

**Winona ORC Industries
Board of Directors
Minutes of October 24, 2011 5:02PM**

Directors Present: Kevin O'Reilly, Jim Pomeroy, Chad Anderson, Dave Adank, , Laurel Mohan, Ann Nelson, Ron Wenzel, Jim Yenish

Directors Absent: C. Hiatt, Maggie Modjeski, D Schneider

Employees Present: Judie Foster-Lupkin

1. **Review of Agenda:** No additional changes, additions or deletions are noted.
2. **Review of Minutes:** Minutes will be posted shortly on the website and copies of the September 26th meeting will be e-mailed to members for review.
3. **Finance Committee Report:** Committee Chair, J Pomeroy reported that the month showed a net income of \$8,159 with the work floor earning \$80,000 in sales. The organization shows \$265,000 in cash with the two operating notes being paid off. Laundry contributions are now at \$329,000. Estimating a contribution of \$45,000 – 55,000 this year. Have spent \$32,000 on the laundry project so far with hopes to recoup these expenses if the full laundry goal is raised.

Motion made and seconded (Wenzel, Anderson) to approve the financial report. Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin offered a summary of the first draft of the 2012 budget. This is a conservative budget with an estimated \$3,000 contribution for the year. Expect lower contributions due to the capital campaign. Planning for 1.5% decrease in DEED funds that will affect both state and county fee for service. Lower Welfare to Work funds due to decreased referrals. Lower worker wages due to being more efficient with completing time studies. Also budgeting for lower administration expenses from cuts in staffing (2.5% lower).

Will also realize \$30,000 savings in workers compensation and Unemployment should be lower too. Depreciation costs will increase with the new bus. In the sales area, planning to replace Smurfit sales losses with shredding, mittens and new sales. Estimating an increase of \$30,000 in CBS sales.

The budget will be sent to board members for review and consideration at the November meeting.

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. The committee did not meet this month.

Sales & Business Development – J Yenish reported.

September is off 2% from plan; down 12% year to date. CBS has seen an increase in production sites and custodial contracts. Both the OSHA and FastTRAC grants have ended as of September 30th.

Fund Raising/PR – C. Anderson reported. The committee did not meet this month.

Program Management – K. O'Reilly reported.

Had 3 VA's but none involving WORC staff. As of September had 280 clients, 39 closures and 9 new enrollments. Of the closures: 12 quit, 11 found other employment, 4 had medical conditions, 2 moved, 1 retired, 1 transferred and 8 closed for other reasons.

Laundry Update – K. O'Reilly reported. Have made contact with community members to do "the ask" of targeted gift fivers.

6. Old Business:

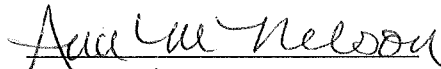
-None

7. New Business

November is our Annual Meeting. Please try to make this meeting as there are a number of policies and procedures that need to be reviewed and elections held.

8. Adjourn: Motion made and seconded (Yenish, Adank) to adjourn. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ann M. Nelson". The signature is written in dark ink and is positioned above the printed name and title.

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