

HOPE COALITION BOARD OF DIRECTORS
August Meeting Minutes
August 13, 2018

Attending members: Janet Adams, Traci Green, Kris Kvols, Catherine Johnson, Gary Johnson, Marilyn Meinke, Tilton Davis, Chris Heath, Lisa Bayley, Barbara von Haaren, Marcy Underwood, Jerry O'Rourke, Crystal Henderson, Jack Norgaard (HRA Liaison)

Absent members: Chris Heath

Meeting was called to order by Chair at 4:40 PM

Thank you Jerry for your 6 years of service to HOPE. Jerry's term expires in September. Jerry will continue to be the Chair of the Homeless Shelter Committee.

Consent Agenda – emailed with packet

1. Proposed Agenda
2. Minutes from previous meetings included in packet
3. Agency Financials – format the financials are sent in is acceptable. Excel has pages for each program. We are in the red for some areas, this is contributed to end of year and some programs finish in the red. Also, we wait for rei

Action: Barbara motioned to approve consent agenda. Marilyn seconded. **Motion passed.**

Agenda Items

Staff Updates:

- ❖ Offer made to sexual assault advocate, no acceptance yet.
- ❖ HOPE has struggled to keep the Sexual Assault Advocates position fully staffed since we took over 4 years ago. Discussion about having the Sexual Assault line go to Haven, same as domestic assault line. This would require cross training sexual and domestic assault staff. On average received one sexual assault call per day on this line. Board supports exploring this more.

Who have you shared HOPE with:

- ❖ Tilton - He had conversation with gentleman from town. He knows of HOPE, appreciates what we do and wants to learn more about us.
- ❖ Jerry – Shared his experience with HOPE to friends.
- ❖ Janet – During Old West Main tour, she had a conversation with the owner about what HOPE does in the community.
- ❖ Catherine – shared information with family about her involvement with HOPE.
- ❖ Kris – referred to Star Tribune articles. This has caused lots of discussion internally and statewide.

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

- ❖ Tara Dougherty, Youth Advocate (8/28/2013)
- ❖ Staci Greenlee, Outreach Advocate (8/22/2002)
- ❖ Tammy Gustafson-Reed, Shelter Manager (8/21/2018)

Boards/Committee Reports:

Executive Committee - Minutes from meeting in the Board packet. No further discussion.

Facility Committee

Lisa just left meeting at City Hall. Time has come to make decisions. Discussions:

- ❖ Do we want to move forward with renting/leasing and working on non-profit center in the future? If we postpone will we potentially lose other non-profits who find other options? All other non-profits leaving Mayo have temporary space to move in to.
- ❖ No Jefferson update. Marcy will follow up to see if it is an option to rent for a year.
- ❖ Friendship House – would they be willing to rent?
- ❖ Catholic Church was not willing to negotiate our offer. Did not sound interested in renting part of the building. Consensus is we do not have time to continue discussions.
- ❖ Option of renting the Old West Main (pottery show room with back space), for 1 or 2 years, with very specific agreement, that we will continue to find a permanent home. Option may be rent to own.
 - Discussion about pros and cons
 - Share space with Spanish Outreach and Habitat for Humanity.
 - Office space and would be open with cubicles.
 - Needs renovation.
 - Location of bus service
 - Rumor of snakes and mildew??
 - Concern that building could sell (lease would have to clearly articulate)
- ❖ We do not have options to pursue a Non-profit center at this point. Consensus that this is direction we still want to eventually go. We need immediate options now.
- ❖ YES – consensus to pursue renting for a year or two with goal of Non-profit center.
- ❖ Old West Main – get details on what he would take for rent/lease.

Awareness – Update by Catherine.

