

In Progress
3rd Quarter Board Meeting Agenda & Handouts
Saturday, January 28th, 2017
10AM-11AM Central Time
LOCATION
213 Front Avenue
Saint Paul MN 55117
MINUTES

Present:

- Sai Thao, President
- Marty Case, Vice President
- Bee Vue, Secretary/Treasurer
- Jaclynn Jones, general board
- Beni Matias, general board
- Chao Yang, general board
- Jeremy Gardner, general board
- Kristine Sorensen, executive director (non-voting)
- Hlee Lee, board liaison (non-voting)

Absent:

- Victoria Ramirez, general board
- Bryan Vue, general board
- DeAnna Drift, general board
- Missy Whiteman, general board

AGENDA

Meeting called to order by Sai Thao at 10:06am on Saturday, January 28th, 2017

CONSENT AGENDA - DISCUSSION

The Consent Agenda was reviewed and voted on by 11 of 11 voting members with the following results:

4th Quarter Minutes

[4th Quarter Minutes](#)

Votes: 11 affirmative, 0 negative, 0 further discussion.

4th Quarter Financial Statements

[Balance Sheet 12/31/16](#)

[Profit Loss 12/31/16](#)

10 affirmative, 1 Requires further discussion with the following notes:

Chao Yang would like to have a deeper conversation regarding the budget? She would like to familiarize herself with In Progress financials and has a few questions.

Kris discussed the possibility for board to participate in a more thorough review of financial process once 990s are complete. Board members will have to dedicate time to this process however.

2017 Proposed Financial Documents:

[2017 Proposed Organizational Budget](#)

[2017 Executive Director Administrative Management Contract](#)

10 affirmative, 1 Requires further discussion with the following notes:

Could we have a conversation regarding our budget? I would like to familiarize myself with In Progress financials and I have a few questions.

Kris informed board that the organizational budget is a fluid budget with consideration that In Progress does not commit funds unless formally committed to through a receipt of funds, contract, or letter of confirmation of funding. It is essential to operation that we are always operating in the black and that we maintain a reasonable cash flow.

Jacylynn moved to not to expend money until there is grant notification or a contract on record, Marty seconded; passed unanimously.

2017 Planning Documents

[2017 Development Plan](#)

[2017 Board Member Profiles](#)

11 affirmative, 0 Requires further discussion with the following notes:

For future grant proposals - I request that we put forward a motion to not expend monies until there is grant notification or a contract on record.

Can we add Comcast to the development plan? They support non-profits in their catchment area.

Beni asked for an update on director and officer insurance. Kris noted the following: D&O insurance can be obtained for approximately \$600 annually. If Community Shares money comes through, it will be used for insurance.

Community Shares — do we want to apply for this for another year? Kris suggested we wait to see how much we get back from the program before deciding if we will re-apply.

Beni wondered about celebrating IP's birthday! This was talk last fall about fundraising for IP, however the film festival is currently doing fundraising so we're easing back on fundraising for IP. Tomas and Sai are interested in helping with the fundraising.

We did not apply for a MSAB Gen Op grant. It opened a discussion with people at the State Arts Board and talked more about the Arts Tour Grant program. Kris is interested in bringing artists from the metro to greater MN and vice versa, building a stronger state-wide relationship. Marty suggested this could be the 20 year celebration.

Chao is in touch with someone at Bush Foundation who is interested in visiting with In Progress. Headwaters Foundation has a small innovation grant due on February 2 (Marty and Kris will connect on this).

Board Committees

- Development Committee (Marty, Chao, Kris) - Potential to bring in Vicky Stein, a grant writer who may be able to do some pro-bono work with IP
- Finance Committee (Bee, Sai, Jeremy)
- Board Governance Committee (Beni, Missy?): includes board development/recruitment
- Program Committee (Jacylynn, Victoria, Dede, Kris, Hlee): look specifically at the studio, what we're doing well and what we can do better, be active in suggesting how we can improve what we do here. Victoria and Dede will have the same role in their respective communities.

Bylaw Revisions

Beni and Sai went over the bylaws. Last section of the bylaws is Indemnification (article 9, section 5). This section talks about if someone who is working or has worked on behalf of IP (staff, board, etc) gets into some trouble on

our behalf, what is the role of the organization in paying for legal fees, etc. Beni and Sai has worked and reworded the bylaws, Beni suggests sending out the notes via Google Docs and board members can review and vote on the changes. This can be voted on in the next few weeks. These bylaws are reviewed by Charities Council, who has lawyers review.

Development

We've put out three proposals. There will be a site visit coming up with Sharon DeMark for all three of these.

1. Mardag Foundation: "Hmong," a project working with the Hmong community including dialogues, opportunity to make art, and showcase. Submitted for \$24,000.
2. Saint Paul Foundation: Reignite our North Ends Arts project. Submitted for \$20,000.
3. FR Bigelow Foundation: Expand Digital Journeys mentorships. Submitted for \$20,000.

Kris is very interested in expanding our work in northern Minnesota, although funding can be hard to come by. We also need to be ready for the defunding of the National Endowment for the Arts in the next year. It will a big worry. We should set up monthly development meetings.

Other Business

- Kris has asked Lee Vue to create an advocacy Facebook drop of 20-30 people who are willing to go out and represent the organization at different functions, events, etc. However, there needs to be training of these people. Lee will work on putting together this group of people and set up training and pairings. The goal is to launch this March 1st, 2017. Chao will help work on this with Lee to brainstorm and implement a good, working plan.
- Maybe we need a page on our Facebook to talk about our organizational structure (Marty and Chao can work on this).

Marty moved to adjourn, Beni seconded; passed unanimously. Meeting adjourned at 11:32AM.

**THE NEXT BOARD MEETING WILL BE ON
SATURDAY, APRIL 8TH, 2017 AT 10AM.**