

October 6, 2009 MNiaclea Minutes

Meeting started:

0945 hrs.

Members Present:

Bemidji State University
Century Community and Technical College
Normandale Community College
Minneapolis Community and Technical College
North Hennepin Community College
College of St. Benedict
St. John's University

Approval of minutes:

No minutes present to approve.

Treasurer's report:

- A.** Treasurer Schumann presented the August 31, 2009 bank statement showing \$13,412.65 in checking. Schumann reported he still had \$2,764.00 to deposit from the regional for a grand total of \$16,176.65 in checking.
- B.** All bills from the regional have been paid.
- C.** Schumann noted that this meetings invoice will be \$69.00.
- D.** Current dues are \$100.00 for 1st member and \$25.00 for each additional member.
- E.** Treasurer's report was approved by the membership present.

Administrative Assistant Position:

Discussion on the hiring of an Administrative Assistant.

- A.** Paid position based on 5 hrs per week.
- B.** The position would work with our vendors.
- C.** Job Description – Pack has an example job description.
- D.** Question regarding paying taxes. Holper checking into the tax laws regarding contract or casual employee.
- E.** Schumann is checking with the NABUCCO person. Once we develop a job description, we would look internally first then look externally for a candidate if no one is interested.
- F.** Suggested that the job description go out to the group for comments and then to the entire organization.
- G.** McCarthy made motion made to develop job description, research tax laws and post to group, Motion seconded by Joe Kleszyk. Vote: motion passed.
- H.** It was noted that the Chapter should look at the bylaws once the person is hired to incorporate both the Secretary and Treasurers positions.
- I.** Schmidt will be setting up a sub-committee to work on job description.

Non-Profit Status:

Schumann noted that at the moment, the MN Chapter does not have Non-profit status. Per the State, Mulso is listed as the last president on their paperwork. Schumann stated that the non-profit paperwork came back from the State and he is checking into it.

2010 Regional Conference:

The Wisconsin Chapter is hosting the 2010 Conference, April 25 -28, 2010 in Milwaukee, WI. Information can be found at www.clarionmilwaukee.com . Scott Roade is hosting.

- A.** Wisconsin may be reaching out to the MN Chapter for assistance. All help will be appreciated.

B. Schmidt will be reaching out to Scott Roade.

New Business:

- A.** Bylaws – motion made by Schumann to change the President, Vice-President and 2nd Vice-President positions to 2 year terms. 2nd by Cashman.
Discussion: To add more consistency during the term. Vote: all in favor, motion passed.
- B.** Nominating Committee. Mulso not present. Cashman asked for nominations from the floor for 2nd Vice-President. Swanson nominated.
- C.** Holper made the motion to close nominations. 2nd by Bentley. All in favor.
Motion passed. Swanson is now 2nd Vice-President.

Passing of the Gavel:

President Cashman passed the meeting over to new President Schmidt.

Committee Chair Selection:

President Schmidt asked for people's interest on committee's

- A.** Membership – Schumann
B. Nominating – McCarthy (with assistance from Swanson)
C. Affiliate Membership – Cashman (with assistance from Schmidt)
D. Development – Urlaub (with assistance from Bentley)
E. Ad-Hoc – looking for interest
F. Legislative – Barrett (Schmidt talking with Goodman for interest)

International Conference:

June 19th -22nd in St. Louis

Future Chapter Meetings:

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|-------------------|---------------------------|
| January 18, 2010 | College of St. Benedict |
| April 8, 2010 | Bemidji State |
| June 7-8, 2010 | Hinckley |
| October 4-5, 2010 | Hinckley |
| January 17, 2011 | Mankato State |
| April 11, 2011 | Gustavus Adolphus College |
| June 6-7, 2011 | Hinckley |
| October 3-4, 2011 | Hinckley |

Meetings will be held 0900 – 1500 hrs.

Adjournment:

Meeting adjourned