director, President, and Treasurer. A summary is provided to the Board to make it easier to understand. Both of our checking and savings accounts are unrestricted funds.

- Personnel policies/bylaws – should be reviewed annually to see if any should be updated or changed. Article 5 under the Duties of Directors (please read!) states that if a board member fails to attend 3 consecutive meetings it can be grounds for removal. A quorum of 1/3 of members is needed for a meeting.
- Please sign the conflict of interest form if you have not yet completed that.
- Committee Assignments: are open to all members of MAC, not just board members
 - Board Development: Dresden Jones, Kelly Nicholson, Denise Loy
 - Budget & Finance: Chris Jensen, Dianna Umidon, Melissa Cornelius, Emily Douglas
 - Public Policy: Dianna Umidon, Chris Jensen, Shane Baker, Rachael Joseph
 - Outreach & Engagement: Shawn Becker, Vicki Walechka, Pamela Higgins-MaldonadoIf you haven't signed up for a committee, please review and let us know what committee you would like to join.
- Don't forget to encourage others and give during the Give to the Max campaign!

VII. Adjourn

Adjourn at 11:56 p.m.

Motion 1st: Kelly Nicholson

2nd: Pamela Higgins-Maldonado

Approved

**Next meeting: MANDATORY - Board meeting and New Member Orientation/Training
November 9, 2017 @ 9:00 -12:00 p.m. - Northwest Area Foundation Building (Drake Building)**