



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 – September 18, 2023, 6:00 pm

Location: Gethsemane Lutheran Church in Virginia, MN

1. Meeting called to order by Leigh Zika (Pres) at 6:02 p.m.
In Attendance: Leigh Zika (Pres), Debra Warner (Vice-Pres), Nathan LeBeque (Sec), Anita Skenzich (Dir), and Teresa de Venencia (Exec. Dir)
Absent: Amy Janssen (Treas), Tim Johnson, (Dir), & Jeff Lindmark (Program Dir)
2. September Agenda: review & change items. Program Director Report from Jeff Lindmark inserted as Agenda Item 7(b). Agenda then adopted as printed by consensus.
3. Approval of Minutes – August 21, 2023. Unanimously approved.
4. Jeff Lindmark, new Program Director. Jeff absent, welcome postponed until next meeting.
5. Board Education/Governance.
 - a. Principles & Practices of Nonprofit Excellence (MCN): Governance. Teresa provided directors with a 40-page guidebook for nonprofit staff and board members, entitled Principles & Practices of Nonprofit Excellence, published by the Minnesota Council of Nonprofits. A four-page extract concerning Governance was discussed, specifically: Board Characteristics and Qualifications, Board Composition, Board Responsibilities, and Board Operations.
 - b. Board Member Recruitment: Discussion regarding the need for at least one Board Member as soon as possible.
6. Treasurer's Report: August 1 – 31, 2023. Income and Expenses updates not available, as Amy (Treas) was not able to access August financial data prior to meeting. Account balance as of August 31, 2023: \$21,533.74. Income & Expenses data will be updated prior to September meeting. Report accepted as printed for filing.
7. Director Reports
 - a. Executive Director: Teresa presented her report including:
 - i. Volunteer Recruitment: tutoring service will begin on October 9, 2023, with 30 volunteers.
 - ii. Site Coordinators: MI-B still needs a Site Coordinator; other four schools have one on place.
 - iii. Staff Meetings: Teresa and Jeff have met with Northwoods and Tower-Soudan staff, meetings with staff at the other three schools are being set up.
 - iv. Program Promotion: VinE promotional materials have been distributed to locations in the school communities, to be posted or distributed (grocery store bags) and go home in backpacks the end of September.

2023 meeting dates: January 16, February 20, March 20, April 17, May 15, June 19, (July 17), August 21, September 18, October 16, November 20, December 18



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- v. Pre-service Tutor Education: September 27, 2023, online session. Tutors unavailable will have access later.
- vi. Fundraising Activities: Grant request submitted to Essentia Health for \$7,200. Funding request letters sent to past donors. Extensive discussion ensued among Directors about other possibilities: Spaghetti Dinner (significant planning, need lots of volunteers), Raffle/Split-the-Pot (table at grocery stores?), and Pasty sale (volunteers to pre-sell, work prep/baking, distribute pre-sold orders).
- vii. Planning and Governance Update Plan: all VinE Plans, Calendars, and Policies need further and ongoing updates.
- viii. Final Thoughts: September has been busy and exciting, working with positive and enthusiastic Site Coordinators, teachers, and tutors.

Executive Director's Report accepted for filing.

- b. Program Director: Jeff's printed report included:
 - i. Volunteer Recruitment: tutor volunteer sign up has been automated, process more streamlined and efficient.
 - ii. Site Coordinators: MI-B still needs a Site Coordinator; attempts being made to recruit an MI-B teacher. Communications with Site Coordinators at other schools to build working relationships.
 - iii. Program Promotion: Brochures distributed to area grocery stores to include in orders, and posters placed in community locations.
 - iv. Final Thoughts: looking forward to a successful year.

Program Director's Report accepted for filing.

8. New Business: Planning and Governance update Plan
 - a. VinE Programming & Grants Calendar and VinE Board Calendar. Updated copies were distributed and discussed. These two calendars are a timeline of activities that should take place each month. Updates to these calendars will be ongoing.
 - b. VinE Policies: discussion about the need to review and update VinE Policies. Agreement to review Policies one section at a time each month and then review/update/approve in blocks each meeting. VinE Policy Section #1 to be reviewed/updated/approved in September.
 - c. Strategic Plan: Discussion about changing the Strategic Plan to reflect the schools currently being served. With the consolidation of Eveleth-Gilbert and Virginia school districts into Rock Ridge and South Ridge not currently being served, the Strategic Plan is not accurate. Deb made a motion to delete Nelle Shean and Franklin (former Eveleth-Gilbert), Roosevelt and Parkview (former Virginia) and South Ridge. Motion seconded by Anita. MPU.
9. Closing Remarks: Discussion about possibly changing the meeting time/location during the winter, to allow travel during daylight hours, perhaps a noon working lunch at the Sawmill restaurant if all Directors can attend at that time. Directors have homework: review VinE Policies section #1, be prepared to approve in October.

10. Meeting adjourned by Leigh at 7:02 pm.

Respectfully submitted,
Nathan LeBeque (Sec)

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