

WACOSA EXECUTIVE COMMITTEE MINUTES
November 9, 2020

The Meeting of the Executive Committee of WACOSA was called to order by Chair Jeff Murphy on Monday November 9th, 2020 at 5:30 p.m. Present at the meeting, which was conducted by ZOOM, were LeRoy Northam, Herb Trenz, Karla Myers, Laura Krueger, Jennifer Johnson, Ron Brandenburg, and Executive Director Steve Howard, Traci McKinnon, and Carrie Abfalter.

Committee Reports.

Finance Committee. LeRoy Northam, introduced Traci McKinnon to discuss the status of the 2021 budget work and to provide the Finance Committee report. Traci indicated the 2021 Budget would be based on projected revenues of 45% of those received during 2019 and that expenses were being projected to be roughly flat to those incurred during 2020. She further projected that without additional relief, WACOSA could be expected to expend approximately 1.6 million of its cash reserves. On other financial matters, Traci commented that they were continuing to work on Line of Credit proposals, using the building as the primary source of collateral; that grant applications were continuing to be processed; and that we were approximately 2.4 million down in revenues over 2019 without applying the PPP loan proceeds.

Fund Development Committee. Karla Myres reported that the review of WACOSA's Gift Acceptance Policy was continuing and asked Carrie Abfalter to provide an update. Carrie noted that there were 3 main changes to the prior policy including adding the right to decline a gift, providing for more protections associated with real estate gifts, and adding protections for WACOSA related to donor restricted gifts. On motion by LeRoy Northam and second by Laura Krueger, the revised Gift Acceptance Policy was recommended to the Board for adoption. A discussion concerning who should hold WACOSA's gifts then followed. On motion by Ron Brandenburg and second by Karla Myres, the recommendation was adopted to continue using the Central Minnesota Community Foundation as the host. Carrie then provided an update on development grants and noted that during 2019 \$489,000 had been received in grants and that thus far in 2020 WACOSA had been awarded \$465,000, \$188,000 in grants and the remainder through government and other support related to Covid. Finally, it was reported that Jeff Murphy, Karla Myres and Steve Howard would meet with Ed Strake to discuss the formation of an independent contractor relationship with Mr. Strake.

Human Resources Committee. Herb Trenz and Steve Howard reported on the hiring of Maggie Dilks as WACOSA's new HR Manager.

Program Committee. Jennifer Johnson presented the report noting that services had been resumed to all sites and most shifts, but with much smaller numbers and with operations at about 30% of the prior year. She noted that transportation continues to provide a challenge as does the fact of an increase in positive Covid tests among staff and clients. The possibility remained that if staff quarantining became more prevalent it might be necessary to undertake a short term closure to allow time for staffing to get back up to necessary levels.

Marketing Committee. Laura Krueger reported that the Committee is scheduled to meet in mid-October and will be focusing on low cost and free marketing opportunities. She also noted that they are looking at ways in which marketing partnerships could be created with some of the larger donors and that the committee was working on a communication concerning how the Board and others might be able to support WACOSA during the pandemic and beyond.

Chair's Report. Chair Murphy presented the Chair's Report. Chair Murphy noted that work continued on developing a Board Portal and LeRoy Northam added that they are exploring a new Google application for nonprofits. No action was taken at this time related to the Portal. During the interim, Nancy Betts will set up accounts for the Board and Committees. Chair Murphy reminded committee members of the changes in responsibilities that had taken place, moving some responsibilities from the Board to the committees. He also noted that he and Steve were progressing with the update of a strategic plan and asked that each Committee designate a representative to work with them on the strategic planning process. Finally, Chair Murphy noted that he was in the process of creating a memorandum of understanding to use with Steve that addresses issues and responsibilities of the Executive Director and/or WACOSA that had not been captured in the new governance documents.

Chair Murphy noted that the November 23 Board Meeting would be conducted via ZOOM and then asked if there was any new business to come before the meeting. There being none, on motion by Karla Myres and second of Laura Krueger, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Ron Brandenburg

Ron Brandenburg
Secretary