

**Winona ORC
Board of Directors
Minutes of October 26, 2009 5:00 PM**

Directors Present: K. O'Reilly, J. Pomeroy, R. Wenzel, C. Anderson, D. Schneider
Directors Absent: M. Kreiling, R. Enochs, M. Modjeski, J. Yenish
Employees Present: J. Foster-Lupkin
Guests Present: B. Krogh

Chair K. O'Reilly called the meeting to order at 5:08 PM.

1. Review of Agenda: No changes, additions, or deletions.

2. Review of Minutes: Minutes of the Board of Directors meeting on September 28, 2009 were approved. Motion – J. Pomeroy, 2nd – D. Schneider. All were in favor.

3. Finance Committee Report:

Chair J. Pomeroy informed the Board that sales revenues continued to be under budget and the bottom line is being managed by cost savings. Net sales were down by 25% when compared to budget for the year. Offsetting the decline in sales was a 5% increase in agency revenue and decreases in operating expenses and admin expenses of 10% and 8%, respectively. For the year, net income was \$39,958 and compared favorably to the year-to-date budget figure of \$34,465 and was also significantly more favorable than the same period one-year ago of when the organization showed a net loss of \$37,968. Motion for approval – J. Yenish, 2nd – M. Modjeski. All were in favor.

4. Executive Directors Report:

J. Foster-Lupkin gave an update on the 2010 budget process. Todd has contacted several production vendors and little or no growth is expected. The budget process will be a new experience for several within the organization as previously the budget was drafted exclusively by the Executive Director, whereas now, six direct reports will be responsible for their respective areas. Michael and Judie were working on salary figures and anticipated an average 4% merit increase in general while also accommodating two new positions, an administrative assistant and a sales position. Preliminary drafts of the budget would be emailed to Directors in November.

J. Foster-Lupkin also commented that cooking for employees would no longer be allowed in the kitchen given strict food service regulations. Only precooked or prepackaged foods would be allowed going 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 of the subject matter can be found in the minutes of each respective meeting located on the secure website.

Personnel – J. Pomeroy (See Committee minutes for additional detail)

- Dina Nelson resigned and a replacement will be brought on board in November.
- K. Radloff case – State ruled that there was probable cause to hear the case. WORC's attorney, Cindy Telstad indicated that the next step will be a conciliation meeting. Since the case will be heard, the settlement outcome if any will likely be decided by our insurance provider, however, a settlement reflects no admission of guilt on our behalf.
- L. Korbeil has filed a claim against WORC and is using the same attorney as K. Radloff. No ruling has been made on the case.
- B. Bawek has filed an unemployment claim trying to claim retaliation for the K. Radloff issue.
- R. Morrison – A machine shop supervisor who had a 2005 letter in file that specified immediate removal Mr. Morrison, however he was not removed at that time. He has since been removed. The machine shop will likely face some challenges with supervising given the removal of Mr. Morrison.
- M. Ingersol – 2007 Letter for immediate removal. Not removed at that time. Has since been removed, however he has come back as a client, which is allowed.
- Using D,T & H for new production work.

Sales and Business Development – J. Yenish (See Committee minutes for additional detail)

- The Work for WORC network meeting went very well with good attendance from local area businesses. All businesses were asked to see if they could provide 2-3 quotes to ORC for production work. R. Galewski very excited about the opportunity.

- Laundry – A viability study performed by Jim McCreedy is being considered

Fund Raising / PR – C. Anderson (See Committee minutes for additional detail)

- The annual end of year mailing campaign will begin shortly. The ask will be obvious and Mandi is hoping to generate \$2,000+ this year.
- The Knitcraft annual sweater sale will be taking place in November. We are hoping to raise between \$2,500-\$5,000 from this event.
- Mandi's 2010 goal plan will be submitted in at our next meeting and will be incorporated into the budget.
- Mandi and Judie have been busy meeting the community with 4-6 meetings per week.

Program Management – K. O'Reilly (See Committee minutes for additional detail)

- Revised the strategic plan which included a review of funding – agency revenue and also to make sure the plan is compliant with CARF. Reviewed policies to make them less specific and more broad.

6. Old Business:

None

7. New Business:

- A. State of Minnesota Charitable Organization Report
The Board reviewed and discussed the report. Motion to approve the report – J. Pomeroy, 2nd – D. Schneider. All were in favor.
- B. The December Board meeting was cancelled due to the Holiday schedule.

8. Adjourn

The meeting adjourned at 5:50 PM. Motion – J. Pomeroy, 2nd – R. Wenzel. All were in favor.

Respectfully Submitted,

Chad J. Anderson,
Secretary