ConnectAbility of MN Board Meeting Minutes
April 23,2025

Present: Sue Paasch, Craig Hanson, Mark Kroska, Luke Szczech, Sheri Wegner, Kirsten Stiegel and guest Steve Meyer.

Our Vision:
ConnectAbility of MN empowers people with physical and invisible barriers to achieve their potential.
Our Mission:
We partner and create relationships with others to coordinate physical access, communication, and safety services in Minnesota.
Our Values:
Be Empowering – Be Empathetic – Be Collaborative – Be Accountable – Be Honest – Be focused on the Person before the Process – Be Respectful – Be Innovative – Be Inclusive

CALL MEETING TO ORDER at 4:34 pm by President Sue Paasch

WELCOME and Introductions:

Adjustments to the agenda BUSINESS AGENDA:

Reports:

Report on Finances

a. Statement of Activity, Statement of Financial Position - Revied by Craig Hanson
b. Salesforce dashboard= Sheri Shared increase in COmmunnity Engagment and we are on track for expected growth

Executive Director- Sheri

See attached report

Committee Reports

a. AEC Committee: Luke/ Kirsten /Stacy
    a Several applicants, 1 pick up
    b New Reset Connection applicant
b. Executive Committee: Luke, Kirsten, Sue, Craig- meeting after Board

meeting to final ED Contract

Old Business:

a. Window Project Update- Letter sent by to executive committee email
   No bid submitted by second contractor- next steps
   Craig recommended a new contractor
b. New Board seat- recruit Northern and Southern areas, any profession

a Steve Meyer is interested and in attendance

b Cory from Milaca is in conversation

c

New Business:

- AI policy – will look to initiate policy and will need to review and update often.
    - Discussion was for the direction to be for team use
- Looking for a consultant for 360 processes
    - Board offered 3 recommendations
- ED Contract, severance, raise being handled by Executive Committee outside of monthly board meeting

Adjourned At 5:45 PM

Statement of Activity

ConnectAbility of MN, Inc.

February 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
40000 CS income	0
40100 Fees For Services Provided	$2,553,563.42
40200 Patient Responsibility	$2,087.64
Total for 40000 CS income	**$2,555,651.06**
40300 In-Kind Donations	$401.43
40400 Donations - Unrestricted	$992.79
40600 Grants	$21,000.00
40610 Corp/Foundation/Private Grants	$1,299.00
40620 Government Grants	$19,116.48
Total for 40600 Grants	**$41,415.48**
40700 Program income	$1,115.00
40900 Interest Income	$626.98
DO NOT USE Services	$427.76
Total for Income	**$2,600,630.50**
Cost of Goods Sold	
50000 Cost of Services	$2,195,642.55
50002 Cost of Service- Contactors	$171,933.96
Total for 50000 Cost of Services	**$2,367,576.51**
51000 Cost of Goods Sold	$15,452.14
Total for Cost of Goods Sold	**$2,383,028.65**
Gross Profit	**$217,601.85**
Expenses	
60000 Personnel Expenses	0
60155 Salaries/Wages	$102,568.56
60156 Employee Benefits	$4,278.54
60160 Health Insurance	$21,555.38
60161 HSA ER Contribution	$817.62
Total for 60160 Health Insurance	**$22,373.00**
60166 401K Expense	$3,209.67
Total for 60156 Employee Benefits	**$29,861.21**
60170 Payroll Taxes	-$7,051.19
60185 Wellness	$466.39
Total for 60000 Personnel Expenses	**$125,844.97**
60300 Professional Services	$2,586.25
60400 Occupancy	0
60450 Rent Expense	$16,368.26
60455 Utilities Expense	$3,352.51
60460 Building Maintenance	$2,764.28
Total for 60400 Occupancy	**$22,485.05**

Statement of Activity

ConnectAbility of MN, Inc.

