



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 19, 2024, noon

Location: Gethsemane Church in Virginia, MN

- 1) Meeting called to order by Leigh Zika (Chair) at 12:05 p.m.
In Attendance: Leigh Zika (Chair), Anita Skenzich (Vice-Chair), Debra Warner (Treas), Nathan LeBeque (Sec), Marjorie McPeak (Dir), Joe Uhan (Dir), and Teresa de Venecia (Exec. Dir) via phone.
Absent: Paula Dundas (Dir), Jeff Lindmark (Program Dir)
- 2) August Agenda: adopted by consensus as printed.
- 3) Approval of Minutes – May 20, 2024. Accepted as printed, with correction to Item #9a, bullet point #2: “Annual Report, due May 15, 2024, submitted to Attorney General on time by Matt Uhan. Taxes granted an extension to September 15, 2024.”
- 4) Board Education/Governance:
 - a) Updated documents printed and added to Board binders.
 - i) 2023-2024 Annual Report
 - ii) 2024-2025 FINAL Annual Budget
 - iii) MI-B 2024-2025 school calendar
 - iv) SLCS 2024-2025 school calendar
 - b) Annual Board policies printed, signed, and brought to the meeting. Two member require hardcopies.
 - i) Conflict of Interest
 - ii) Code of Conduct
 - iii) Student Confidentiality
 - c) Board Director Application Form: printed and demographic data completed (useful for grant writing), brought to the meeting. Two members require hardcopies.
- 5) Treasurer’s Report: May, June, and July 2024 Income and Expenses update. Income May 2024 \$250; Expenses \$5,428.04; checking account Balance May 30, 2024: \$38,749.66; Income June \$3,350; Expenses \$2,923.78; checking account Balance June 30, 2024: \$39,175.88; Income July \$5,250; Expenses \$3,150; account Balance July 31, 2024: \$41,275.88.

Treasurer’s report for May, June, and July accepted as printed for filing, with correction under June 2024, Checking Balance, month changed from May to June.
- 6) Finance
 - a) 2023/2024 Fiscal year-end balance sheet discussed. Final: \$39,340.88
 - b) Final Review of the 2023/2024 Budget, highlighting the \$29,490.72 carried over, a figure higher the Best Practices \$25,000 figure for three months of VinE expenses.

2024/25 meeting dates: October 28, 2024; December 16, 2024; February 17, 2025; April 21, 2025; June 16, 2025; August 18, 2025



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- 7) Executive Director Report: Teresa's report included:
 - a) 2024/2025 Program Implementation Plans
 - i) South Ridge is joining VinE's Tutor Program
 - ii) Team of tutors and Site Coordinators are being built. Coordinator still needed at South Ridge. NE Range Coordinator has not yet signed contract.
 - iii) Staff meetings are being planned in each school, likely during in-service days at the end of August.
 - iv) Board members are encouraged to represent VinE at an open house table. Rock Ridge and MI-B August 29, SLCS August 27.
 - v) In-person Tutor Professional Development September 25 at the NE Service Co-op.
 - vi) Tutoring to begin October 7, 2024.
 - vii) Parents/caregivers, in addition to teachers, will have the option of referring students to VinE tutoring program.
 - b) 2024/2025 Funding Summary
 - i) Total 2024/25 Projected Revenue: \$85,900
 - ii) Total revenue as of 08/08/24: \$75,750
 - iii) Carry-over from 2023/24: \$29,490
 - iv) Revenue + carry-over: \$105,240
 - v) Total needed to meet 2024/25 budget: \$100,590

Executive Director's Report accepted for filing.

8) Old Business: None

9) New Business:

- a) 2023/2024 Annual Report accepted for filing.
- b) 2024/2025 meeting dates set beginning with October 28, 2024, and December 16, 2024. Noon at Gethsemane.
- c) Board members were reminded that VinE Board decisions may need to be made between regularly scheduled meetings via email voting, please ensure that emails are kept up to date.
- d) Discussion about having Nathan LeBeque (Sec) added as an authorized VinE signer at Frandsen Bank. Nathan collects the mail from the Virginia Post Office box and forwards it to Teresa, but there is occasionally a delay in getting checks from the mail deposited in a timely manner. Joe Uhan made a motion that Nathan LeBeque be authorized as a VinE signer at Frandsen Bank. Marjorie McPeak seconded. MPU. Item Closed**

10) Meeting adjourned by Leigh at 1:06 pm.

Respectfully submitted,
Nathan LeBeque (Sec)

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