

**MN Fundraising Initiative (MNFI)**  
**Monday, January 16, 2024, Board Meeting**  
**Andover Community Center**

<b>Member</b>	<b>Role</b>		<b>Member</b>	<b>Role</b>	
Martin Cross	CEO, Board Member	X	Kelly McElderry	Board Member	X
Jessica Musta	COO, Board Member	X	Angie Keay	Board Member	X
Stacy Schelkoph	President, Board Member	X	Jana Kachmarek	Board Member	X
Monica Fisher	Vice President, Board Member	X	Forest Pryde	Board Member	X
Patty Cross	Treasurer, Board Member	X	Kevin Schmitt	Board Member	X
Chris Johnson	Secretary, Board Member				

1. Call to Order 5:42 PM
2. New Board Members: Forest Pryde and Kevin Schmitt. Offered board positions and they both accepted. 2-year term ends Jan 2026
3. Board positions: President, Stacy nominated and accepted. Vice President, Monica nominated and accepted. Treasurer, Patty nominated and accepted. Secretary, Chris nominated and accepted.
4. Current Board members term
  - a. Kelly, Stacy, Monica, Kevin and Forest – 2-year term ends Jan 2026
  - b. Chris, Jana, Angie, Martin, Patty and Jessica – 1-year term ends Jan 2025
5. CEO/President Update
  - a. Martin to start to notify the State of MN of anyone who received money from MNFI. Required in 2025 but state is pushing to start reporting in 2024.

- b. Financial Committee to be started and board members will be Martin, Patty, Stacy, Jessica and Angie. Financial committee will review grants forms, research additional banks and CD's for investments.
- c. Volunteer Retention – schedule meeting for Spring 2024. Martin has ideas.
- d. Create email addresses for COO. Jessica to keep VP email and will transition over to Monica. Chris to access Secretary email.
- e. Xcel C36 condiment cart photo on website.
- f. Bylaws change has been added to the website
- g. Motion to hire a new attorney/lawfirm to review contracts and documentation. 2<sup>nd</sup> and passed.
- h. Motion to get insurance for the board, 2<sup>nd</sup> and passed. To be implemented in 2024.
- i. Information redacted due to confidentiality
- j. Information redacted due to confidentiality
- k. 2024 grant closure dates. December 20<sup>th</sup> at 4:00 pm to January 4<sup>th</sup>, 2025 at 9:00am. Grants will also be closed June 4<sup>th</sup> to 16<sup>th</sup>.
- l. Schedule open board meeting for February 5<sup>th</sup>.
- m. March board meeting will be with Doug and will include board training. Board training to be completed yearly.
- n. Board Bios – need from everyone that has not yet completed.
- o. Donation percentage to general fund. Increasing donation to general fund from 5% to 6%.
- p. Website – added 100 donation per person to join MNFI. Donation will include hat for Xcel and MNFI and shirts for target center, Xcel and US bank.
- q. New volunteers – Martin and Jess to interview all new volunteers.
- r. Board members to sign non-disclosure agreement.
- s. HBS manager donation for portables. Volunteer asked that this donation be increased because they need to stay until product is picked up by warehouse. Board denied.
- t. Venue Updates

