

# **HOPE COALITION BOARD OF DIRECTORS**

## **Meeting Minutes**

**February 12, 2018**

**Attending members:** Janet Adams, Traci Green, Kris Kvols, Catherine Johnson, Gary Johnson, Marilyn Meinke, Tilton Davis, Barbara von Haaren, Marcy Underwood, Roseanne Grosso, Lisa Bayley, Chris Heath

**Absent members:** Jerry O'Rourke

Guest: Crystal Henderson. Interested in joining HOPE Coalition and sitting in on Board meeting.

Meeting was called to order by Chair at 4:26 PM.

### **Consent Agenda – approved; motion by Marilyn/Marcy 2<sup>nd</sup>**

- Proposed Agenda
- Minutes from previous meetings included in packet
- Financials –discussion that government funding looks less, but is the same just timing for deposit.
- Staff updates included in your packet. Kris provided highlights

### **Agenda Items**

#### **Who have you shared HOPE with:**

- ❖ Tilton had contact with Bruce Aussie who was recently involved with Kids Count.
- ❖ Barbara made reference to the Today Magazine article about Linda and HOPE Coalition.
- ❖ Lisa continues to refer clients to HOPE. One client is getting a great deal of assistance from HOPE and has a big impact.
- ❖ Recently an advocated assisted a client in the hospital. She had warrants and was also involved but a victim of sex trafficking. Woman's safety was addressed and warrants were able to be dealt with at a later date.

#### **Employee Appreciation** – cards routed for Board to sign. Culvers certificates will be sent with cards.

- Samantha Benjamin – currently transitioning to Youth Advocate at Haven of HOPE (2/19/2004)
- Linda Flanders Development Coordinator (2/16/2015)
- Emma Onawa – Volunteer Coordinator (2/13/2017)

### **Boards/Committee Reports:**

#### **Executive Committee**

Minutes from 3/1/2018 meeting in the Board packet.

- ❖ Discussion about requirements for “Meets Standards” seal from the Charities Review Council – up for renewal 2/10/18. Requirements include bylaw reviews, review of mission statement and diversity, equity and inclusion policy/practices. Executive Committee approved the HOPE application and timeline outlined by Jo Seton. Timeline:
  - March – review and approve Bylaws (every three years)
  - April – Diversity conversation and set goals
  - May – Board self-assessment (annual)
  - Annual meeting in September – review mission statement (and bylaws in the future years)

#### **Facility Committee - updates by Barbara**

- ❖ Update - HOPE needs to leave PCC by 9/30/2018.

- ❖ Committee prefers to buy space, rather than lease or build. Of interest is Hancock School (old St. Joseph Catholic School). Church will not negotiate with anyone but through realtor.
- ❖ 2040 meeting on 2/13/2018 @ 6:30 PM to address community involvement. Barbara is planning to attend, others asked to join if available.
- ❖ Marcy found out we can rent short term at Jefferson School (good option to have).
- ❖ Meeting on 2/14/2018 at 9:30 AM with the City and other nonprofits to address future office space. Mayor Dowse initiated the meeting. All nonprofits invited to attend.
- ❖ Remember to praise Mayo for their generosity to HOPE and other nonprofits if you have opportunity.
- ❖ Next meeting not scheduled yet.

**Fund Development** – Marilyn provided updates.

- ❖ February meeting was cancelled due to weather. Pending banquet minimal action will be taken.
- ❖ Kris will distribute document that shares the plan that Linda has developed.
- ❖ Marilyn is working on finding people to be on the Fund Development committee.
- ❖ Next meeting may not be scheduled pending Banquet.

**Awareness** – Chris provided updates.

- ❖ Met last in January
- ❖ Working on Skills for Life program
- ❖ Arts grant with Stevie Ray was approved.
- ❖ Volunteers still needed for Girlfriends Day out (Current Volunteers: Marcy, Catherine and Barbara)
- ❖ HOPE will not be involved in Salsalicious this year.
- ❖ Next meeting – 1<sup>st</sup> Thursday of each month at 9 AM in wallpaper room.

**Banquet Committee** –

- ❖ Wine needed – please donate or get donations of wine, gift certificates, baskets, etc. by **March 9th**. You can donate or solicit from friends, family or business. **Your help is appreciated.**
- ❖ Donations needed for theme baskets. If you have connections or are willing to make contacts, please contact Linda or Traci.

**Policy Committee** – Catherine and Marcy will be working on Fiscal Sponsorship policy.

**Business Agenda**

- ❖ Haven of HOPE lease update – It appears action will be taken in March by HRA.
- ❖ Fiscal sponsorship policy update–Catherine/Marcy will review. Catherine is also reviewing bylaws.
- ❖ Office 365 Training – Board education by Chris  
Handouts provided. Chris created Office 365 as a centralized spot for Board members. All using the same password. Message sent to entire board and Kris.

**Other Discussions:**

- ❖ Discussion of SARA money received (per Executive Minutes). Money designated for sexual assault services. Discussion about using money to raise salaries.
- ❖ Board Volunteer Hours – forms routed to document monthly hours served to HOPE.
- ❖ Strategic Plan Update – no further discussion.
- ❖ Board evaluation for 990 Tax filing needed.

**Next meeting – March 12, 2017, at 4:30 PM, Christ Episcopal Church, Red Wing. NOTE meetings are at 4:30 PM from now on.**

Adjourn: Meeting adjourned at 6:11 PM

**Reminders:**

- ❖ **Girlfriends' Day Out: 2/17/18, Sargent's Nursery. Board volunteers needed!**
- ❖ **HOPE Coalition Banquet: 3/22/2018, St. James Hotel, Red Wing. Board volunteers needed!**
- ❖ **Celebration of Children: 4/19/18, 4<sup>th</sup> St. Staircase to the History Center, Red Wing, for Child Abuse Awareness Month. Rain delay date 5/3/2018. 3:30-6:00 PM.**

Minutes submitted by: Traci Green