

**WACOSA Board of Directors Meeting**  
**May 16, 2022**  
**5:30 PM**

Members Present:

Jeffrey Benveniste  
Ron Brandenburg  
Matt DesJardins  
Curt Gainsforth  
Mollie Garden  
Jennifer Johnson  
Leroy Northam  
Joe Perske  
Lindsey Rennie  
Herb Trenz  
Sandie Westergren

Members Absent:

Jeff Murphy  
Laura Krueger  
Jon Archer

Staff Present:

Nancy Betts  
Maggie Dilks  
Pat Flicker  
Julie Haag  
Steve Howard  
Traci McKinnon

Ed Stracke

**1. WELCOME**

Leroy Northam lead meeting in Jon Archer's absence.

**2. REVIEW OF AGENDA – MTA**

No additions or deletions to the agenda. Leroy N. asked for a motion to approve the agenda. Joe P. made a motion, Jeff B. second. – motion carried.

**3. BOARD TRAINING IN FUND DEVELOPMENT/PLANNED GIVING**

Ed S. shared the case statement for planned giving, designed to educate about the WACOSA endowment fund, retirement funds, wills, and bequests. Ed S. discussed WACOSA Endowment Funds and the three types: the WACOSA Endowment Fund, the WACOSA Flexible Fund (Quasi-Endowment Fund), and the Named Endowment Fund.

WACOSA would like the board to approve the establishment of a flexible fund or quasi endowment. The fund would henceforth be termed the WACOSA Flexible Fund. This would be for legacy or estate gifts that are unrestricted by donor. Operated like an endowment, but funds are not permanently restricted. It offers flexibility for WACOSA for estate gifts. The board has complete authority on how to distribute.

WACOSA will be sending out another survey and have added 50 people to the list. Ed S. shared the previous survey had a 20% return rate, with two people stating we were already in their will, with 24 people stating that they may leave us in their will. Questions, answers and discussion followed.

#### **4. FUND DEVELOPMENT REPORT**

Ed S. shared the pre-determined KPI's for WACOSA's planned giving. Total amount for the endowment received to date is approximately \$144K. So far this year we have received four gifts. The total number of gifts so far given are 15.

Pat F. shared 1<sup>st</sup> quarter KPI's. The total number of gifts, when you extract special COVID grants is \$125,181.44. We recently completed a Spring Appeal, which netted approximately \$15K. Have applied for six grants and have received all of them. We still have one grant response pending. We recently got new CPR dummies through Operation Round Up and the Lions Club. We would like to obtain AED trainers for our 1<sup>st</sup> aid/CPR training program. We are working with a couple of different Lions Clubs, hoping to raise \$1K for this effort. We are continuing to seek sponsors for our August 1-5K.

Pat F. shared that Laura K. was going to speak about merging the Development and Marketing Committees. However, Laura is not here this evening to do so. So Pat shared that the two committees, Development and Marketing, had a joint meeting last week. Leroy N. shared that joining the two committees is on the agenda for the upcoming executive session that follows the board meeting. Pat F. combined the existing charters which can be referenced when the topic is discussed. Both committees are supportive of the move.

Steve H. and Pat F. mentioned that, before Steve leaves in September, he would like to see the sign replaced in 310 parking lot. Pat F. discussed what a new LED screen sign would look like and shared the cost to be approximately \$23K. The sign could be used for a wide variety of training, marketing and informational purposes.

We recently held a Pizza Ranch fundraiser that went very well. The management of Pizza Ranch is interested in partnering to do a 2<sup>nd</sup> fundraiser within the year with WACOSA.

#### **5. BOARD CHAIR REPORT**

Leroy N. proposed to vote on the minutes. Jeff B. made a motion, Herb T. second - motion carried.

Annual approval of ED Succession Plan. Approval of this plan is done annually. Motion to approve by Sandie W, Jeff B. second - motion carried.

Risk management plan – Shared as an informational item.

#### **6. FINANCE COMMITTEE REPORT**

Traci M. shared the Finance Committee report. First is the approval of 401K audit. Finance committee met with CLA earlier today. There were no material deficiencies as

shared by CLA. The only thing we still need is the signed 5500. Maggie D. will complete the first thing tomorrow morning. Jeff B. and Jon A. will DocuSign. Once the WACOSA board approves the 401K audit it will be distributed. Motion to approve by Leroy N., Matt D. second - motion carried.

Financial statement audit. No recommendations. Motion to approve made by Curt G., second by Lindsey R - motion carried.

March financial statements were reviewed in the Finance Committee meeting. Traci shared that the 1<sup>st</sup> quarter \$655K overage is a little deceiving. The overage consists of \$93K endowment received in January, as well as an additional Provider Relief Grant of \$861K. If we back out these two items out to get our true general operating fund, we would have an almost \$350K loss for the 1<sup>st</sup> quarter. We had budgeted a loss of almost 1.3 million deficit of revenue for 2022. The PPE has not been touched yet. Traci shared that we still have a lot of fluid funds that we can use if we need to.

Traci explained the specifics of all line items and why performance is as it was.

Motion to approve by Sandie W, second by Ron B. - motion carried.

Jeff B. explained the Quasi Flexible Fund, mentioned earlier, is being recommended for approval to the full board by the Finance Committee. The Finance Committee is recommending it be named the WACOSA Flexible Fund. Further, they are recommending an annual distribution of 5% be taken from this money in order to honor donor intended wishes. Jeff explained we need to approve the start of the fund at \$20K and a distribution at 5%, invested as a moderately conservative level. Also, we must approve the name of fund. Motion to approve all 4 items. Jeff B. motioned to approve all four items, Mollie G. second - motion carried.

## **7. EXECUTIVE DIRECTOR REPORT**

Carf Update – the CARF Committee is working to collect data and prepare for the July/August CARF Survey. We will have three surveyors for two days. This will be completed using the virtual, DESS (Digitally Enhanced Site Survey) survey format.

Steve covered the 2021 Outcomes Management Report for all board members.

## **8. PROGRAM COMMITTEE REPORT**

COVID 19 Update – Nancy shared that we are constantly updating the current COVID 19 Preparedness Plan based on CDC guidelines. We no longer have a mask mandate. We are experiencing a downward trend with COVID after three weeks of an increase in cases. WACOSA is following CDC guidelines and our preparedness plan is posted on our website.

5310 Update/Future Resolution. We are still waiting on delivery of board approved 2021 5310 vehicles. We were also awarded a 5310 vehicle for 2022.

Saturday, June 11<sup>th</sup> 3-4pm will be WACOSA's live performance of the original production, "Fill the Castle". Clients participated in theatre and dance classes on-line and put together a play funded by grants. The play will be at Tech High School. Pat F. will send out an invitation to the board.

The 1-5K Fundraiser is scheduled for August 6<sup>th</sup>, 9-10:30am at Lake George.

**9. STRATEGIC PLAN UPDATE**

Steve H. – Plan has been approved. We haven't made a great deal of progress due to COVID. Progress on the plan will be reviewed yearly going forward.

**10. OPEN DISCUSSION**

Steve and Pat shared that WACOSA's 1<sup>st</sup> Ave. Program received a Life Enrichment Award for 2022's art program. The presentation was conducted virtually a week ago by the President of our state MOHR association, Julie Johnson.

**11. ADJOURN THE BOARD MEETING at 7:32 p.m. prior to the start of the Executive Session.**

**Next Meeting:**

\_\_\_\_\_  
Ron Brandenburg, Board Secretary

\_\_\_\_\_  
Date