

Kinship of Aitkin County
Board of Directors Meeting Minutes

February 21, 2013

I. Call to order

Mike Steffen called to order the regular meeting of the Board of Directors at 12:00 p.m. on February 21, 2013 at the Kinship Offices.

II. Roll call

The following persons were present: Mike Steffen, Vicki Miller, Kelly Simons, Amy Workman and Kimberly Clement.

III. Approval of minutes from last meeting

There were no minutes from the January Meeting as we did not have a quorum.

IV. Financial Report

The financial report was reviewed and discussed. Motion was made by Kelly Simons to approve the report with a second from Vicki Miller. Motion passed.

V. Staff Report

- a) Mentoring Program: Two new matches were made in January with two new mentors pending. Peer Mentoring matches are going well.
- b) Currently participating in presentations about the Volunteers Take Action Program in partnership with Angels and CARE.
- c) McGregor Good Character Club started in February with 32 children. Hill City is scheduled to begin in April. Character Crossroads is working on their service learning project. They will be visiting Golden Horizons and performing their two songs they have been learning all year and present the residents with healthy treat bags.
- d) Luke Christensen came as a guest speaker to youth leadership to talk about the importance of resumes. We also had a drawing, in March 2013, I will be taking 4 youth to the State Capitol for Youth Action Day. We have scheduled appointments to meet with Rep. Radinovich and Sen. Rued in regards to their support of HF 622/SF 406 that establishes a formal Minnesota Youth Council Committee who will

provide advice and recommendations to the Legislature and the Governor on issues affecting youth.

VI. New Business

- a) Election of Secretary and Vice Chair. Elections were held. Vicki Miller is now Board Secretary and Amy Workman is Board Vice Chair.
- b) Borrowing Policy: A motion was made by Mike Steffen, seconded by Amy Workman to adopt with changes the following policy:

Any action by and on behalf of the organization in borrowing money, establishing or canceling lines of credit, and or mortgaging, pledging, or authorizing liens on the property of the organization must be specifically authorized by the Board of Directors.

The organization should maintain a line of credit agreement with a financial institution.

Based upon staff recommendation, the Board of Directors must approve any borrowing against the line of credit. Kinship of Aitkin County will be responsible for paying down the line of credit as soon as funds are available and reporting back to the Board of Directors within two working days that this has been accomplished.

Staff will update the Board of Directors, on a monthly basis if there is an outstanding balance on the line of credit.

Motion passed.

- c) Fundraising: Kimberly Clement asked board members to start thinking of a new fundraiser for 2014.
- d) Employee Handbook: Tabled till March, Kelly Simons will research status of salaried positions.

VII. Old Business

- a) Venture Committee Report: Tabled till March meeting.
- b) Strategic Plan- Kimberly Clement reminded Board she is currently working without an action plan for the strategic plan for 2013-2015 and that it needs to be completed.

- c) Social Host Ordinance – We are on the agenda for February 26, 2013 in which the County Commissioners will decide if the proposed ordinance will go to public hearings.

VIII. Adjournment

Mike Steffen adjourned the meeting at 1:00 p.m.

Minutes submitted by: Kimberly Clement