

**HOPE COALITION BOARD OF DIRECTORS**  
**Meeting Minutes**  
**November 13, 2017**

**Attending members:** Janet Adams, Traci Green, Kris Kvols, Catherine Johnson, Gary Johnson, Marilyn Meinke, Tilton Davis, Chris Heath and Lisa Bayley

**Absent members:** Barbara von Haaren, Marcy Underwood, Jerry O'Rourke, Roseanne Grosso

Meeting was called to order by Chair 4:20 PM

Motion by Catherine and second by Marilyn to accept Lisa Bayley to the HOPE Coalition Board. Unanimous approval.

**Consent Agenda – approved**

- Proposed Agenda
- Minutes from previous meetings included in packet
- Financials not included in packet and removed from consent agenda
- Staff updates included in your packet. Kris provided highlights:
  - Give to Max 11/16/2017
  - Mailings sent out – purpose is a reminder of Give to the Max Day and year-end donations, wish a Happy Thanksgiving and a thank you for generosity to HOPE. Due to limited copies, board members did not receive this mailing.
  - Girlfriends Day Out **2/17/2018 – we need Board volunteers**. HOPE will be recipient of ALL donations earned; however, we need to assist with admissions to event and be present to share information about HOPE. Will be discussed at upcoming meetings.
  - Salsa-Licious –do we want to continue? We have not participated since 2014 because the time commitment/energy for limited financial return (\$78 in 2014).

**Agenda Items**

Who have you shared HOPE with?

- Discussion about doing sexual assault education in local workplaces. BIC could be approached about being a workplace location.
- Janet was able to educate jail inmates about HOPE as they helped with mailings.

**Employee Appreciation** – Thank you notes will be sent with Culvers coupons.

- ❖ Karie Kearns (10 years) is currently a Children's Advocate. She has great influence with our kids
- ❖ Dan Watson (7 years) is currently the Director of Services. Dan has direct supervision of all staff except Haven of HOPE.

## **Boards/Committee Reports:**

### **Executive Committee**

No minutes from 11/9/17 meeting (just last Thursday). Janet outlined what was covered. Minutes will be provided in next Board packet.

### **Facility Committee**

- Last meeting the committee toured the top level of Wells Fargo.
- Positive responses to the site. Available and move in ready.
- Concerns: Upkeep, clients wandering, hours of operation, need for safety plan.

### **Fund Development – Marilyn provided updates. Minutes provided in packet.**

- Daffodils planted – prior emails sent.
- Fund Development – committee is recruiting potential ad hoc board members. Current Board members welcome to join.
- Would like to have future Board discussion to include serious discussion about:
  - Evaluate GHI - is it effective?
  - Donor cultivation and relationship building
- Discussion about “How to thank Donors”
  - At board meetings, Linda will provide a narrative and thank you cards for Board members to personally send thank you notes. We have done this occasionally but could be done monthly.
  - Scheduling informal evening of “Thank you” phone calls to our donors. Script will be provided. Expect more details and hope to schedule in May.

### **Awareness – Update by Chris Heath.**

- He recently received access to HOPE email & website.
- Outlook Office 365 set up. This would set up group email address for Board. Board can access all meeting minutes and documents. You should have received an introductory message.
- Discussion about timesheet to record Board volunteer hours. Available on outlook office 365.
- Recommended that Awareness and Fund Development committees combine. Further discussion of this at next Fund Development meeting on 12/4/17 at 4PM; room 147, MPCC.

**Banquet Committee** – no updates. Continue to think of donations.

**Policy Committee** – no updates.

### **Business Agenda**

#### **❖ Board Recruitment**

Barbara met with Phil McNairy; he would rather be involved as consultant than a board/committee member. Phil is willing to meet with Board members to share his ideas. Suggestion to talk with Emily Anderson and approach her as a board member next year (as she recently retired). Sheila Beckner is another suggestion.

❖ **Annual Audit & 990.**

Motion by Traci, second by Gary to have Smith-Schafer do the HOPE annual audit again this year. Unanimously approved. Discussion that it was appropriate to keep consistency, especially due to recent retirement of previous HOPE accountant and hire of new accountant.

❖ **Board Volunteer Hours**

We still need the volunteer hours of all Board members from last fiscal year. Replies received from Catherine, Barbara, Marilyn, Traci and Janet. Board members can approve their hours by signing the report. All we need is total hours, hours do not need sent in format on sheet sent, this was just a guide. Please get this to Catherine ASAP.

We will send around a form at each meeting to document the hours you donated to HOPE in the past month. This will get monthly total rather than trying to calculate at end of year.

❖ Strategic Plan Update – no further discussion.

**Next meeting – December 11, 2017 4:30 PM – Catherine graciously volunteered to host at her home. Meeting followed by holiday cheer.**



**Bring an appetizer for a potluck and your own beverage(s).**



**Catherine's Home: 770 High Park, Red Wing (up Henning and take a left)**

**Adjournment: Meeting adjourned at 6:05**

Minutes submitted by: Traci Green