



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 – May 20, 2024, noon

Location: Gethsemane Church in Virginia, MN

1. Meeting called to order by Leigh Zika (Chair) at 12:01 p.m.
In Attendance: Leigh Zika (Chair), Anita Skenzich (Vice-Chair), Debra Warner (Treas), Nathan LeBeque (Sec), Teresa de Venecia (Exec. Dir), Jeff Lindmark (Program Dir), and guests Marjorie McPeak and Joe Uhan.
Absent: Paula Dundas (Dir)
All present introduced themselves and guests Marge and Joe were welcomed.
2. May Agenda: adopted by consensus as printed, with amendment # 9.d., New Member Vote.
3. Approval of Minutes – March 18, 2024. Accepted as printed.
4. Board Education/Governance: Board Binder with revised/updated Board Director Handbook issued to all present.
5. Treasurer's Report: March 1 – 31, 2024 and April 1 – 30, 2024. Income and Expenses update. Average monthly expenses are approximately \$4,400. Income March 2024 \$1,750; Expenses \$4,354; checking account Balance March 31, 2024: \$41,485. Income April 2024, \$7,250; Expenses \$4,807; account Balance February 29, 2024: \$43,928.

Treasurer's report for March and April accepted as printed for filing.
6. Executive Director Report: Teresa presented her report including:
 - a. Summary of VinE Program Services: spreadsheet detailing teacher requests, students, and volunteers in all schools serviced by VinE.
 - b. Board Binders and Handbooks: Binders include updated Board Handbooks containing VinE's founding documents, updated bylaws and policies, background information about VinE, Board operations, and a MN Council of Nonprofits (MCN) document.
 - c. MN Comprehensive Assessments-Update: MCA tests have been updated to align with latest MN academic standards.
 - d. 2024/25 Funding Summary: Spreadsheet detailing funding sources, status of funding decisions, and the amount of funding. Total raised (through 5/16/24): \$84,000; Carry-over from 2023/24: \$26,873; Total 2024/25 revenue (through 5/15/24): \$110,873; total needed to meet 2024/25 budget: \$100,090.
 - e. Budget: 2024/25 draft budget formulated by Teresa (Exec Dir), Debra (Treas), and Gail (bookkeeper) includes funding to increase Exec Dir compensated time to 30 hours/week, Program Dir compensated time to 20 hours/week, and Program Dir hourly rate increased to \$25/hour.
 - f. Mn READ Act 2023 and VinE: VinE will pause plans to train tutors in Science of Reading (SOR) while local districts focus on SOR professional development for teachers in 2024/25. VinE will learn from their training process to inform tutor training for 2025/26.

2023/24 meeting dates: July 17, 2023; Aug 21, 2023; Sep 18, 2023; Oct 16, 2023; Nov 20, 2023; Dec 18, 2023; Jan 22, 2024; Mar 18, 2024; May 20, 2024



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- g. Volunteer Appreciation 2023/24: Volunteers were recognized in April and an end of year celebration will be held on June 4 at Sugar Shack in Virginia.
- h. Evaluations: VinE organizational evaluation completed by Board members provides a picture of what VinE is doing well and areas of growth.
- i. Site Coordinator and Volunteer Tutor Virtual Meetings: Teams calls to discuss accomplishments and suggestions for improvements.
- j. Final Thoughts: 2024/25 recommendation is to limit VinE's growth to one school: South Ridge-ISD 2142. 2024/25 envisioned as a year of prioritizing program improvement.

Executive Director's Report accepted for filing.

7. Program Director: Jeff's report was presented including:
 - a. Tutor Community Building: Surveys and Teams meetings communicated multiple observations and requests regarding methods to make to VinE tutoring environment more effective.
 - b. Site Coordinator Community Building: Teams meeting to foster collaboration.

Program Director's Report accepted for filing.

8. Old Business:
 - a. By-laws update: VinE By-laws were updated in March 2024; however, an additional change regarding decisions by email is needed. Occasionally, important matters may arise that are time-sensitive and require Board action before the next scheduled meeting. Debra made a motion to allow the use of email for VinE business decisions that cannot wait until the next scheduled meeting. Anita 2nd. Extensive discussion about wording and the location of such in the Board Handbook. Resolved to add item #7 under Article IV Meetings, p. 14: **If an action-needed issue arises between meetings, the previous meeting shall be reconvened, and a quorum of the board shall vote via email to decide the issue.** Deb amended her motion to reflect this wording, Anita 2nd. MPU. Item Closed.
 - b. Board Calendar Tasks: Insurance policy review completed by Teresa with State Farm agent Kyle Casey. Item Closed.

9. New Business:

- a. Board calendar tasks:
 - April: Draft 2024/25 Annual Budget: Debra, Gail (bookkeeper) and Teresa completed draft. Item Closed.
 - May:
 - Adoption of the Annual Budget for 2024/25
 - Taxes and Attorney General Annual Report, due May 15, 2024. (Submitted on time by Matt Uhan)
 - Annual review and recommend personnel policies to the Board
- b. 2024/25 Annual Budget: Debra made a motion to accept the draft 2024/25. Nathan 2nd. Discussion about increasing Teresa's number of compensated hours, and Jeff's number

of compensated hours and hourly rate. Both Teresa and Jeff have worked an extreme number of hours in 2023/24 more than their contractually compensated hours to reintroduce VinE to the local schools. The Board cannot expect the generous donation of time to continue and agrees that the increase in salary (due to increase in hours/rate)

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for Teresa and Jeff is needed for VinE to be a successful tutoring program. The budget includes an additional 10 hours for Teresa, an additional 8 hours for Jeff, and an

increase in Jeff's hourly rate to \$25/hour. The increase in salary is dependent on grants writing success; expectations are that there will be sufficient additional grants awarded to cover the increase. MPU. Item Closed.

- c. Evaluations: VinE. Teresa and Jeff: Board members completed evaluations of VinE, Teresa, and Jeff. Discussion about the VinE organizational eval (based on a United Way self-evaluation) especially being very long and detailed. Many "Don't Know" responses. Questions about if this eval template is a good tool for VinE. Nathan made a motion to table further discussion about Evaluations until a fall meeting. Anita 2nd. MPU. **Item Open.**
- d. New member vote: Visitors Margorie McPeak and Joe Uhan were presented as prospective new members of the VinE Board. Both agreed to serve as members. Leigh made a motion to elect Marge and Joe to the Board. Anita 2nd. MPU. Marge and Joe were welcomed to the Board. Item Closed.

10. Closing Remarks:

- Summer Meetings: VinE has traditionally not had a meeting in July. The next VinE Board meeting will be Monday, August 12, 2024, noon at Gethsemane.
- June 4, 2024, a celebration for tutors, site coordinators, VinE staff, and the Board will be at the Sugar Shack in Virginia, from 10 to noon.

11. Meeting adjourned by Leigh at 1:43 pm.

Respectfully submitted,
Nathan LeBeque (Sec)