

Winona ORC Board of Directors 12.5.16
Annual Meeting

Attending: Maggie Modjeski, John Milek, Deb McClellan, Steve Volkman, Bob Peterson, Bill Reinarts, Kevin O'Reilly, Jim Vrchota, Chad Anderson, Ron Wenzel

Staff: Heidi Smith, Linda Digby

Consultant: Blaine Krogh

1. Review of Agenda: Agenda reviewed approved after addition of washer purchase. Motion made Vrchota, seconded Peterson motion carried.
2. Review and approval of 10.24.16 Minutes. Motion made by Peterson, seconded by Vrchota, motion carried.
3. Annual Meeting
 - a. Current Board members' terms/reelection
Motion made by Peterson to reelect McClellan, Modjeski, Reinarts and Volkman for another term, seconded by Anderson, motion carried.
 - b. Jim Johnson's resignation from the Winona ORC board accepted
 - c. Election of officers. Motion made by Reinarts to approve the current slate of officers including President – Bob Peterson, Vice President- Maggie Modjeski, Treasurer- Ellen Smith, Secretary- John Milek, motion seconded by Anderson, motion carried.
 - d. Returning board member. Motion made by Bob Peterson for Ron Wenzel to rejoin the Winona ORC Board of Directors, seconded by O'Reilly, motion carried.
 - e. Committee assignments were reviewed, currently all board members are on a committee, there may be a need for a sales chairperson
 - f. By-Laws were reviewed, several changes were made. Steve Volkman offered the motion to approve the annual meeting minutes with an amendment to reflect the changes to the by-laws. It was seconded by Bill Reinhart.
 - g. A motion was made by O'Reilly to reaffirm Linda Digby as Winona ORC Compliance officer, seconded by Reinarts, motion carried.
 - h. Annual Compliance was presented by Linda Digby including Business Code of Conduct Governances, Board Governance Training, Conflict of Interest Policy and Board Letter of Commitment.
 - i. Self- Assessment: Board members were encouraged to assess Committee's roles in 2017. Need to choose certain issues of priority, execute on improvement and achieve progress.
 - j. Board Meeting Schedules: Heidi will distribute to Board this coming week. Meetings time will be changed to 4:30, as opposed to 5:00

4. Finance Committee

*October Financial Report

The month ended on a positive note with a \$50K surplus than was projected
Sales up slightly (5%) and expenses down (8%), with \$213K added to the savings account
Motion by Bill R. to approve the report; seconded by Ron W.
Motion passed.

***2017 Operating Budget:**

Executive Committee reviewed the budget for 2017

Various items were noted that increased the budget for 2017

Motion made by Bill R. to approve the budget; seconded by Jim V.

Motion passed: 2017 budget reflecting a \$8495 net profit was approved

***Purchase of Washer**

Request was made for a new washer to be purchased, in addition to prior authorization for acquiring additional laundry equipment. Purchasing new equipment, as opposed to used, is more economical and there is a need to purchase an additional washer. Funds have been budgeted for this additional purchase.

Motion by Ron W. to approve the purchase of a new washer; seconded by Bill R.

Motion passed.

5. Executive Director Report

Legislative: Priorities are being finalized for MOHR related to EE

Villa: Purchase agreements being updated and closing pushed back to Feb. 3, 2017.

Vertex: Notice sent to President of Vertex, but no response. Currently payment \$2904/month, as opposed to \$3583. Will be determining whether an additional reduction in the monthly fee is needed, and if so, a follow-up notice will be sent to Vertex.

WORC Meeting: Jim V. orientation last month

WIOA/Olmstead update: More information and clarification to come; confusion with Olmstead plan is occurring at the federal level as well. Will be participating in calls on the topic

2017 Board schedule: January 23, February 27, March 27, April 24, June 5, August 28, September 25, October 23 and December 4.

6. Committee Reports

Personnel Committee (Deb McClellan)

Hawkins Ash is doing ACA reporting

Work. Comp. modification increased based on increase in claims

Linda is researching software to more effectively track WC issues

Sales and Business Development (Bob Peterson)

Current at 97% of expected sales.

All directors are doing a good job of handling output and managing the operations.

Challenge for the future is recognize opportunities for growth to offset possible economic shortfalls or wage based challenges.

Fund Raising/Public Relations (Maggie Modjeski-Chad A. reported)

Bulk of time spent on strategic plan

Fund development position-funds may not be available for a FT person and will be reconsidering. Likely will come back to the Board for funding, but may continue to explore candidates.

Sponsorship form-will be looking to modify

Banquet-staff will be handling the arrangements this year.

Program Management (Kevin O'Reilly)

Positive information reported by staff.
VA was low and conditions appear to be safe.
Starting on Strategic Plan for 2017

7. OLD Business:

Villa Update-Included in Executive Director Report

8: New Business

Strategic Plans-discussed during each Committee Report

3-5 Year ORC Strategic Plan

Looking for a venue. Will be honoring prior Board members. Questionnaires will be sent to stakeholders to gather information for the Committee to evaluate and discuss to develop the Plan. Projected completion in March.

9. Annual Performance Review-Executive Director

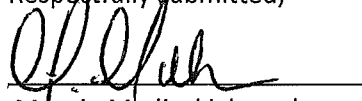
Board discussed evaluations completed in connection with the Directors performance.

10. Adjourn

Motion was made by Deb M. to adjourn; seconded by Ron W.

Motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Modjeski', written over a horizontal line.

Maggie Modjeski, board secretary