



MINUTES Approved

Board of Directors Meeting

Date: July 12, 2016

Time: 4:30-6:00 PM

Location: South Porch, Danish American Center, 3030 West River Parkway South, Minneapolis 55406

In attendance:

Board Members: Jay Haapala, Amelie Hyams (arrived at 4:47 PM), Sue Krautbauer (arrived at 5:40 PM), Don Lee, Philomena Morrissey Satre, Ron Stuedemann, Lisa Sabourin

Staff: David Alley, Erin Simon

1. Call to Order by Philomena at 4:44 PM.
2. Welcome by Philomena.
3. Following a motion by Ron, the board unanimously approved the agenda.
4. Following a motion by Ron, the board unanimously approved the minutes of the previous meeting.
5. Secretary Report – Don
6. Treasurer Report—Ron
 - a. Following a motion by Don, the board unanimously approved the Treasurer’s report to the Minnesota Attorney General, a financial summary for the 2015 calendar year required to certify SHIFT as a charity in good standing.
7. Executive Director Report—David
8. Committee reports
 - a. Executive Committee
 - i. Following a motion from Don, the board voted unanimously that all Executive Director candidate finalists will be interviewed in person by three board members to include: Philomena Morrissey Satre, one member of the Executive Committee (to be determined by the committee based on availability), and one additional board member. Operations Manager will contact board members to determine interest.
 - b. Membership Committee
 - c. Program Committee
 - d. Marketing and Communications Committee
 - i. Following a motion from Philomena, the board voted unanimously to identify a SHIFT board member to lead a Data and Accountability Committee, with assistance from Operations Manager. The Committee would compile records that enable SHIFT to document accomplishments in annual reports, grant applications, and other media. In the meantime, MARCOM will create a one-pager promoting SHIFT’s offerings. The document is to be completed by September 1, 2016, with initial distribution at the October Forum.
 - e. Development Committee

9. New Business
10. Old Business - None
11. Next Meeting: September 13, 4:30-6:00pm, Danish American Center, South Porch
12. Following a motion by Jay, Philomena adjourned the meeting at 6:11 PM.

Minutes approved by the Board _____

Don Lee

Don Lee, Secretary