

# HOPE Coalition Board Meeting Minutes

October 9, 2017

**Attending members:** Janet Adams, Barbara von Haaren, Traci Green, Kris Kvols, Catherine Johnson, Marcy Underwood, Gary Johnson, Marilyn Meinke, Jerry O'Rourke, Roseanne Grosso

**Absent members:** Tilton Davis and Chris Heath

Meeting was called to order by Chair 4:20 PM

**Consent Agenda:** Items were accepted and approved.

- Approved consent agenda: Motion Marilyn/2<sup>nd</sup> Roseanne
- Minutes of 9/18/2017 were emailed prior to meeting and included in packet.
- Financials: No documents as fiscal year-end reports are in progress. Discussion about budget below.

**Sharing HOPE:**

- Marcy continues to volunteer with Stephanie Binner and the Boxing Center. Marcy enjoys helping with the HOPE kids and mothers and sharing about HOPE.
- Barbara – will continue her discussions with Chris Marshall at Wells Fargo.
- Kris shared a few stories from Emma. She met a lady who is interested in volunteering for HOPE. She received services from HOPE years ago and wants to give back. Also shared another story of a women's appreciation for HOPE.

**Employee Appreciation:**

- No October anniversaries.
- Culvers donated a "Value Basket" and Scoop coupons (thank you Janet), which will be included in card sent to employee at time of annual anniversaries. Tara Bonte is Assistant Manager that gave donation, if you get to Culvers, please thank her and/or Culvers for their donations, on behalf of the HOPE Board.

**Board Committee Reports:**

- **Strategic Planning** – we need to keep this on our radar monthly so will remain on the agenda.
- **Executive/Finance Committee:** October minutes included in packet and reviewed by Janet.
  - Still have not heard from HRA on the Haven of HOPE lease. Roseanne will follow up at the next HRA meeting tomorrow. Sent in mid-June.
  - As of October, HOPE Community Care Fund Program is no longer distributing Salvation Army funds. This was not a local Salvation Army decision. HOPE staff can still refer people to the Salvation Army via a phone number.
- **Facility Committee:** Barbara provided updates. Next meeting on 10/12/17.
  - Wells Fargo space explored. Barbara has been in touch with Chris Marshall and he appears to be supportive of "giving back" and working with HOPE. Location appears to have plenty of space. Concern is that elevator in the bank and will only be available during business hours. Barbara will arrange a tour with staff.
- **Fund Development:** No updates. Next meeting is October 23, 2017. Discussion about thank you calls to past donors will be added to the agenda.
- **Awareness Committee:** Have not met. Waiting for access to HOPE computer network. Catherine will follow up with Chris to get a meeting scheduled.

- **Banquet Committee:** **March 22, 2018 next event. Please be seeking donations for live/silent auction items.**
- **Policy Committee:** No policy review pending. Policy review has taken a back seat.

### New Business:

- **Board Recruitment Updates** – we always looking for Board and/or committee members.
  - Lisa Bailey has decided to join the Board. She will submit her application soon.
  - Barbara recruited Phil McNairy (retired pastor), we are waiting for his application.
  - Michelle Leise was approached and declined but would like to be asked again in 6 months.
  - Brian Peterson, was contacted by Tilton, he is interested in joining the Facility Committee.
- **End of Year Financial Update**
  - Line of Credit account activated pending the receipt of year-end funding. The Reserve Account is used to cover cash flow issues while waiting for reimbursement from grants. Recently, the Reserve Account was depleted and the \$40,000 Line of Credit was activated, with the funds transferred to the checking account. As the reimbursements are received, the Line of Credit will be repaid, and then the Reserve Account will be built up again.
  - Encouraged future discussion to address - what do we do when we have a shortfall of money?
  - How to maintain staff when HOPE pays low wages? We are losing good people and need to address this concern. Starting wages for Advocates is \$13/Hr. These are entry level employees and we know we cannot compete with County, State, etc. We have requested Kris look at this further.
  - Barb Pratt, new Accountant (20 hours per week), began work in August and had to hit the ground running for fiscal year-end and reports.
  - There was no unused grant money, so end of fiscal year spending was complete.
- **Board Volunteer Hours** – this information is needed for tax filing and grants.
  - **Volunteer Report form included in the Meeting packet; please return by 10/20/2017 to Catherine Johnson** (mail it, drop at her office or email). We need to know the number of hours each Board member spends on HOPE Coalition business; Include travel time. Going forward, goal is to get website updated and Board members can add there regularly rather than calculating year-end.
- **Strategic Plan Updates** – review of handout.

### Other Updates:

- Chris Heath– still waiting for access to One-Drive. Kris will coordinate with Annie.
- Interviews conducted for Domestic Violence Advocate position (Wabasha Office).
- Exploring current Kids Count position openings (2 Youth Advocates) - can we restructure positions?
- October is Domestic Violence Awareness Month.
- Please refer to the bottom of the agenda with upcoming events. Our goal is to do this monthly. If you have things to add, send information to Janet and Kris.
- Bridges out of Poverty workshop was well received. Feedback was very positive. We had sponsorships to break even with the cost. Traci would love to have this offered again. Raised level of understanding community wide.

Meeting adjourned at 5:35 PM.

**Next Board meeting is November 14, 2017 @ 4:15 PM, Chris Episcopal Church.**

Respectfully submitted, Traci Green