- i. Allianz. Keeping same stands for 2024. Information redacted due to confidentiality.
  - ii. Back ground checks required by Venue. Volunteers will give a donation of \$25 upfront. Motion made, second and passed.
  - iii. Twins. Contract similar to Allianz. No minors allowed to work at twins. We think we will be getting the same stands, not sure yet. Back ground checks required to work target field.
  - iv. Canterbury Park. MNFI proposed to take over 2 stands (BBQ and Ice cream). MNFI asked to buy stands. They will discuss and get back to us. MNFUI volunteers would staff stands.
  - v. U of M. New composting rule. Stand 117 can not run out of food. Use steamer in stand 114 if needed.
  - vi. Coliseum (state fair). Tips not turned on the cash register. Can have tip jar for cash tips.
  - vii. Information redacted due to confidentiality
  - viii. Target Center. Picked up 3 new stands. Why does cargo not need to help close other stands since cargo closes at alcohol cut off. Why does 219 not have to help close other stands. 219 closes sometime during the 4<sup>th</sup> quarter. Will assign someone from beer button to help close down 219. New portables need to wait to leave venue until all products is picked up. Notes will be added to gatelist. Should stand 107 be assigned to help close down 106? Yes they need to stop by and check in. Possibly help with garbage?
  - ix. US Bank. 2 outstanding events for 2023. Missing part of donation for 11/12 event.
  - x. 3M event. Discuss sometime in March
  - xi. Xcel. C36 lost for PWWHL games. Changes to C36, frys made to order? Need clarification. When its busy can we cook frys and loan into the warmer?
- u. Volunteer Issues
- i. Volunteer – no show at target center. No reason, just did not show up. Giving 2<sup>nd</sup> chance. One more no show will be asked to leave MNFI.

- ii. Vikings 12/24 – 2 volunteers were sick and went home. 9 no shows – all asked to leave MNFI. Volunteer 3<sup>rd</sup> no show and asked to leave group. Family of 3 checked in and did not show up to stand. Contacted them and they say there are not at the venue and were not volunteering that day. They were at home. Not sure why they were checked in.
- iii. Vikings 12/31 – everyone showed up. 2 volunteers cancelled with MNFI the week of the event. They signed up and worked this event with another group. Volunteers asked to leave MNFI.
- iv. Volunteer asked to leave MNFI due to asking MNFI to lend money to another group.
- v. Volunteer asking for 2<sup>nd</sup> chance. MNFI lost beer portable and we will not get it back. Board agrees to not change original decision and volunteer asked to leave MNFI.
- vi. Volunteer suspended. Information redacted due to confidentiality
- vii. Volunteer asked to leave MNFI. Information redacted due to confidentiality
- viii. Volunteer no show and asking for a 2<sup>nd</sup> chance. One final chance. Another no show and will be asked to leave MNFI.

## 6. COO Update

- a. Jessica out of town March 1<sup>st</sup> thru 10<sup>th</sup>.
- b. Manager training to be re-instated and start January 29<sup>th</sup> with Xcel and Target center to be reviewed. Possible location Nicos in Roseville? February manager training will be for Allianz and Target Field.
- c. Events – March 2<sup>nd</sup> there are 3 events. Soccer, Gopher hockey and Basketball. Will need 100 volunteers. Big 10 and High school basketball to be released early so volunteers have plenty of time to sign up due to the number of volunteers needed. April 6<sup>th</sup> also big day for events, Soccer, concert Target center, concert us bank, U of M softball and Twins. May 4<sup>th</sup> Kenny Chesney, U of M softball and twins. Motion made to release events early when there are multiple events at multiple venues to allow volunteers time to sign up.
- d. What makes an event exclusive to MNFI only volunteer's. Women's hockey (PWHL) and Target Center. Event will include you must be exclusive to MNFI to sign up and volunteer for this event.

- e. How are volunteers getting signed up for event's. They are logged into website and hitting refresh every 30 seconds.
- f. Signing up for Events – Seniority? Bigger block of dates released? Release more than 4 weeks ahead of event? Jan 9<sup>th</sup> event release – 110 people on site at one time. Limiter is helping. Prior week event release had over 900 people on website trying to sign up.
- g. How should we release events going forward? What defines a good volunteer? Need to bring volunteer names to Martin and Jess of volunteers that are not working out. Should we release 2 weeks at a time four weeks out?? Start week of the 21st of Jan... decision made and no we will stay with week at a time....When? These events going live this week will be and will be posted this week. Random drop and may not be on a non-event day. Random drop time as well. Women hockey and target center need to be exclusive volunteer to MNFI. Restrictions? Twins, Allianz. Best representatives of MNFI??? Need to make a list of volunteers that should no longer be volunteering with MNFI. May board meeting will revisit event signups again....
- h. Jess to take MNFI phone 2 weekends per month. Encourage volunteers to use MnfI number. Do not contact Jessica and Martin directly on personal cell phones.

