**Board of Directors**

**January 27, 2021**

**Present:** Teresa Czaplewski, Steve Conors, Joshua Wacholz, Janet Swanson, Bruce Gudlin, Jeff Osborne, Anjanette Bandel, Tammy Shefelebine, Alyssa Fordham, Jenna Fordham, Tracy Neilsen

**Staff Present:** Scott Maloney, Crystal Smith, Brenda Chilman

**Welcome:** Welcome at 12:00.

**Nominating Committee:**

Bandel made a motion to elect the presented slate of offices, seconded by Czaplewski; motion passed unanimously.

Slate of officers presented:

Bruce Gudlin – Board President

Steve Conners – Vice President

Mike Hemmingson – Treasurer

Tammy Shefelbine – Secretary

Anjanette Bandel will join Executive Committee meetings to prepare for an officer role in the future.

**Minutes:**

Maloney shared an update on Covid. 12-14 employees have tested positive – continue with Covid preparedness plan – use PPE and sanitization procedures. Face shield and surgical masks for face-to-face meetings/appointments. This week agency in line to receive vaccination – category 1 A, 3rd phase. Attempt to get as many staff vaccinated as possible.

Board minutes from November 25, 2020 meeting reviewed, Conners made a motion to approve, seconded by Hemmingson; passed unanimously.

**Finance Committee Report**:

The board reviewed several resolutions:

* Bank depositories and signatures – Conners made a motion to approve the bank depositories and signatures resolution, seconded by Osborne; the motion passed unanimously.
* Sign Contracts and grant applications Conners made a motion to approve the resolution authorizing the Executive Director to sign contracts and grant applications, seconded by Hemmingson; the motion passed unanimously.
* Sell Stock – Bandel made a motion to approve the resolution to sell stock, seconded by Swanson; the motion passed unanimously.

The IRS 990 Board Questionnaire was distributed and each board member asked to complete the form.

Each board member will receive a non-disclosure agreement through DocuSign.

Hemmingson presented the 2020 year-end financial report. $2.3 Million gain for the year ($1.9 related to covid). Operating gain of $263,000 (compared to $408,000 in 2019). Overall very successful year and strong organization.

Conners started a discussion on how to utilize reserves (specifically from the Covid funds). Board discussed the further impacts of Covid financially in 2021 and reviewing the investment plan. Czaplewski made a motion to accept the financial report as presented, Conners seconded; motion passed unanimously.

**Meals on Wheels fundraiser:** Cwapleski updated the board on the event planning.

**Presentation:** Chilman and Beal presented on agency marketing and fundraising plans for the coming year. Board discussed metrics for determining successful channels, how board can further agency efforts and budget limitations and opportunities.

**Adjourn:** Hemmingson made a motion to adjourn at 1:30, seconded by Bandel; motion passed unanimously.

Submitted on behalf of Tammy Shefelbine, Secretary