



Volunteers in Education engages the community in the education of its students, supporting their growth and preparing them for productive citizenship.

Volunteers in Education

P.O. Box 668, Virginia, MN. 55792

VinE Board Meeting Minutes – August 21, 2023, 6:00 pm

Location: Gethsemane Lutheran Church in Virginia, MN

1. Meeting called to order by Leigh Zika (Pres) at 6:00 p.m.
In Attendance: Leigh Zika (Pres), Debra Warner (Vice-Pres) (phone), Amy Janssen (Treas), Nathan LeBeque (Sec), Anita Skenzich (Dir), Tim Johnson, (Dir), and Teresa de Venencia (Exec. Dir)
2. August Agenda: review & change items. Teresa presented each Director with a packet containing a VinE 2023-24 Full Roster, 2023-24 School Calendars for St. Louis County Schools and Mt. Iron-Buhl Schools, VinE information post cards, and VinE information wallet cards. Agenda then adopted as printed by consensus.
3. Approval of Minutes – June 19, 2023. Unanimously approved.
4. Board Education/Governance.
 - a. VinE 2022-23 Annual Report prepared by Teresa discussed the relaunch of tutor activities in April 2023. Report accepted as printed with correction to spelling of Director Skenzich's name.
 - b. VinE Annual Calendar: Discussion about changing the calendar from January-December to July-June, to align with the VinE fiscal year.
5. Treasurer's Report: June 1 – July 31, 2023. Income and Expenses updates for two months, as the Board did not meet in July. Account balance as of July 31, 2023: \$21,533.74. Report accepted as printed. Gail, bookkeeper, created a Profit & Loss spreadsheet that updates automatically with monthly changes to income/expenses. Gail worked many long hours, pro-bono, to create this spreadsheet; board members signed a Thank You card in appreciation.
6. Executive Director Report. Teresa presented her report including:
 - a. Program Director Hired: Jeff Lindmark, who was the site coordinator for MI-B and Cherry spring 2023.
 - b. Annual Report: Summarizes VinE's accomplishments and financial details.
 - c. Site Coordinator Recruitment: positions at North Woods, NE Range, Tower-Soudan, and Cherry are filled. Mt. Iron-Buhl is still open.
 - d. Volunteer and Board Member Applications: Google forms are on the VinE website.
 - e. Eveleth Community Area Foundation and Rock Ridge Schools: the grant application for \$5,000 was denied. Without this funding, VinE will be unable to serve Rock Ridge Schools.
 - f. Community Outreach: Fundraising, Volunteer Recruitment, and Public Awareness. Jeff created a spreadsheet listing individuals, organizations, businesses, and foundations that have supported VinE in the past. All Directors are encouraged to add contact information and other organizations. Discussion about being present at the

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“Welcome/Community Fair” at the Minnesota North College (Mesabi Range campus, Virginia) to recruit tutors.

- g. Fall Programming and Organizational Timeline: August, September, and October: activities that need to take place for beginning tutor services in the schools.
- h. Organizational Priorities: VinE needs at least one additional Board member. VinE’s Strategic Plan, Annual Calendar, and Policy updates need to be discussed at the September 2023 meeting.

Executive Director’s Report accepted for filing.

7. Funding Update: Eveleth Community Foundation grant denied. Lack of funding prevents expanding VinE services to Rock Ridge Schools. More information contained in the Executive Director’s report. Spreadsheet of past donors: As noted in the Exec. Dir report, Jeff created a spreadsheet of past donors.
8. Old Business: Revise Coordinator/Tutor Manuals: Teresa is revising the manuals and welcomes input for board members. Item Open.
9. New Business
 - a. Motion: Hire Jeff Lindmark as 2023-24 Program Director. Nathan moved to hire Jeff Lindmark as VinE 2023-24 Program Director; Amy seconded the motion. MPU. Item Closed.
 - b. IRS Notice of overdue taxes for 2015: VinE received a notice from the IRS dated August 7, 2023, of overdue taxes from 2015. Teresa contacted Matt Uhan, who has been doing tax preparation for VinE, about drafting a letter for the Exec Dir to sign to get these taxes abated. Item Open.
 - c. Delay addition of Rock Ridge Elementary Schools: As noted above in the Exec Dir report and the Funding Update, denial of the Eveleth Community Foundation grant precludes VinE service in the Rock Ridge Schools at this time. Principals of the three elementary schools have been notified. Item Closed.
 - d. Website: Amy and Teresa presented an overview of the updated VinE website. Updates are still in progress. Item Open.
 - e. Background Check policy: VinE does not have a written policy regarding background checks for tutors/site coordinators. Discussion resulted in consensus that VinE will follow the policy of the school district where VinE provides service. Current district employees will not need a second background check through VinE. Further discussion regarding how often background checks should be done for tutors (annually? every other year?). VinE Background Check Policy should be written as soon as possible. Item Open.
10. Closing Remarks: Please send Teresa or Pastor Amy a picture of yourself and a short overview of your experience and when you joined the Board.
11. Meeting adjourned by Leigh at 7:26 pm.

Respectfully submitted,
Nathan LeBeque (Sec)

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