



*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 – December 18, 2023, Noon**

Location: Gethsemane Church in Virginia, MN

1. Meeting called to order by Leigh Zika (Chair) at 12:38 p.m.  
In Attendance: Leigh Zika (Chair), Amy Janssen (Treas), Nathan LeBeque (Sec), Anita Skenzich (Dir), Tim Johnson, (Dir), Teresa de Venencia (Exec. Dir)  
Absent: Debra Warner (Vice-Chair) and Jeff Lindmark (Program Dir)
2. December Agenda: adopted as printed by consensus.
3. Approval of Minutes – October 16, 2023. Unanimously approved.
4. Board Education/Governance.
  - a. Principles & Practices of Nonprofit Excellence (MCN): 3-page extract regarding Financial Management that suggests best practices of Functions, Compliance, and Sustainability.
  - b. Principles & Practices of Nonprofit Excellence (MCN): 3-page extract regarding Fundraising that suggest best practices of Policies, Accountability to Donors, and Communication with Donors. Board members requested to read and become familiar with both the principals of Financial Management and Fundraising.
5. Treasurer's Reports: October 1 – 31, 2023 and November 1 - 30, 2023. Income and Expenses updates for two months: Several large grants awarded resulting in \$28,950 income for October 2023. Average monthly expenses are approximately \$4,000. Account balance as of November 30, 2023, is \$53,612.35. Amy reminded that there is a month lag from the time expenses are incurred (timesheets and bills from vendors) to when they show up as a debit on the balance sheet. Treasurer's reports for October and November accepted as printed for filing.
6. Director Reports
  - a. Executive Director: Teresa presented her reports for November and December including:
    - i. School Updates/Rock Ridge Schools: Tutoring services will begin on January 23, 2024, with three volunteers, Site Coordinators still to be secured. Input from contacts in Rock Ridge district expected to assist with recruitment of tutors and Site Coordinators.
    - ii. VinE Tutoring Agreement with ISD 2142: VinE provides tutoring in four of the five schools in ISD 2142 and has been asked by the district to manage all tutors working in the district, including background checks, training, and coordination with classroom teachers. Intention to add fifth school (South Ridge) in 2024/25.
    - iii. Funding/Budget: VinE is currently \$7,800 over the 2023-2024 budgeted revenue, resulting in a carry-over of \$14,795 for the year. Best practices recommend three-six months of expenses in reserve. Three months of VinE

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- expenses is \$15,846. VinE is short \$1,051 of the recommended three months of expenses. Donation request letters were sent out to past donors and Teresa worked with Gail (bookkeeper) to identify unspent funds in the 2023/24 budget and move to areas of higher priority needs, such as printing and advertising. Discussion about one Site Coordinator at an ISD 2142 school submitting timesheet hours far exceeding those of Site Coordinators at other schools. Teresa and Jeff will ascertain validity of hours of work claimed.
- iv. Executive Director Contract: Teresa's contract ends on 12/31/2023. She recommends that it be renewed and written for the timeframe of 01/01/2024 – 06/30/2024, aligning with VinE's fiscal year and the school year.
  - v. Community Outreach: presentation by Teresa and Baily Conger to the Cook Chapter of the PEO (Philanthropic Educational Organization) discussing need for volunteer tutors and financial support.
  - vi. Policies, Strategic Plan, By-laws, and Board Book: The Strategic Plan and Policies reviewed at the October meeting have been updated and can be found in the VinE Policies folder. The Strategic Plan updates have been completed. By-laws have been modified to be consistent with the Board Book and Board Policies. Policies sections 2,4,5, and 6 will be reviewed and updated at the January 15, 2024 meeting. Board Books will be updated in early 2024.

Executive Director's Report accepted for filing.

- b. Program Director: Jeff's report was presented including:
  - i. Site Coordinators: Jeff met with three of the five Site Coordinators, while communicating regularly with all five via email. Working with Teresa to recruit Site Coordinators in the three new schools (Rock Ridge).
  - ii. Program Promotion: Continued placement of posters in area businesses and conversations with community members to promote VinE. Compiling a list of churches in communities served for VinE as an additional area to recruit tutors.
  - iii. Communications: Communication with teachers, tutors, principals, and site coordinators, including the onboarding process of new tutors. Worked to schedule meetings at the Rock Ridge schools.

Program Director's Report accepted for filing.

#### 7. Old Business:

- a. Review, discuss, and modify VinE Policies:
  - i. Policies 1A -1E: updated according to the changes recommended on October 16, 2023. Discrepancies in the By-laws were corrected. The Strategic Plan was updated according to changes suggested by the Board. Item Closed.
  - ii. VinE Policies, Sections 2, 4, 5, and 6 to be reviewed/discussed/updated. Action tabled until January 2024. Item Open.
- b. Reserve/Carry-over funds: The National Council of Nonprofits (*Where Should My Nonprofit Keep Its Operating Cash*, 3-page extract) and Propel Nonprofits (*Nonprofit Operating Reserves and Policy Examples*, 7-page extract) both recommend three months of operating reserves. Discussion about the need to set a policy goal of how much money to have in reserve. Item Open.

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8. New Business:

- a. Teresa's contract as Executive Director expires 12/31/2023. Teresa left the room while the board discussed Ex Dir contract. Nathan made a motion to extend Teresa's contract from 01/01/2024 to 06/30/2024. Seconded by Amy. MPU. The new Ex Dir contract effective 01/01/2024 – 06/30/2024 was signed by Leigh (Chair) following Board approval.
- b. Board members needed. Ann Voss, Karin Lindmark, and Cathay Farley mentioned as possible candidates.
- c. Board meetings frequency: Discussion about continuing to meet monthly, as per recent practice, only quarterly as per By-Laws, or every other month. Resolved to meet every other month, after the January 2024 meeting.

9. Closing Remarks: Tim was thanked for his six years of service as a Board Director. His commitment to VinE positively impacted students, schools, and communities. We are grateful for his contributions to VinE!

10. Meeting adjourned by Leigh at 1:35 pm.

Respectfully submitted,  
Nathan LeBeque (Sec)

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