- ❖ The Awareness Committee has taken on Wabasha County awareness.
 - Open House/Training Session to introduce HOPE, staff, programming and office location. Catherine, Traci and Jamie will meet. The plan is to have two separate events:
 - October – at Criminal Justice Center–geared to LEC and courts – training and introductions
 - Public open house at HOPE office.
 - Reach out with Government Boards for presentations (City council, county board, Chamber, etc.)
 - Exploring to partner with United Way – to both become more visible.
 - Publicity – Wabasha office not listed yet on website, this will be updated.
- ❖ Chris Heath has been putting brochures in all Kwik Trips in service areas.

Policy Committee – Update by Catherine

- ❖ By Laws – discussion about proposed changes.

Action: Catherine motioned to approve the amended Bylaws with the language presented in Board packet. Crystal seconded. **Motion passed unanimously.**

- ❖ Policy 101, 201, 202 and 203 - review and discussion.
 - Policy 101 – suggestion that it include online access to policies. Policy to state:
Copies of the policies and procedures of HOPE Coalition will be kept in binders in the office of the Executive Director and Human Rights Administer and also posted on the HOPE Coalition Website.

The Executive Director is responsible for placing a copy of each policy in each binder and updating the policies posted online, whenever a policy is adopted, revised, amended or changed by the Board of Directors.

Action: Catherine motion to adopt policy 101, 201 202 and 203 as provided in packet, with amendment to Policy 101 as noted above. Marcy seconded the motion. **Motion passed unanimously.** Updated policies will be distributed.

Business Agenda

- ❖ **“Choose HOPE” Campaign Report** (Marilyn & Janet) List of accomplishments provided by Marilyn.
 - Donation to date - \$7,790.
 - Letter to the Editor – A few amendments to letter will be made. Board is in agreement with posting the letter to the Republican Eagle with Board member names.
 - GHI Members – Donors that have made commitment to 10 years of donations to HOPE. Contact will be made to let them know about campaign and acknowledge their ongoing contributions and support.
 - Credit Card Confidentiality Policy – Catherine will work on and will address at next meeting.
 - Social Media Campaign will be starting.
 - “A Members” have received their letters. Board members were given “A Member” letters at meeting.
 - If you are willing to be a Champion and follow up with “A Members” who received letter, please see Marilyn. Purpose is to support Hope and encourage them to consider a gift.

- ❖ **Board Self Evaluation (Gary & Catherine)** – Gary created and Catherine has posted it online. All members will get an email with link to survey monkey to complete evaluation. If you prefer, hard copies are available if requested. This is to be in compliance with Charities accreditation.

- ❖ **Employee Exit Interview and Follow up (Janet & Catherine)**
Janet and Catherine met with an employee who resigned and encouraged new employee to resign. What can HOPE take away from this? Suggestions is to create new employee training manual, encourage better communication and documentation with new employees. Janet feels the issues has been dealt with and she does not anticipate any further issues will arise.

- ❖ **Thank you letters (Janet & Kris)** – Thank you letters distributed; Board members will assist in thanking individuals who have contributed to HOPE.

- ❖ **Annual Review of HOPE leases (Janet & Kris)** - No changes proposed.
Action - Lisa motion to approve the annual review of the HOPE leases. Second Crystal. **Motion passed unanimously.**

- ❖ Board Annual Calendar (Janet) - no additions. Janet is working on Kris’ review.

- ❖ September Annual Meeting (Janet & Kris) – Please consider being an officer. We need a VP.

Other:

- ❖ Isaac Ryba (Culvers) – thank you note sent for his generous donations to HOPE. We have used the certificates in thank you cards to staff on staff anniversary dates.

Next meeting – September 10, 2018, at 4:30 PM, Christ Episcopal Church, Red Wing

Adjourn: Meeting adjourned at 6:35 PM

Save the Date

- ❖ **4-Week Skills for Life Workshop: August 20, & 27, noon to 1:00pm, Red Wing Public Library**
- ❖ **Give to the Max Day: November 15, 2018**
- ❖ **Skills for Life Performance: February 20, 2019, Sheldon Theatre, Red Wing**

Minutes submitted by: Traci Green

Empowering lives through HOPE