

In Progress
1st Quarter Board Meeting
Thursday, January 21, 2021 / 7-8PM CT
ZOOM MEETING
BOARD MINUTES

Present:

- Sai Thao, President
- Jacylynn Jones, Vice President
- Katya Zepeda, general board member
- Bienvenida Matias, general board member
- Ester Humphrey, general board member
- Maria Argueta, general board member
- Kristine Sorensen, Executive Director (non-voting)
- Hlee Lee-Kron, board liaison (non-voting)

Absent:

- Chao Yang, general board member
- Jeremy Gardener, Vice President
- Dede Drift, general board member
- Joel Passewe, general member (non-voting)

AGENDA

Meeting called to order by Sai Thao at 7:02PM on Thursday, January 21, 2021

Introductions

Esther Humphrey - Lives in Cass Lake. She is a member of the Leech Lake Band of Obijwe and works with the Leech Lake Tribal College. Her niece had some classes with Kris and she has been a long time supporter.

Katya Zepeda - Lives in Crookston. She came to IP through Fresh Voices in the late 90's. Her 8-year-old-daughter has participated in IP programming too. She is an advocate for arts access, especially youth arts. She is the VP of Northwest MN Arts Council.

Bienvenida Matias - Lives in New York. She has been with IP since it was just an idea. She was on the board for 12 years, rotated off, but she missed her community and is glad to be back. She's a filmmaker and has worked with a lot of nonprofits. Beni helped to found IP.

Jacylynn Jones - Lives in St. Paul. Her daughters got involved with IP. She's been on the board for three years. She's learning a lot and enjoys working with Kris.

Maria Argueta - Lives in Fargo. She started with IP through being the multicultural liaison in Crookston. She got to know the program and fell in love with it. She's in grad school and hopes to teach soon.

Hlee Lee-Kron - Lives in St. Paul. She is a filmmaker and has worked with IP for 10+ years. She is not a board member.

Executive Committee Report

Approval of 4th Quarter Minutes*

Because many of the board members who were at the last board meeting are no longer on the board or could not be present, Jacyllynn and Maria were asked to review notes. Maria noted that her last name was misspelled in one section (corrected immediately following the meeting).

Jacylynn Jones moved to accept the 4th Quarter Minutes, Maria Argueta seconded. Passed unanimously.

Finance Committee Report

2020 Year End Profit Loss Statement*

We came out in a very tough year in strong financial health, primarily because 2020 fundraising was already complete at the beginning of the year. So we already knew what was coming in. Our revenues ended higher than expected. Ultimately, we brought in more income and we anticipated, but we always anticipate on the low side.

2020 year End Balance Sheet*

Balance sheet shows the ending bank balances for checking and savings at the end of the year. We have two accounts with US Bank and a credit card payment due in January, leaving a net balance of \$156240.

2021 Proposed Organizational Budget*

Standard practice is to have the 2021 budget approved by the 3rd week of January. If in agreement, approval of the budget should include a motion that states no monies will be spent that weren't promised or secured.

Katya asked if we planned on applying for CARES Act monies. Kris stated that In Progress already received a \$50,000 grant split between two years. We haven't heard from the state arts board if they are bringing back program funding. Kris did speak with a foundation rep for three separate grants, they suggested applying for general operating programs and request their maximum rewards.

Beni asked about Payments to Affiliates - this is for any groups we need to pay a membership fee to such as the Community Shares program and North End Business Association.

2021 YTD Profit Loss Statement*

The current expenses listed are contracts (\$26,850) and rent paid to date.

2021 Executive Director Contract*

This is a consulting contract. This year, Kris has raised her fee. With COVID, Kris has to do more executive director work than she has previously (including attending regional and national meetings), it takes time away from teaching. Managing the hard core piece of the organization (such as tax documents, reports, etc).

Katya asked about a succession plan. Kris informed that we have a cash reserve for emergencies. Beni recalled stepping in with Sai when Kris had to take some time away. Kris believes we need to revisit the succession plan - possibly have Katya, Maria and Beni work together on it. We should include more information on this at our next board meeting.

Jacylynn Jones motioned to accept 2020 Year End Profit Loss Statement, 2020 Year End Balance Sheet, 2021 Proposed Organizational Budget (with the understanding that we only spend what we have), and the 2021 Executive Director contract, seconded by Maria. Passed unanimously.

2020 IRS FORMS*

[IRS 990](#)

[Schedule A](#)

[Schedule B](#)

[Schedule O](#)

The Finance Committee did a deep dive a few weeks ago into the IRS 990. Kris noted that there is a technical error on the first page of the IRS990 but it has already been corrected.

The IRS provides a solid overview of the organization's financial status. Our net assets are up and In Progress carries no debt.

Maria Argueta motioned to accept the 2020 IRS Forms with the one fix as mentioned, Jacylynn seconded. Passed unanimously.

Development/Membership

[2021 Development Plan](#)

The plan shifts as everything shifts. Kris would like to talk with Katya about having conversation with the NorthWest MN Arts Council to see if Fresh Voices would be a good fit. Kris didn't put Otto Bremer Foundation in the Development Plan, but we should look at that next month. Katya has experience with Otto Bremer Foundation, and would be willing to work with Kris on this. We will approach McKnight about bringing Nexus outside of the metro.

Kris would like to begin discussions on building up Leech Lake work. This could open up Blandin and other foundations for that work.

[Conflict of Interest Disclosures](#)

We are only missing Esters at this time (this has since been received). Additionally, Jacylynn just took in her sister's children. And as she's not working, so we applied for a Community Sharing grant for Jacylynn that IP would represent as a fiscal sponsor.

[Board Description - Tentative Committee Assignments](#)

Committees include Executive, Finance, Development and Governance. Kris is there to help facilitate, but each committee should have 3-5 members.

Katya moved to accept the 2021 Development Plan and the Tentative Committee Assignments (with the addition of her name to the governance committee), Maria Argueta seconded. Passed unanimously.

Programs Report

2021 Fund Balance by Program

We have gotten some donations to help our artists who need emergency funds. We spend \$7,000-\$8,000 in 2020. It's good to have. Anyone who has a connection to one of our artists and need some emergency money, you can ask. We'll spend the money until it's gone.

Fresh Voices has very little money, so we need to do some fundraising. Living Histories will depend on ability to do COVID-safe. We're sitting on money until we can get started.

General operating: \$95,168. This means we have some flexibility on programming monies. \$30,000 will go into studios, etc. And hopefully another \$30,000 goes towards FY2022 Admin

Program Activity Summary

Review at your leisure.

Maria Argueta moved to adjourn, Ester Humphrey seconded by. Passed unanimously. Meeting was adjourned at 8:27pm.

OUR NEXT MEETING WILL BE APRIL/MAY. AND WE WANT TO HAVE A BIG BASH IN AUGUST/SEPTEMBER.