



**,ConnectAbility of MN Board Meeting Minutes
February 17.2021**

Present: Mark Kroska, Sue Paasch , Marc Van Herr, Kayla Ward, Luke Szczech, Chantal Oechsle and Executive Director Sheri Wegner

Unable to attend: Barbara Runck, Kristen Stiegel, Corinne Skoog, and Rob Stark, Craig Hanson

- I. **CALL MEETING TO ORDER, WELCOME: Mark Kroska, President**
- II. **Board member's announcements**
- III. **Adjustments to the agenda**
- IV. **BUSINESS AGENDA:**

A. Reports:

- i. Report on Finances –
 1. 990 files- read communication
 - a. **Audit is complete**
 - b. **990 is filed and posted on the Webpage**
 - c. **The findings of the audit were reviewed**
 2. Monthly Financial balance
 - a. **Working on fixing inconsistencies in QuickBooks**
 - b. **Propel has been assisting**
 3. Budget revision
 - a. **Lyft contract was awarded!!!**
 - b. **A stabilization plan is being worked on to stabilize the amount of money brought in each month. The Lyft Contract, increasing Home Modifications and the possibility of adding consultative services will all play into this plan.**
 4. P&L, Balance Sheet (attached)
- ii. Executive Director- Sheri
 1. Moving Forward Report (attached)
 2. Staff update
 - a. **Julie has given her two-week notice.**
 - b. **There is a temporary plan to help fill part of that gap until the MNDOT work begins**
 3. **The Board recognized the number of hours that the Executive Director has been putting in and will continue to put in until a number of these things are off the ground. She is encouraged to work flexibly and take off time when possible to help balance her life. As things stabilize, it will be important to build capacity and be able to turn some of these tasks over to another person.**
 4. Committee Reports
 - a. Branding and Fundraising update- Corrine/ Barbara / Sue
 - i. **Have not met**
 - b. Donated Equipment/Financial Assistance Program Chantal/ Luke/ Kirsten
 - i. **Meeting scheduled for 3/3**
 - c. Nominating Committee: Treasurer/financial -Marc / Barbara
 - i. **Still looking for a finance person**
 - d. Executive Committee: Mark, Kayla, Sue, Craig- (no Feb meeting scheduled)



- B. Old Business:
 - i. MNDOT Update
 - 1. **Waiting on the results of the pre-audit**
 - ii. Board Retreat planning for August/September 2021 in person (Place holder, no action needed)

- C. New Business:
 - i. DHS Consulting services grant
 - 1. **Hired a professional grant writer**
 - 2. **Lots of information needed**
 - ii. Otto Bremer Grant, Bush grant
 - 1. **Have applied for these two grants. Waiting to hear results.**
 - iii. Video for Home mod
 - 1. **Will be used for marketing purposes**
 - iv. Lyft program
 - 1. **HUGE CELEBRATION!!**

- D. Other
 - i. **Interviewing candidates for the 10-12 hour billing position**
 - ii. **Looking for an affordable EDI that will meet our needs**
 - 1. **Hubspot.com/products/get.started (recommendation to check out)**
 - iii. **Information will be sent to Board Members regarding the grants that are currently open.**

V. **Adjourned**