

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

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

Directors Absent: C. Hiatt

Guests: Blaine Krogh

Employees Present: Judie Foster-Lupkin – Director

Presented members with binders to hold WORC information and policies and can be used for orienting new members..

1. **Review of Agenda:** No additional changes, additions or deletions are noted.
2. **Review of Minutes:** Motion made and seconded (Wenzel, Schneider) to approve the November minutes. Motion carried.
3. **Finance Committee Report:** Committee Chair, J Pomeroy reported that October financials showed a net income of \$92,958 in sales; a 14% more than anticipated. Year to day sales are at \$744,000 or 9% lower than planned. Operating expenses are below plan primarily due to pricing things right and containing costs.

The 2012 budget is conservative due to the continued uncertainty with funding.

Motion made and seconded (Wenzel, Modjeski) to approve the financial report and the 2012 budget. Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin reported that:
  - Client Christmas party is December 20<sup>th</sup>. Bus is coming soon. The new group of job Coaches are doing well and are good finds. No worker's comp claims.
  - Finished contract review with most receiving a 3% increase, except for specific items. Shredding project is making progress. The cages area is in with a break away door, and dumping mechanism for containers. Mitten sales in October and November showed sales of 962 mittens with the new mittens averaging \$16 a pair. Last Saturday attended the Fountain City Craft Fair and did \$800 in sales.
  - Production – a lot of QVC lip balm kits for Watkins, candy for Fastenal is finished. Laundry funding raising will start again in March with Jerry and Dennis. So far have invested \$38,000 in marketing for laundry project.
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.**

Discussed the staffing changes and hire of new job coaches. Workers Compensation policy has a potential of a dividend for this year -will need to wait for the audit. New mode rate from 2.06 to 1.41. Performance reviews are completed with discussion on merit raises and salaries. The LTD insurance was renewed at an increase so are having Winona Agency get quotes from other carriers.

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

Increased mobile work crews by 20 people at Watkins.

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

**Program Management – K. O'Reilly reported.** Meet next month.

**Laundry Update – K. O'Reilly reported.** Sending Christmas appeal letter designated to laundry.  
Received \$2,000 in donations from Knitcraft Sweater Sale.

6. Annual Meeting:

**2012 Election of Officers**

Slate of officers presented: Jim Yenish – Chair, Jim Pomeroy – Vice Chair, Chad Anderson-Treasurer, Ann Nelson – Secretary.

- Motion made and seconded (Schneider-Adank) to approve the slate of officers as presented. Motion carried.

**Business code of conduct**

- Motion made and seconded (Pomeroy-Wenzel) to accept the policy dated 11/18/2009. Motion carried. Members present completed and submitted acceptance.

**By Laws**

- Motion made and seconded (Pomeroy-Anderson) to reapprove the by laws dated 3/28/2011. Motion carried.

**Committee Meetings:**

Sales – move back to 7:00am

Program – start at 4:30pm

Laundry – on hold until needed

Update big players on progress after Christmas

Provide intro letter for Denny and Jerry

7. Old Business:

-None

8. New Business

**January Month Agenda:**

Strategic Plan and Board self-assessment

9. **Adjourn:** Motion made and seconded (Wenzel, Mohan) to adjourn at 5:30pm. Motion carried.

Respectfully Submitted,



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