

**Winona ORC Industries
Board of Directors
Minutes of August 26, 2013 5:00PM**

Directors Present: Chad Anderson, Kevin O'Reilly, Jim Pomeroy, Chad Anderson, Dave Adank, Deb McClellan, Maggie Modjeski, Laurel Mohan, Bob Peterson, Bill Reinarts, Steve Volkman, Ron Wenzel, Don Schneider, Jim Yenish, Ann Nelson

Employees Present: Judie Foster-Lupkin
Guest: Blaine Krogh

1. **Review of Agenda:** Motion made and seconded (Schneider-Peterson) to approve the agenda
2. **Review of Minutes:** Motion made and seconded (Wenzel, Modjeski) to approve the minutes of the Board of Directors meeting from June 2013 meeting. Motion carried.
3. **Finance Committee Report:** Chad Anderson reported that we have \$630,000 cash with \$0 line of credit due. Net income for the month is \$51,050. The Unemployment Insurance Trust Fund reimbursed WORC for over-payments that weren't used.
Motion made and seconded (McClellan, Adank) to approve the financial report. Motion carried.
4. **Executive Director's Report:** Judie Foster-Lupkin reported that we are readying for laundry. The Open House was wonderful. Had requested \$9,000 from United Way, but received \$7,000 due to change in their focus on children. Legislation - possible change in subminimum wage and Olmsted Act (requiring people to be in the community, integrated and at a competitive wage). MOHR - will be meeting in Hinckley for 2 days. Concern that the new DHS Commissioner has a focus to close down center based employment and move to only community base activities.
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 – Jim Pomeroy reported the committee reviewed media relations and social media policies.

Sales & Business Development – Bob Peterson reported that the shop floor is having a good summer. Gearing up for mitten sales. Now are offering scarf, mitten and hat combinations.
Discussed a formula of wages paid to clients versus net sales.

Fund Raising/PR – Maggie Modjeski reported on progress of the Star Light Stoll set for November 8th. So far have \$8500 in sponsorships from the bundling. Looking for donations.
Kevin O'Reilly reported that the Golf event netted
2011 - \$42,000; 2012 - \$32,600; 2013 - \$33,900

Program Management – K. O'Reilly reported there were 3 reported Vulnerable Adult reports, with one again WORC staff. Currently have 281 active clients and 32 placements year to date.

Receiving fewer referrals from the County.
Using Traverse - a preventive maintenance software program.

Laundry Update – The Laundry is now combined with the Sales committee. Discussion of how to move forward. Decided to continue meeting every other Friday at noon. This Friday we'll discuss refocusing the group. On the committee are Jim Yenish, Jim Pomeroy, Kevin O'Reilly, Bob Peterson, Todd Johnson and Judie Foster-Lupkin.

Some concern that Lewiston Villa is closing. They were on a short list as a potential customer for laundry. ARAARK is being aggressive on their laundry contracts and getting customers to sign extensions.

6. Old Business:

Vertex software purchase is still on hold due to the uncertainty of funding. Will continue to explore other options.

7. New Business

Sub-Committee Assignments - Some discussion on whether the committees cover the scope of the organization and if they seem to reflect our needs.

Assignments - Bob would like to join the Finance Committee

The Program Committee has its own strategic plan. The Board should have an over-all plan to ensure committees are meeting Board goals. Directors are to give recommendations for plans by mid-September to Judie.


Audit - Blaine Krogh handed out the 2011 and 2012 Financial Statements with Independent Auditor's Report and the Independent Auditor's Report on Communications.

The findings include a need to make 3 journal entries adjustments, which is very minimal. The operating cash is over \$120,000 and net assets are at \$2.5 million.

Motion made and seconded (Peterson, Wenzel) to accept the Hawkins-Ash Audit as presented. Motion carried.

8. Adjourn: Motion made and seconded (Peterson, Wenzel) to adjourn. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Ann M. Nelson", written over a horizontal line.

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