

**Winona ORC Industries
Board of Directors
Minutes of August 22, 2011 5:07PM**

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

Guests: Blaine Krogh

Directors Absent: C. Hiatt, R Wenzel, Maggie Modjeski, D Schneider, , Jim Yenish

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, Anderson) 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 a loss without the DEED funds. If the funding would have been in place, there would have been a \$3,000 contribution. Will post the funds in the month that it arrives. Sales are lower than projected. We do have savings in the bank. The bus grant is due in October and will cost \$15,000 - 18,000)

Motion made and seconded (Adank, Mohan) to approve the financial report. Motion carried.

Blaine Krogh report the audit report is posted on the website. Transactions follow policy. For recommendations, Blaine recommended diligent to cost control – never let your guard down. Don't gloss over things when times are good.

4. **Executive Director's Report:** Judie Foster-Lupkin reported that they hired a drive. The mitten department has developed small mittens for show. During the shut-down they went through a process of switching caseloads. Sales are not strong right now. Discussed the shredding project. Received a shredder free from another rehab center. We just need to pick up. Applied for a grant through Elizabeth Calendar King Foundation. Have a process for security of paper. CARF comments suggest that we need to address the aging population. Having the fully wheelchair accessible bus will help with moving a number of wheelchair bound people at the same time.
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.

- Jayne Grupa earned her Professional in Human Resource Management Certification (PHR)
- Worker's compensation is doing better
- Ended banked sick hours
- Will be checking vehicle driving record for anyone who will be driving

Sales & Business Development – K O'Reilly reported.

Sales are down year to date

Excited about the wool fabric that Knitcraft is providing for the new mitten line. The fabric goes from Knitcraft to Miller Waste Mills to a spinner and back to WORC. This is high quality, recycled material. Selling at Knitcraft charity sale. Working on holiday craft show and Woman in Business Holiday Fair.

Fund Raising/PR – C. Anderson reported.

Grossed \$49,000 on golf tournament with \$41,000 net income; compared to 2006 net income of \$10,000. The event was well received with 32 teams (128 golfers). Actually turned 2 groups away. No food complaints. Next year, could use some additional instruction on the use of Mulligans.

Program Management – K. O'Reilly reported.

Had 4 VA's

During shut-down put 47 people on hold and decreased hours for 178 people.

Mona shows 51 placements to date versus 38 last year

Applied for \$155,000 OSHA grant for 2nd year

Laundry Update – K. O'Reilly

\$240,000 paid or pledged

Need a lot of follow-up work done

The appeal is going out in the newsletter

Working to set up a grant template for the laundry project.

6. Old Business:

-None

7. New Business

New 2011 corporate authorization resolution guidelines to include President and Treasurer.

Motion made and seconded (Anderson-Adank). Motion carried

8. Adjourn: Motion made and seconded (Mohan, Anderson) to adjourn. Motion carried.

Respectfully Submitted,

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