

**Winona ORC Industries  
Board of Directors  
Minutes of May 23, 2011 5:00PM**

Directors Present: Kevin O'Reilly , Jim Pomeroy, Chad Anderson, Dave Adank, Maggie Modjeski, Laurel Mohan, D Schneider, Ann Nelson, Jim Yenish

Guests: Blaine Krogh

Directors Absent: C. Hiatt, R Wenzel

Employees Present: Judie Foster-Lupkin

1. **Review of Agenda:** No additional changes, additions or deletions are noted.
2. **Review of Minutes:** Motion made and seconded (Pomeroy, Schneider) to approve the minutes of the Board of Directors meeting from March 28, 2011 meeting. Motion carried.
3. **Finance Committee Report:** Committee Chair, J Pomeroy reported that the month showed \$29,078 cash in the bank and sales income better than planned. Have seen a decrease in production sales due to the loss of Smurfit-Stone Container business. Expenses were well controlled. Received a \$45,000 grant to help boost the month's bottom line. Motion made and seconded (Modjeski, Mohan) to approve the financial report. Motion carried.
4. **Executive Director's Report:** Judie Foster-Lupkin reported that Barb Breza was hired as a grant projects researcher for a 1 month period. The rate for vacation accrual will now be the same, per the requirements of the Extended Employment (EE) contract. Since machining is no longer running, the benefit match is to staff. There is a carry-over cap of 80 hours.  
**The Sick bank for staff has been bought out for \$.25 on the \$1.00.** Recently discovered that clients have a sick bank too. They too will be bought out.
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.**

- Insurance costs are increasing by 7.83%
- Discussed the 4 clients in staff-like positions; and the risk management/confidentiality/discipline issues related to these positions. These 4 will be notified that the positions are being eliminated (reception, delivery driver, bus driver) and replaced by staff.
- Workers compensation should start changing positively in the coming year

**Sales & Business Development – K O'Reilly reported.**

- Sales are down 18% from last year, reflecting the loss of machining and Smurfit-Stone discontinuing the contract. Business is slow. Committee feels it is a good time to invest in the sales area. Judie has talked with Matt Semling about taking on more of a sales role. He is excited about the opportunity. Discussed incentivizing the compensation for this position.

**Fund Raising/PR – C. Anderson reported.**

- Discussed contract services for grant writing
- Spelling Bee next year will be March 22<sup>nd</sup> at the American Legion.
- Received \$500 in contributions for the month
- Working on Golf Tournament and having fewer, but better prizes.

**Program Management – K. O'Reilly reported.**

- Committee didn't meet this month. Will meet in June.

**Laundry Update – K. O'Reilly**

- Finished case statement and are working on developing a video which has interviews of the importance of this project from the viewpoint of politicians, family, clients. Have brochures and will contact top donors with a kick off meeting, hopefully in June.

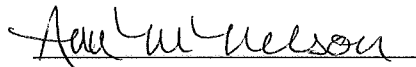
**6. Old Business:**

- No Board meeting in June or July
- The cost of the Board hole sponsorship is \$32 per person.

**7. New Business**

- 8. Adjourn:** Motion made and seconded (Schneider, Anderson) 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