February 2025

DISTRIBUTION ACCOUNT	TOTAL
60500 Reimbursed Employee Expenses	$148.02
60900 Operating Expenses	0
60905 Payroll Processing Fees	$608.66
60920 Bank & Credit Card Fees	$445.70
60925 Dues/Subscriptions/Membership	$19,733.34
60935 Training	$235.00
60936 Training/Travel remote offices	$411.88
Total for 60935 Training	**$646.88**
60940 Office Expenses & Supplies	$902.82
60950 Meeting Meals	$160.08
60951 Board Expense	$44.00
Total for 60900 Operating Expenses	**$22,541.48**
60945 Marketing & Communication	$93.06
61000 CS Expenses	$961.30
61100 Background Checks	$449.86
61200 Vehicle Expense	$980.08
61250 Mileage Reimbursement	$482.69
61300 Cell Phone Expense	$98.29
61400 Billing Processing Fees	$10,859.60
61700 Insurance - Liability	$2,721.63
61800 CS Transportation Expenses	$120.36
Total for 61000 CS Expenses	**$16,673.81**
62000 CE- Programs	$298.09
62201 Program- DEP	$1,066.48
62202 Program- AEC	$600.28
62204 Program- Volunteer	$2.66
62206 Program- Events	$946.19
62207 Programs- AT Lab	$18.68
Total for 62000 CE- Programs	**$2,932.38**
Total for Expenses	**$193,305.02**
Net Operating Income	**$24,296.83**
Other Income	
Other Expenses	
90100 Interest Expense	$3,177.30
Total for Other Expenses	**$3,177.30**
Net Other Income	**-$3,177.30**
Net Income	**$21,119.53**

Statement of Financial Position

ConnectAbility of MN, Inc.

As of February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10050 Falcon National Bank8941 (6222)	$166,707.14
10100 BV Contractor CK 2780	$310,560.30
10110 B V Business Ck 3871 (8452)	$503,084.60
10120 B V Holding Act 4663 (9765)	$178,015.39
10130 B V Savings Act 4434	$457,628.49
Total for Bank Accounts	**$1,615,995.92**
Accounts Receivable	
10350 A/R	$43,031.55
Total for Accounts Receivable	**$43,031.55**
Other Current Assets	
10200 DEP In Kind Inventory	$153,367.50
10400 Grants Receivable	$6,567.73
10500 Prepaid Expenses	
10550 *Undeposited Funds	$1,998.00
10900 Investments	$249,723.26
10901 Unrealized gains and losses	-$31,415.02
Total for 10900 Investments	**$218,308.24**
Total for Other Current Assets	**$380,241.47**
Total for Current Assets	**$2,039,268.94**
Fixed Assets	
10700 Building	$953,257.00
10705 Land for Property	$150,000.00
10710 Furniture & Equipment	$14,265.13
10750 Accumulated Depreciation	-$57,575.25
10800 Loan Fees	
10950 Right of Use Assets	
10951 ROU Accumulated Amoritization	
Total for Fixed Assets	**$1,059,946.88**
Other Assets	
10850 Security Deposit	$9,101.04
Total for Other Assets	**$9,101.04**
Total for Assets	**$3,108,316.86**

Statement of Financial Position

ConnectAbility of MN, Inc.

As of February 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20150 A/P	$2,802,556.02
Total for Accounts Payable	**$2,802,556.02**
Credit Cards	
20380 BankVista CC - Visa 3373	$4,120.29
20385 Falcon CC - Visa 4015	
20386 Capital One CC - Visa 5223	$2,385.70
20390 Am Ex CC - 8-31006	$1,028.66
Total for Credit Cards	**$7,534.65**
Other Current Liabilities	
20200 Accrued Interest	$2,210.63
20210 Accrued Wages	
20215 Garnishment Wage	$3,256.36
20220 Accrued PTO (Vacation)	$32,903.51
20230 Accrued Grant Liability	$286.62
20240 Accrued Payroll Taxes	
20253 Current Lease Liabilities	
20301 BankVista Building Current Portion	$24,869.56
20350 Bank Vista LOC 8582	
20366 SBA Loan Current Portion	$4,037.40
20375 Deferred Revenue	
Total for Other Current Liabilities	**$67,564.08**
Total for Current Liabilities	**$2,877,654.75**
Long-term Liabilities	
20300 BankVista Building Loan - 1411	$612,934.23
20365 SBA Loan	$132,518.65
Total for Long-term Liabilities	**$745,452.88**
Total for Liabilities	**$3,623,107.63**
Equity	
Retained Earnings	$729,325.73
Net Income	-$1,519,027.84
30100 Opening Balance Equity	$0.05
30200 Retained Earnings	$274,911.29
Total for Equity	**-$514,790.77**
Total for Liabilities and Equity	**$3,108,316.86**

