



**ConnectAbility of MN Board Meeting Minutes
August 18, 2021**

In Attendance: Mark Kroska, Sue Paasch, Craig Hanson, Kayla Ward, Luke Szczech, Rob Stark, Chantal Oechsle, and Executive Director Sheri Wegner

- I. **CALL MEETING TO ORDER, WELCOME: Mark Kroska, President**
- II. **Adjustments to the agenda**
- III. **BUSINESS AGENDA:**

A. Reports:

i. Report on Finances –

- 1. P&L, Balance Sheet, Budget (attached) -Craig
 - a. Year to date budget is in line
 - b. Next goal will be to start paying down the SBA loan
- 2. Monthly Metrics and new Gross Profit information
 - a. Took part in the Initiative Foundation Academy
 - b. Determined % of profitability of each department
- 3. DHS Billing Audit update
 - a. Submitted and only came back with two questions
- 4. Billing- Cashe, Jaime, Sheri,
- 5. Grants
 - a. Optimus Club- received and button purchased
 - i. \$2600 for buttons for adaptive toys
 - b. AEC Grant funds- 1 full month remaining
 - i. Will be rewritten for the next round
 - c. MNDOT reporting-YIKES
 - i. More reporting than other grants
 - ii. Pays a portion of rent, utilities and salary

ii. Executive Director- Sheri

- 1. Moving Forward Report (attached) -Sheri
- 2. Staff Update
 - a. Lori- let go- lacked basic computer skills
 - b. Denise- Quit- overwhelmed
 - c. Admin Ast:- hired Nick Hazelton
 - i. Strategic Coordinator
 - ii. Starts Monday the 23rd
 - iii. Building the housing program
 - d. Projection (attached)
- 3. RTCC update
 - a. In the 2nd month
 - b. Tammy has been doing an amazing job
- 4. Presentations in person and virtual- Wadena TriCounty Health, several Social groups
- 5. Donated Equipment Program update \$100,894.24 has come in

iii. Committee Reports

- a. Fundraising update- Barbara / Sue (met in August)

- i. Gathered information on Stuck in Motion which was the most profitable to the previous fundraisers. Bard investigated using a service that would plan that type of a fundraiser. Will investigate for next year.
 - b. Donated Equipment/Financial Assistance Program Chantal/ Luke/ Kirsten-
 - i. Approved five new recipients last week
 - c. Nominating Committee: Marketing role -Marc / Barbara
 - d. Executive Committee: Mark, Kayla, Sue, Craig- (no meeting in August)
- B. **Old Business:**
 - i. Board Retreat update-Craig
 - 1. Exploring options
 - 2. Will send out a poll to find dates that work in late October/early November
 - ii. July 28 Open House event recap -board members that attended
 - 1. Was hugely successful with many key people in attendance
 - iii. Adding second suite negotiated the rent to: \$1000 with a \$200 donation and a 2% annual increase
 - 1. Negotiating the rent
 - 2. Hopefully moving in mid September or October
 - iv. Need Marketing and Treasurer board members
 - 1. Still need marketing and treasurer board members
- C. **New Business:**
 - i. Board recognition award for Jaime for managing 1 million in Service agreements (motion required)
 - 1. Craig made a motion to the Board Recognition Award be given to Jaime for managing one million dollars in service agreements. Rob seconded the motion. The motion passed
 - ii. Donated Equipment- computer: Clint Lentner and Chantal
 - 1. Looking to update the computers in the office
 - iii. New Microsoft Office 365 account- Clint Lentner
 - 1. Now has a nonprofit program
 - 2. Be able to start over and only migrate what is needed
 - iv. Halloween event planning
 - 1. Monday, October 26
 - 2. Annie is organizing once again
 - 3. Reaching out to the Eagles to see if they will donate space and food again this year
 - 4. Reaching out to St. Ben's for volunteer students

IV. **Adjourned**