#### 7. Treasurer/Finance Update

- a. CD summary. Interest income for 2023 \$16,000. Total \$860,000 currently invested in CD's. All CD's auto re-new.
- b. 2023 Donations received \$3.1 million. Grant requests \$2.5 million. December had over \$332,000 in grant requests.
- c. Jan 2024 Grants written to date approximately \$93,000.
- d. \$416,000 in Old National with \$113,000 in outstanding grant checks. \$210,528 in Affinity Plus. Looking for additional bank to move money from Old National.
- e. \$2.7 million currently available for grant requests
- f. Quick books new for 2024.
- g. Grant processing Stacy starts by reviewing documentation and then sends to Patty to write the check

#### 8. Committee Updates

- a. Advisory Committee
- b. Training/Retention and Documentation

- c. Social Media
- d. Finance Committee

## 9. Open Items

- a. Monica items.... Reviewed past year meeting minutes and these are the Items that we have talked about but not addressed
  - i. Board training with Doug in March...and yearly in March
  - ii. Open board positions have been filled
  - iii. 2023 annual report.... Due date? Chris and Martin to meet up and complete. Follow up next board meeting
  - iv. Bios and confidentially agreement - need to complete
  - v. Jessica and monica to review all board minutes and make sure action items are complete
  - vi. Need strategic plan for 2 to 5 years out....need committee... where is MNFI going? Martin, Kevin and Forest to work on and will give board updates
  - vii. Target center on website says no items (jackets, bags, etc.) Need to enforce or remove. Decided we need to enforce. Email to go out to all volunteers.
  - viii. Mission statement. Add words (familys) Martin to change with secretary of state? We talked about this update and voted on it in May of 23...
  - ix. Welcome email to new volunteers after signed up for first event
  - x. If Rumors and spreading gossip comes up again.... We are not leaving the board meeting until resolved.
  - xi. Bylaws update officers... add CEO and COO
  - xii. July IRS rule updated for travel.... Take a trip and fly more than a day before the event starts... IRS classifies this as a vacation, why? Flight a couple days prior may be cheaper
  - xiii. Bylaws Update... add if you miss so many meetings, resign, walk out, or are dismissed you cannot re-apply to be on the board for at least a year. Martin to add.



xiv. Review cancellation policy? \$2.00 fee.... Keep cancellation policy in place. This is working. Leave for now and review in January 2025

xv. Membership registration fee, started. so far no fake accounts. Asking for 100 donation. Ask question about why they want to be a part of MNFI? Multiple choice question instead of allowing volunteers to answer question. Referral discount?

xvi. Online Store. Drinkware, aprons, clear bags - advisory committee to review at next meeting

xvii. Manager drop box for info and photos. Stand sheets, sign in sheets, etc. Martin working on it

xviii. Auditor for 2024.... Jessica to reach out

xix. Increase in general fund.... Increased to 6%

xx. Bylaws.... Need to Follow up on updates

- b. Manager hot topics.... Page will be created on website Manager information and items to be added
- c. Cart for stand 129 to bring items to pizza fridge/freezer and get items from 5<sup>th</sup> floor chef. Martin will ask target center again? Is deck supposed to get cart for you?
- d. Mission statement.... review and agreed. Make sure it gets updated.
- e. Chris to save a copy of the board notes with volunteer name before redacting for website?
- f. Excel stand 112 staffing.... MNFI asked to do inseat staffing... min only no commission and no tips... say yes to what excel is asking for. Do we want to add an 11 person to 112... and add 10th person to C36. Agree yes....
- g. Manager donation increase \$5 for Target center stand 106.... review manager pay when we receive contact for target center in June/July of 2024.

10. Adjourn 10:05 PM

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