

1/15/2021 Board Meeting Minutes - for review

In attendance:

Reagan, Candi, Laura, Daphne, Sheri, Tracy, Kristi, and David Monroy (lawyer in transition for the MIDWEST)

Please note -- yellow items are BOARD MEMBER to do items -- will be followed up each Friday.

Candi - open the meeting (sitting in for Jenny)

Moved & approved Nov / Dec 2020 meeting minutes, as well as the changes to the meeting agenda

Current Business:

Welcome Reagan West as Executive Director and Kristi Stephens as Marketing and Administrative Intern.

-Clarification on ED.

-Board approved - Reagan will have the ability to move forward with decision making unless there is something financial that goes above and beyond the budget (2021 budget in process).

- Marketing Budget for January and February = \$300 - moved and approved.

Budgeting going forward will be determined as Laura gets up and running - Reagan & Laura to connect and follow up.

Strategic Plan:

Reagan has been working on a 3-year plan to transition from the MINNESOTA Assoc of Christian Counselors to the MIDWEST Association of Christian Counselors.

1. Structure is the first step to having the pieces in place and ready for growth (committees, positions, etc). We need adequate structure in place in advance to support growth and expansion.

A) **Committees** 3 new committee subheadings are set to guide us into the future - Finance, Innovation and Networking/Marketing. These 3 entities will oversee the subcommittees and blend a balance to sustainable and manageable growth, budget, marketing needs and strategic vision. (see sign up below in committee update notes section)

B) **Intern positions:** the **Social Media, Marketing and Administrative Intern (Kristi)** will focus on events, calendars emails and digital media; the **Research Marketing and Administrative Intern (Jessica)** will focus on connecting with college professors, grad students and growing the mentoring program

2. **EVENTS** - getting a larger presence of events and offerings will give us the ability to grow. Offering more opportunities for members, non-members to plug into and building the sense of community.

3. Marketing - with #1 & #2 in place, now the events and offerings can be promoted. Excited to have a new intern hire (Kristi), to start next week - primarily focused on driving traffic to our digital platforms.

Committee Updates:

Reagan has compiled new committees that align with the strategic plan for the next 3 years. **Please review the COMMITTEE TAB on the spreadsheet and fill your name in on 1 or 2 committees**

<https://docs.google.com/spreadsheets/d/1uWa6DpCOHj71cZPcC1K2Twi-mwOS6YVEOxp1VR0ICps/edit?usp=sharing>

INNOVATION COMMITTEE:

Monthly Workshops - we will now offer CEU's every month. We need speakers to fill in the 2021 calendar from May - December. Please forward ideas to Reagan At executivedirector@joinmacc.com These will be held virtually to keep costs down.

ASAP --- Need a volunteer(s) to submit CEU's for 3 upcoming conferences (Dr. Jodi, Heather Bjur, & Candi / Patti - Supervision)

- Posting on the website - if they are a MACC Member - they can do a post - but not list a facebook event
- Semi-annual Supervisory Training Sessions will be offered by Candi (Patti?) 2 times per year. Tentatively the 2021 dates are May & November.
- Case Consultations - will get these scheduled and marketed for whole year

FINANCIAL UPDATE:

- David Monroy -- Lawyer updating our transition to MIDWEST attended the final portion of the meeting

- Documents have been sent to Laura to update the paperwork

- Do we need to vote on anything for MN? Not at this time.

- Start MIDWEST with smaller board, and refer to bi-laws to add board members - consider implementing a process of staggered terms as the board grows (expiring terms) -- always need at least 3 board members

(update term limits and staggered terms via a motion at a meeting and updating / documenting in the meeting minutes)

- Need to vote to FILE THE ARTICLES FOR MIDWEST

- David to get the EIN number for MIDWEST

- When they're prepared, the corporate binder, paperwork & bylaws will need to be picked up - Laura

- After this, we will apply for tax-exempt status as a 501c3 - Laura

- Need to review getting an E&O policy, insurance, etc -- Reagan

- Can we put MIDWEST now as the paperwork is in process? Yes, as soon as it's registered (by Monday) -- Reagan secured the additional URL addresses

- Suggestion is to include paypal and other financial accounts dissolve and start clean with new name / accounts

- 501(c)3 -- need a designated 501(c)3 accountant for donation tracking & documenting and sending paperwork to donors
 - Until we get the paperwork - make sure to say that status is PENDING for any donation paperwork
- Note -- if revenue is above \$25,000 - will have to file new reporting requirements to the state attorney general office (in addition to IRS)
- **Need a 1023EZ application (Jenny will be filling out and signing)**

Adjourn.

Closing Prayer.