

**Winona ORC Industries
Board of Directors
Minutes of April 23, 2012 5:00PM**

Directors Present: Dave Adank, Kevin O'Reilly, Jim Pomeroy, Ann Nelson, Bob Peterson, Don Schneider, Ron Wenzel

Directors Absent: Chad Anderson, Crystal Hiatt, Laurel Mohan, Maggie Modjeski, Jim Yenish

Guests: Blaine Krogh

Employees Present: Judie Foster-Lupkin – Director

CONGRATULATIONS to Judie on being selected as "Business Women Professional of the Year"!

1. **Review of Agenda:** Motion made and seconded (Schneider, O'Reilly) to approve the agenda as presented. Motion carried.
2. **Review of Minutes:** Motion made and seconded (Wenzel, O'Reilly) to approve the March minutes. Motion carried.
3. **Finance Committee Report:** J. Pomeroy reported that we have \$289,000 in savings and nothing on the operating line. Sales are down about 14%, although Community Based sales are up. Expenses are being controlled and are down 9% netting \$3342 for the month and about \$17,000 year-to-date.

Motion made and seconded (Peterson – Adank) to approve the financial report. Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin reported that she and Michael participated on the DEED State Audit Committee. They had the opportunity to make changes to a public document regarding WORC and suggestions for changes on the report.
 - Leslie & Judie will be attending Region X meeting tomorrow. This is a collaboration of DT&H Centers in the area to discuss what's working and what's not.
 - Jayne & Judie will be attending Business Law Seminar that will discuss change in Health Plans and workers compensation, diversity and diplomacy.
 - Personnel is moving forward
5. **Committee Reports:** The following committee reports were presented to the Board. The reports are a summary of the topics that were addressed at each meeting. Additional detail and exhibits related to the subject matter can be found in the minutes of each respective meeting located on the secure website.

Personnel – J. Pomeroy reported that the committee did not meet.

Sales & Business Development – K O'Reilly reported sales are down. Last Thursday Winona County awarded a janitorial contract to WORC for \$72,000 annually. Details are being worked out.

- Received request for 2 pallet quotes

Fund Raising/PR – J. Foster-Lupkin reported. Fundraising committee meetings are being cancelled for now with efforts being moved to golf committee. The goal is \$45,000 this year. Chianne is doing a great job. Hope to have raffle tickets printed by next meeting.

Program Management – K. O'Reilly reported. One VA reported in last 8 weeks; sibling issues. 265 clients, POP Report is on the web. DT&H license is at 42, looking to increase to 48. There is a waiting list to get in; any openings are filled right away.

- Bus grant is underway, looking at 2 bus grants, 1 – replacement and 1 – expansion. Documenting all the travel of job coaches and the “extra” bus.

Laundry Update –J. Foster-Lupkin reported that have \$641,859 in pledges and cash. Dennis is working about 30 hours per week on calling. With the funds WORC has spent the project is close to \$700,000. Want to revisit Miller, Arnold and Gostomski.

- Is this enough money raise to move forward with getting architectural plans?
- Discussed the consequences of spending fundraising money if the project does not proceed.

Recommend getting an estimate of architectural costs.

6. Old Business:

Board of Directors – Self Assessment – Strengths & Weakness

Discussed list of strengths & weaknesses that were the result of the Board self-assessment.

Made tentative action plans:

- a. Assess effectiveness of our relations with external constituent group
 - review in March & September contacts on behalf of WORC
- b. Engage in long-range fiscal planning
 - ask Jim Yenish to explore doing SWAT analysis
 - Judie & Michael to work on a 3 year fiscal plan to present to the board
- c. Policy on member's responsibility to raise funds
 - felt this was clearly defined in the orientation, more than just money (technical assistance, contacts etc.)
- d. Assess member's satisfaction with participation on Board, assess effectiveness of board/committee structure & evaluate effectiveness of Board meetings
 - have Board members complete a self-assessment exploring do you do enough, are you asked to do too much, would you be interested to be on a different committee. Discussed having members on 1 committee they are qualified for and 1 committee they would like to “dabble” in.

Resource Requirements to address Problem Areas, if necessary – to be determined

7. New Business

Board Recognition for Dennis & Karen Cleveland/Jerry & Pat Pappenfuss – Board would like to do some type of thank you to these folks for excellent work on the laundry fundraiser. Asked Judie to do some sleuthing for ideas.

8. Adjourn: Motion made and seconded (Peterson, O'Reilly) to adjourn. Motion carried.

NOTE: June 4th is the next Board meeting due to the Memorial Day Holiday

Respectfully Submitted,



Ann M. Nelson, M.S., LSW, PHR
Secretary