Executive Director report

Team February to date

- Hired Samantha- SO CS admin- new role
-
- **Actively Hiring:**
    - 2 Bookkeepers
    - 3 Transportation Coordinator-SO, NO, CO
    - Executive assistant CO

Updates

- Pavillio- still having billing issues- working directly with Bill. Some billing still going through cashe
- Working on a OCR software/company for automation of data across the org, This will marry with Power Sheild already in our Microsoft subscription
- Question: we are about to max out our Intune license, do we just buy another license? Is there an upgrade for more license
- Who do we hire to set up Intune to allow us to push updates and clone computers for set up?

Moving forward

- Audit in full swing
- Trainual- is in data entry phase from leadership
- Turned over the search for Billing/finance medical billing software to Paige, she will work with me on the interview process and once we establish the correct software she will take lead in the implementation
- Expanding Rochester office- moving to one shared office making space for 6 team members
- Working with CE team on July Reveal event
- Working with Paige and Katie (events) on a public 5k event this spring- not a fund raiser, inclusive event for most and awareness event for others
- Transportation Division is growing with a shortage of team members- need to hire 3 new roles. Finding ways to automate, restructure, and reduce assistance calls that are Lyft issues.
- Working directly with Lyft on a weekly basis to get major app and program changes made to further reduce issues for billing and the team for sharing and revoking passes.
- Working on Leadership retreat, struggling to find speakers
- Keeping an eye on growth- this is going to the biggest year yet, we are in the 11th week of the 13 week quarter and we have exceeded 20% growth in slowest quarter of the year
- Increase starting rate for bookkeeper to $24 in hopes of getting candidates to apply
- In general I am feeling we are still driving the bus, but we have big changes occurring to keep the infrastructure solid.

BREAK THE BARRIER 5K

RACE/WALK/ ROLL

Runner **Walker/roller** **1K start time**

ConnectAbility of MN's Break the Barrier 5K welcomes all to run, walk, or roll on fully accessible trails—designed for wheelchairs, walkers, strollers, and all paces. Bring your furry friends too—this event is dog-friendly and all about celebrating inclusion, movement, and community.

WHY PARTICIPATE

This is not just a race it is a statement.

Every step (or roll!) helps support ConnectAbility of MN's mission to provide resources and remove obstacles for individuals with physical and invisible disability barriers. Together, we're making the exception.inclusion the standard—not

SATURDAY JUNE 7TH

Starts at ConnectAbility of MN Waite Park Finish at the same place

8:00am-11:00am

REGISTRATION:

5K: $20 a person

1k: $5 a person

THIS IS AN ALL ABILITY INCLUSIVE RACE/WALK EVENT HOSTED BY:

ConnectAbility of MN

runsignup.com/Race/MN/WaitePark/BreakTheBarrier

BREAK THE BARRIER 5K

RACE/WALK/ ROLL

5K	5K	1K
8AM RUNNER	9AM WALKER/ROLLER	10AM 1K PARTICIPANTS

WHY PARTICIPATE

This is not just a race it is a statement.

Every step (or roll!) helps support ConnectAbility of MN's mission to provide resources and remove obstacles for individuals with physical and invisible disability barriers. Together, we're making inclusion the standard, not the exception.

SATURDAY JUNE 7TH

Starts at ConnectAbility of MN Waite Park Finish at the same place 8:00am-11:00am. Dog friendly

REGISTRATION:

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