

MN Fundraising Initiative (MNFI)
Monday, August 7, 2023, Board Meeting Minutes
Andover Community Center

Member	Role		Member	Role	
Martin Cross	CEO, Board Member	X	Monica Fisher	Board Member	X
Jessica Musta	Vice President, Board Member	X	Heather Murphy	Board Member	X
Patti Cross	Treasurer, Board Member	X	Kelly McElderry	Board Member	X
Stacy Schelkoph	Vice-Treasurer, Board Member	X	Angie Keay	Board Member	X
Chris Johnson	Secretary, Board Member	X	Jana Kachmarek	Board Member	X

1. Call to Order 6:11 PM
2. CEO/President Update
 - a. Venue Updates
 - i. Xcel – waiting for contract
 - ii. U of M – contract signed
 - iii. Twins – amended contract to include football
 1. Pink picked up another stand
 - iv. Venues are enforcing cancellations. Venues will charge the group for no-shows and MNFI will pass this fee to the volunteer. Venues will also turn volunteers away that are late and will charge group. This fee will also be passed on to the volunteer.
 - b. Emails – up to date

- c. Grants – processing 200 requests and it is taking 6 days to process
 - d. Donations – all received and posted as of 8/5/23
 - e. Somerset – Volunteer talking to Venue staff that they should not talk to. Volunteer asked to no longer volunteer with MNFI. Motion made and passed
 - f. Allianz – guest path email – Hot Topic with Venue
 - i. Volunteers need to follow Guest Path and focus on customer service
 - ii. Volunteer to suggest an upsell item and repeat order back to customer. Discussed having a standard item to upsell per stand. Beer ports suggest water, larger stands suggest Candy.
3. Treasurer/Finance update
- a. Bank accounts in good shape
 - i. Old National grant pool 175,000, Operating fund 48,000 and Grant Pool savings 300,000
 - ii. Affinity Plus grant pool 322,000, operating fund 2,300. 25,000 in outstanding grant checks
 - b. 5th CD to be purchased at Old National and interest will be deposited
 - c. Look into opening another bank account at another bank that caters to non-profits so balance in account is insured
4. Vice President Update
- a. US Bank Contract
 - i. Contract reviewed and signed
 - 1. Minors no longer allowed to cook, fry, pop popcorn or remove items from hot box.
 - 2. Social media – same as last year
 - 3. Commission available
 - 4. Volunteers that do not sign in at section 118 will not receive a donation. If 5% of the group does not check in the Venue will charge MNFI 100 per volunteer. This fee will be passed on to volunteer. Managers to let Martin and/or Jessica asap if volunteers are missing.

5. Volunteers are not allowed to press any tip option on the POS. Screen must be flipped with each purchase and customer to complete and hit the pay button. This will be monitored and volunteers that are caught pressing tip options will no longer be allowed to volunteer at Venue.
6. Secret shopper bonus
7. Manager must turn in paperwork and safety kits at the end of the night. If items are missing (thermometer) MNFI will be charged.
8. Inventory needs to be counted at beginning and end of shift. If inventory is off by .5% or \$150.00 the difference will be deducted from MNFI donation.
9. \$100.00 deduction to donation if inventory sheets are not completed correctly.
10. Shirts – if you check out a shirt from the Venue it must be returned by the volunteer to the bottom of the ramps at end of shift. If shirt not returned \$30.00 will be charged to MNFI and in turn the fee will be passed on to the volunteer.
11. US Bank donation will be posted to the Website. \$140.00 minimum per volunteer. Depending on responsibility may be more.

b. Cancellations and cancellation policy

- i. 400 cancellations in 14 days
- ii. Stadiums are no enforcing cancellations less than 48 hours of event and will be charging MNFI. MNFI to implement cancellation fee immediately. Motion made and passed.
 1. Within 48 hours of event - \$100 fee to volunteer
 2. Within 24 hours of event - \$200 fee to volunteer
 3. NO Show to event – immediate dismissal and fine equal to amount of donation.
 4. Volunteers who have 6 cancellations under 48 hours will be subject to board review and may lose ability to volunteer with MNFI.
 5. Cancellation Fee Effectively immediately – MNFI will charge a \$2.00 fee to cancel any event. When submitting cancellation on

the website you will need to pay the \$2.00 fee before you able to submit the cancellation.

- c. Volunteer registration Fee
 - i. Discussed and agreed to add cancellation fee.
 - d. Bingo Hall concessions
 - i. Stadium sweet treats up and running.
 - ii. Do we need to staff with MNFI volunteers? Need more time to determine if needed and how many.
 - e. 3M tournament
 - i. First time supplying volunteers. Lots of work
 - ii. Check in desk told volunteers to go to different stands
 - iii. If we send volunteers next year we propose having an MNFI volunteer to be on site during check in hours to work with Venue coordinator and take pictures of sign in sheets.
 - iv. Volunteer feedback was mixed. Lots of questions about uniform.
 - f. Volunteer Updates
 - i. Loge box/chef 7/27 (volunteer email)
 - 1. Volunteer talking to venue staff that they should not talk to. Notes left for Premium Manager. As a volunteer we should not be discussing/complaining about Venue to anyone at Venue. Must be communicated to MNFI CEO only. Volunteer to be suspended from volunteering for 2 weeks and giving final warning.
 - ii. Request for set up of Donation pool for volunteer with pending medical. Motion denied.
 - g. Manager training Monday 8/21. More information to follow
5. Committee Updates
- a. Social Media
 - i. Working on posting more photos. When at venue send photos to Jana/ Angie and they will post to facebook.
6. Open Items

- a. Martin requested all Venue training to be listed on one document.
 - i. Heather Murphy to complete
 - b. Drinkware
 - i. Drinkware samples showed at meeting. Will be available for volunteers to purchase on website soon.
 - c. September meeting to discuss tshirts and aprons.
 - d. NCAA athletes – if you have an athlete that is looking at playing sports at a D1 or D2 school, MNFI recommends you reach out to an NCAA consultant for advice.
7. Adjourn 8:47 PM

