



Board of Directors Meeting  
Tuesday, July 30, 2013  
University of St. Thomas  
Room 318 O'Shaughnessy Science Hall (OSS) St. Paul, MN  
9:00-10:30 a.m.

## MINUTES

### Attending:

Blue, B (Executive Director)  
Elverum, A  
Hehre, J (Treasurer)  
Holub, B (Chair)  
Houtz, M (Secretary)  
Lyons, Nancy  
Peterson Ware, P  
Sabo, M

Jordan, Catherine

1. Welcome
2. Approve Minutes of 6/25/2013 Board Meeting  
A motion was made and passed correcting and accepting the minutes of the meeting of 6/25/2013. The motion passed.
3. Facilities Report. Discussion on relationship status with Mortensen Construction.
4. Outreach and Recruiting Update
5. Insurance. Quotes will be received soon.
6. Background Checks. There are no problems. Things are going well.
7. Treasurer's Report
  - audit is not yet complete
  - policies and procedures will need to be added to the handbook
  - bids for copiers have been received

- Pakola Steichen & Company, LLP, a Registered Advisory Firm was accepted by motion, second, and unanimous vote to provide a brokerage account for sales of donated stock.
- Other vendor contract proposals were presented for approval. Nancy Lyons moved to accept, Amy Elverum seconded, and motion passed.

8. Proposed Employee Contracts. Benefit package for employees is being drawn up.
9. Facilities Update. Discussion on Mortensen conversations and update on temporary space.
10. Board Terms. All present members will continue another year.
11. Other Business. None.
12. Next Board Meeting will be Tuesday, August 20, 2013 at 3:00 p.m. at Clockwork.
13. Meeting adjourned at 11:00 a.m.

Respectfully Submitted,  
Marcia Houtz, Secretary