



**ConnectAbility of MN Board Meeting
Minutes
September 15, 2021**

Invited:

Mark Kroska, Sue Paasch, Marc Van Herr, Craig Hanson, Barbara Runck, Kirsten Stiegel,
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
 - Contractor's Account is fully funded
 - All other accounts are in good standing
2. Monthly Metrics
 - \$2.4 million in service agreements
 - 36 counties
 - Donations are above the budgeted amount
3. Salesforce dashboard

ii. Grants

Jeanne has reapplied for a grant
Board Retreat has all been covered with grants

iii. Executive Director- Sheri

1. Moving Forward Report (attached) -Sheri
2. Staff Update
 - a. Admin Ast:- hired Jennifer Jones
 - b. Lyft- Fred Sandal
 - This position is covered in the grant
 - c. Director of Finance-listing
 - Need a degree in accounting with leadership experience
 - Job description and salary will be adjusted
 - d. Chores service update-Noelle Patton
 - Starting full time with chore services
 - e. PT Chore- listing
 - Waiting until Noelle gets situation before this hire
 - With the growth in Chore Service, this position could become full-time quickly
3. Presentations in person and virtual- 41 in August

iv. Committee Reports

- a. Fundraising update- Barbara / Sue (met in August)
 - Sheri reached out to Planet Fitness to see if they would like to partner with us for a Stuck in Motion type event. They would be interested. Sheri will forward that contact information to Barbara and Sue.

Goal would be to have the event in January or February of 2022.

b. Donated Equipment/Financial Assistance Program Chantal/ Luke/ Kirsten
There were 5 recipients last month and 5 new applications
Working on another grant

c. Nominating Committee: Marketing role -Marc / Barbara
Still recruiting for marketing and finance
Sue forwarded a contact to Sheri for someone in
Marketing.

d. Executive Committee: Mark, Kayla, Sue, Craig

B. Old Business:

- i. Board Retreat update-invite sent
In November
- ii. Second suite construction now, take over Oct 1
- iii. Need Marketing and Treasurer board members

C. New Business:

- i. Donated Equipment- computer: Clint Lentner and Chantal
- ii. New Microsoft Office 365 account- Clint Lentner
- iii. RTCC- board representation

IV. Adjourned



September/October

- On board Noelle-Chore • Hire PT Chore
 - On board Fred-Lyft
 - Hire Director of Finance
- September 2021 Board meeting Executive Director's Report**

Moving forward List

- Complete construction and move into new suite •
- Continue new billing process documents
- Continue new admin process documents
- Continue to set up Lyft program

- Continue Non profit Academy
- Continue writing the process for Respite Renew Connection •
- Continue to work on New tenant Share point set up • Work on Board Retreat details
- Continue to write finance processes
- Continue to work on setting up donated computers •

August /September

- New computer set up
- Find new Billing Administer
- DHS grant report
- Complete new space contract, set up move plan •
- Lyft program and presentations
- Continue Non Profit Academy

Catch up items

July/August

- Marketing for chore services
- Set up Clickup for Lyft

May/June Moving forward List

- Inventory for assets in QB

April's/ May's Moving forward List

- Work on setting up a presentation to Koochaching Co

February's Moving forward List

- Set up home mod videos
- Set up Lyft Videos

January's Moving Forward list

- Complete process manual for each department(Assigning to Tammy) •
- Complete more continuing ed hours for Accessibility licenses
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