

**HOPE COALITION BOARD OF DIRECTORS**  
**September Meeting Minutes**  
**September 10, 2018**

**Attending members:** Janet Adams, Traci Green, Kris Kvols, Catherine Johnson, Gary Johnson, Marilyn Meinke, Tilton Davis, Chris Heath, Lisa Bayley, Barbara von Haaren, Jack Norgaard (HRA Liaison), Chris Heath

**Absent members:** Crystal Henderson, Marcy Underwood

Meeting was called to order by Chair at 4:35 PM

**Consent Agenda – emailed with packet**

1. Proposed Agenda
2. Minutes from previous meetings included in packet
3. ~~Agency Financials~~ – None provided. Will review at next meeting.

**Action:**

Green motioned to amend consent agenda and to without financials. Johnson seconded. **Motion passed.**

**Agenda Items**

**Staff Updates:** Sexual Assault Advocate was hired. Dan's position addressed later in agenda.

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

- ❖ JoAnn McNamara, Housing Advocate (9/07/99)
- ❖ Carol Nevins, Relief Advocate (9/15/17)
- ❖ Wendy Simonson, Relief Advocate (9/26/17)

**Boards/Committee Reports:**

**Executive Committee** – Minutes from meeting in the Board packet. No additional information shared.

**Facility Committee** – Lisa gave update.

- ❖ Pottery - Not open to rent to own with the offer we were able to make.
- ❖ Habitat for Humanity has opted to buy a building. HOPE needs to find a space just for HOPE.
- ❖ Christ Episcopal Church would require staff to be split off. Father Tristan is working with a committee to explore more options. Does not have separate entrance.
- ❖ United Lutheran has space available, including classroom, and is looking into an expansion to put in elevator and house a nonprofit in the space. They would have space to use now and possibility of more space if they do expansion.

Lisa created a draft proposal (handout) to proceed with rent.

**Awareness** – Update by Catherine.

- ❖ Tear off fliers for HOPE have been created. Chris is working on distributing Wabasha County Kwik Trips and City of Red Wing. Chris is also working with the City of Wabasha for distribution.
- ❖ Wabasha training is still in progress.

**Policy Committee** – Updates by Catherine. Revised policies, including by-laws were distributed via email 8/21/18.

- ❖ Credit Card Policy – The committee was asked to develop a policy regarding credit card information provided to HOPE by donors who want to establish a recurring gift. Not for action today but for review at next meeting.

The committee discussed a policy for use of the HOPE credit card by staff. The committee is considering the following language for this policy:

*The \_\_\_\_\_ will be responsible for and will control the cash card. In the absence \_\_\_\_\_, \_\_\_\_\_ will be responsible to control the card. The card may only be used for purchases for HOPE Coalition.*

*When the card is used, the user will turn in the receipt for the item purchased. The following information must be written on back of the receipt or a separate piece of paper to which the receipt is attached:*

*The user's name*

*Description of the item purchased*

*Committee responsible for the purchase*

*Failure to turn in receipts will result in loss of card privileges.*

- ❖ PTO policy to be reviewed. Staff has raised questions.

## **Business Agenda**

- ❖ **Choose HOPE! Campaign Report**

As of today we have raised \$16,739 from 76 donors. We are at 33% of our goal. We are hoping for this to pick up. Hope to wrap up calls by middle of September. Thank you Marylyn for your work and dedication to this.

- ❖ **Review/Approve Audit**

No specific recommendations for change. In future, we should do an RFP for accountant.

**Action:** Bayley motion to accept the audit. Meinke seconded. **Motion passed.**

- ❖ **990**

**Action:** Johnson motion to approve 990 Tax return ending 9/30/2018. von Haaren second. **Motion passed.**

- ❖ **Proposed FY 2017-2018 Budget**

Proposed budget presented with guesstimates for office space. Sexual Assault Advocate salary increased because it is difficult to find qualified candidates. No COLA.

**Action:** Bayley Motion to adopt budget and amend when rent/etc. are ready. Meinke second. **Motion passed.**

- ❖ **Election of Board Officers**

- Janet - past president.
- President - Catherine is willing to step up.
- Treasurer - Gary is willing to continue.
- Secretary – Traci agreed to continue, unless someone is willing to take over.
- Vice President – Marilyn is willing to step up.

**Action:** Bayley closed nominations and cast unanimous ballot for slate of officers. Motioned to accept the above Board Officers. Von Haaren seconded. Motion passed.

- ❖ **Committee Composition**

A list of current committees, members and descriptions will be emailed out. This will be addressed at October meeting.

❖ **Proposed Associate Director Position**

Kris announced that she may be leaving in two years. She is recommending that we change Dan's empty position to Associate Director to prepare for succession planning. Kris is developing a new job description and will email to Executive Committee to review.

**Next meeting – October 8, 2018, at 4:30 PM, Christ Episcopal Church, Red Wing**

Adjourn: Meeting adjourned at 6:20 PM

**Save the Date:**

- ❖ **4-Week Skills for Life Workshop: October 1, 8, 15, & 22, noon to 1:00pm, Red Wing 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 (with assistance of Catherine Johnson)

***Empowering lives through HOPE***