



*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 – October 16, 2023, 12:00 pm**

Location: Sawmill Restaurant in Virginia, MN

1. Meeting called to order by Leigh Zika (Pres) at 12:00 p.m.  
In Attendance: Leigh Zika (Pres), Amy Janssen (Treas), Nathan LeBeque (Sec), Anita Skenzich (Dir), Tim Johnson, (Dir), Teresa de Venencia (Exec. Dir), and Jeff Lindmark (Program Dir)  
Absent: Debra Warner (Vice-Pres)
2. October Agenda: adopted as printed by consensus.
3. Approval of Minutes – September 18, 2023. Unanimously approved.
4. Jeff Lindmark, new Program Director welcomed, with introductions by all attendees.
5. Board Education/Governance.
  - a. Principles & Practices of Nonprofit Excellence (MCN): 3-page extract regarding Transparency and Accountability. Discussion regarding Accountability, Accessibility & Public Input, Public Information, and Fairness & Equity Practices. Resolved to post meeting minutes on VinE's website after being approved at the next meeting, along with a notation inviting the public to attend VinE meetings. Additionally, VinE Policies to be posted on the VinE website.
  - b. Tutor Preservice Education: 2023/24 Tutor Preservice Ed Video and 2023/24 Tutor Handbook. Discussion of the self-paced video and accompanying Tutor Handbook: board members who had viewed the video prior to the meeting spoke favorably of the educational impact, as well as the content of the Tutor Handbook, printed on high-quality paper stock by W.A. Fisher through in-kind support.
  - c. 2023/24 Site Coordinator Manual: concise guide for school site coordinators highlighted.
6. Treasurer's Report: August 1 – September 30, 2023. Income and Expenses updates for two months: \$20,000 Northland Foundation Grant was secured, average monthly expenses are \$4,127, and the account balance as of September 30, 2023, is \$33,483.56. Treasurer's report accepted as printed for filing.
7. Director Reports
  - a. Executive Director: Teresa presented her report including:
    - i. Essentia Grant Award & Rock Ridge Schools: the \$4,900 Essentia Health Community Giving Grant will allow the addition of the three Rock Ridge Elementary Schools, likely in January 2024.
    - ii. Funding: Currently \$4,400 over budget, confident that amount can be raised by the end of December 2023, with projections of finishing the 2023/24 school year with about \$7,000 remaining balance, much less than the \$18,000 carried over

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from 2022/23. Discussion regarding the ideal amount to carry over from one year to another. Resolved to contact the MN Council of Nonprofits for guidance about the recommended amount of funds to carry over to the next year.

- iii. 2023-2024 VinE Program Implementation: Tutor Preservice Education took place using the video and accompanying Tutor Handbook. Site Coordinators are in all schools and have the updated Coordinator Handbook. Jeff and Teresa have met with staff in all five schools, and tutors should begin working with students in the next few days. Some tutors have chosen to not volunteer this year after initial interest. Discussion about whether the process of becoming a tutor is too onerous and is a barrier.
- iv. Update on Teresa and Jeff's time: Both directors have worked many hours more than the contracted time, especially in August and September in preparation of the 2023/24 school year. The additional in-kind work will need to be kept in mind when next year's budget is considered.
- v. Final Thoughts: Request feedback on the Tutor Pre-service Education video.

Executive Director's Report accepted for filing.

- b. Program Director: Jeff's presented his report including:
  - i. Site Coordinators: Amy Hultman, school counselor at Mountain Iron – Buhl was recruited for Site Coordinator at MI-B. Relationship-building meetings have taken place with Site Coordinators at three of the other four schools served by VinE.
  - ii. Program Promotion: A Chemistry instructor at MN North College has been secured to provide online tutoring to all four high schools served by VinE. Teresa and Jeff have met with faculty of all five schools to promote the program and build relationships.
  - iii. Communications: Much communication with teachers, tutors, principals, and site coordinators to build relationships, and then provide them with the tools needed to be successful.
  - iv. Final Thoughts: enjoy the challenge of being VinE Program Director.

Program Director's Report accepted for filing.

8. Old Business: Review, discuss, and modify VinE Policies Section #1(with attention to discrepancies between Policy, Board Book, and By-Laws)
  - a. 1a-VinE Board Recruitment Procedure.
  - b. 1b-VinE Board Director Code of Conduct and Acknowledgement. Discussion about the discrepancy between the Bylaws, Board Handbook and Board Code of Conduct policy regarding the terms of service of board directors. Amy made a motion to change the Bylaws to bring it in line with the language in the Board Handbook and the Board Code of Conduct policy, ie., "All directors shall serve three-year terms and shall not serve more than three consecutive terms." Tim seconded the motion. MPU. Item Closed.
  - c. 1c-VinE Conflict of Interest Policy & Procedures – Approved December 12, 2016
  - d. 1d-VinE Conflict of Interest Disclosure Form – Approved April 11, 2016
  - e. 1e-Whistle Blower Policy  
Amy made a motion to approve VinE Policies 1a-1e as a block with corrections and additions as stated. Anita seconded the motion. MPU. Item closed.

#### 9. New Business:

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- a. Vine Policies: Sections 2, 4, 5, and 6 assigned to be reviewed/updated/approved as a block in November.
- b. Next meeting scheduled for 20 November 2023, 12:00 p.m., tentatively at the Sawmill Restaurant in Virginia. Discussion regarding preference for daytime meetings during winter months.
- c. Board meetings frequency: Discussion about continuing to meet monthly as long-standing practice or meet quarterly as per By-Laws. Additional discussion regarding the location of meetings, method of participation (in-person, Zoom, phone). For immediate future, will continue to meet monthly.

10. Closing Remarks: A number of meetings have lasted longer than the scheduled hour, but meetings were productive with the additional time required to conduct important business.

11. Meeting adjourned by Leigh at 1:27 pm.

Respectfully submitted,  
Nathan LeBeque (Sec)

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