



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 – January 22, 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), Debra Warner (Vice-Chair), Amy Janssen (Treas), Nathan LeBeque (Sec), Anita Skenzich (Dir), Teresa de Venencia (Exec. Dir), and guest Paula Madden Dundas
Absent: Jeff Lindmark (Program Dir)
2. January Agenda: adopted as printed by consensus, with addition of Policy #7, Background Check Policy included in Old Business: VinE Policies. Recommendation to include the Board Calendar on the Agenda every meeting, including the targeted activities listed for that month.
3. Approval of Minutes – December 18, 2023. Unanimously approved.
4. Board Education/Governance.
 - a. Principles & Practices of Nonprofit Excellence (MCN): 3-page extract regarding Planning that suggests best practices of Mission, Vision, and Values; Components of Planning; and Plan Types (Strategic Plans, Operational/Annual Workplan, and Contingency Plans). Discussion regarding the need to create Contingency Plans.
 - b. Principles & Practices of Nonprofit Excellence (MCN): 2-page extract regarding Evaluation that suggest best practices of Components of Evaluation and Uses of Evaluation Policies. Discussion regarding the need for a full organizational evaluation.
5. Treasurer's Report: December 1 – 31, 2023. Income and Expenses update: average monthly expenses are approximately \$4,000. Account balance as of December 31, 2023, is \$50,376.87. Checks written to VinE are deposited by Mobile Deposit, and the paper checks are retained for records. Amy reported normal financial activities on the Income and Expense ledger. However, Teresa again mentioned that one Site Coordinator has been submitting timesheet hours far exceeding those of Site Coordinators at other schools. Jeff has spoken to that individual, and Teresa will follow up. Treasurer's report for December accepted as printed for filing.
6. Director Reports
 - a. Executive Director: Teresa presented her reports for January including:
 - i. School Updates: Site Coordinator secured for Laurentian, and three volunteers for Rock Ridge. However, there has been a lack of response from Rock Ridge regarding teacher's requests for tutors, and possible Site Coordinators.
 - ii. Service Data: VinE currently serves 202 students with 33 volunteers.
 - iii. 2023/24 1st Semester Surveys: Surveys will be sent out to households, students, teachers, tutors, and VinE Site Coordinators in all schools serviced by VinE.

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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Questions will reflect goals included in grant proposals written over the last year, such as: VinE students will increase their literacy skills and increase their overall academic achievement. Extended Board discussion regarding the increasing specificity of foundation grants: Grants require VinE to provide proof of improvement in students academic skills due to VinE tutors assistance. This is not possible when a student may receive help from multiple adults, including the classroom teacher, Title I teacher, a Para, or Special Education teacher. Acquisition of funding is driving the VinE program, instead of just getting retired community members into the classroom to read with students.

- iv. Community Outreach: Teresa spoke to the Philanthropic Educational Organization; monetary donations were received, but no tutor volunteers.
- v. Funding/Budget: The December donation letter garnered a small response. We have generated 16% more than the revenue planned for 2023/24, spending is in line with the budget, and we now have \$15,370 for the reserve/carryover fund. The 2024 United Way grant proposal has been submitted, and the Northland Foundation grant proposal is in the works.
- vi. Policies, Strategic Plan, By-laws, and Board Book: Policy sections 2, 4, 5, and 6 to be discussed for possible revision.

Executive Director's Report accepted for filing.

- b. Program Director: Jeff's report was presented including:
 - i. Volunteer Recruitment and Fundraising: Brainstormed locations to target for hanging posters and recruiting volunteers. Researched entities that made donations in the past to leverage those for future financial success.
 - ii. Program Promotion: Christmas cards for tutors signed and delivered to Site Coordinators, to be distributed to tutors.
 - iii. Site Coordinator: Site coordinator secured for one Rock Ridge school and hiring of Chelsea Mayry finalized for Cherry School.

Program Director's Report accepted for filing.

7. Old Business: Review, discuss, and modify VinE Policies. VinE Policies, Sections 2, 4, 5, and 6 reviewed/discussed. Policy 2b, Site Coordinator Expense Reimbursement: discussion about replacing the wording "pre-approved" with "recommended by the Executive Director." Policy 2c, Debit Card Policy: Discussion regarding the \$375 limit per day. Consensus to change to \$500 per day. Debit Card Report Requirements: insert the word "unusual" into the second sentence: ...email the Treasurer and bookkeeper to alert them to the upcoming *unusual* purchase...deleting the requirement to email the Treasurer and bookkeeper prior to every purchase. Policy Section 6, Covid Policy: Discussion about changing the wording to have VinE policy "follow school policy" regarding VinE tutors working in the schools during Covid outbreaks. Amy made a motion to make changes as discussed to VinE Policies, Sections 2, 4, 5, and 6. Anita seconded. MPU. Item Closed.
Policy Section #7, Background Check: new VinE policy regarding Mandatory Volunteer Criminal Background Check. Discussion about the first paragraph, resolved to make it more concise by essentially stating that VinE policy "will follow district policy" regarding background checks.

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Amy made a motion to add Policy Section 7, Background Check, to VinE Policies, with the changes as discussed. Debra seconded. MPU. Item Closed.

8. New Business:

- a. VinE Board Officer elections. Leigh offered to serve another term as Chair. Nathan offered to serve another term as Secretary. Anita agreed to serve as Vice-Chair. Debra agreed to serve as Treasurer. No other nominations were made. Vote was held by paper ballot, as per the By-Laws, ballots counted by Amy. Results: Leigh Zika elected Board Chair, Anita Skenzich elected Vice-Chair, Debra Warner elected Treasurer, Nathan LeBeque elected Secretary.
- b. Policy for reserve/carry-over funds: Current Board Book states one year of funds should be kept in reserve. Discussion about changing to 3-6 months reserve as recommended by the National Council of Non-Profits. Amy made a motion to change the wording in the Board Book: VinE will strive to build into the annual budget 3-6 months of operating funds. Debra seconded. MPU. Item closed.
- c. Board meetings frequency: will start trial of meeting every other month. Next meeting: March 18, 2024.
- d. New Board Member vote: Paula Madden Dundas. Paula introduced herself, detailing her work as an educator in local schools. Board members gave a brief bio of themselves. Amy made a motion to elect Paula to the Board of Directors. Anita seconded. MPU. Paula was welcomed to the board.

9. Closing Remarks: Amy was thanked for her three-plus years of service as a Board Director and Treasurer, and given well-wishes as she moves on to a new pastoral call in Tucson, AZ. Her commitment to VinE positively impacted students, schools, and communities. We are grateful for her contributions to VinE, and she will be missed!

10. Meeting adjourned by Leigh at 1:38 pm.

Respectfully submitted,
Nathan LeBeque (Sec)