



Volunteer Center of Cedar Valley

Board Meeting Notice & Agenda

Kimball Ridge Center Board Room
2101 Kimball Ave, Waterloo
July 14, 2010
7:45 a.m. – 9:00 a.m.

Mission Statement: The mission of the Volunteer Center is to promote and support effective volunteerism; to serve as the resource and coordination center for volunteers and a catalyst in building coalitions and community partnerships.

Vision Statement: The Volunteer Center of Cedar Valley mobilizes people and resources to deliver creative solutions to community problems.

Agenda Items:

1) Welcome and Correspondence – Julie Kacher

- a) Outlook calendar updates

2) Approval of June Meeting Minutes

3) Reports

- a) Executive Committee Report: see minutes – Julie Kacher
- b) Financial Report – Carrie Moorman
 - i) Approve June Financial Statements
 - ii) Approve FY11 Budget
- c) Accountability Report – Lauren Pelleymounter

4) Committee Updates – 3 minutes each

- a) Appetite for Service Committee – Chelley Pratt
- b) Marketing Committee
- c) Fundraising Committee – Julianne Gassman
- d) Nominating Committee – No Report

5) Old/New Business

- a) Update Contact Information
- b) Board of Directors Job Description
- c) Board of Directors Survey
- d) Goals for FY2011
- e) Nominating Committee
 - i) Potential new members: lawyer, tech support, VGM
 - ii) Approve Michelle Temeyer, Ex Officio
- f) Fundraising Committee
 - i) RAGBRAI participation and location
- g) Appetite for Service
 - i) Committee Chair
 - ii) Date/Location
 - iii) Head Celebrity Server
- h) Governors Volunteer Awards – July 22, 2:00 p.m., GBPAC
- i) Community Organizations Active in Disasters (COAD) activated

6) Educational Component – Board of Directors training, June 2010

Reminder: NO AUGUST MEETING

Next meeting is September 8, 2010

**Volunteer Center of Cedar Valley
Board of Directors Meeting Minutes
June 9, 2010**

Board members present: Nick Hildebrandt, Abby Howie, Julie Kacher, Carrie Moorman, Holly Olson, Julie Pitzen, Chelley Pratt, Tom Schutte, Floyd Winter

Board members absent: Jackee Austerman, Mark Fischels, Juli Gassman, Lonna Haurum, Linda Jacoby, Linda Kobliska, Alan Stalnaker, Chris Vadner

Staff Present: Lauren Pellemounter, Anne Marie Kofta

The meeting was called to order by Julie Kacher at 7:51 a.m. Quorum was met.

May Minutes: Approved by Floyd Winter and Chelley Pratt

Executive Committee Report: Julie shared the minutes are provided from the Executive Committee Meeting. All information will be covered throughout the Board Meeting.

Financial Report: Carrie Moorman shared expenses are below what was budgeted. Income is lower than expected.

May Financial Statements: Approved by Floyd and Abby Howie

Budget: Carrie shared the Executive Committee did an extensive review on grants and the percentage of likelihood the VCCV would receive the grant. Lauren shared information regarding the Volunteer Generation Fund including the state applied for \$400,000 to be disbursed through a competitive grant process late summer. Budget will be approved at the July meeting.

Accountability Report: Lauren and Anne Marie shared information regarding volunteer referrals, media attention, programs and schools.

Committee Updates:

Nominating Committee: Approve term renewal for Chris Vadner, Carrie Moorman and Floyd Winter: Approved by Nick Hildebrandt and Holly Olson. Approve term renewal of 1 year for UNI student representative Amy Costliow: Approved by Chelley and Floyd. Approve resignation of Mark Fischels: Approved by Julie Pitzen and Chelley. Approve Executive Committee for FY11: Approved by Floyd and Julie P.

AFS Committee: Lauren shared the committee will get together in July to discuss date and Head Celebrity Server information.

Marketing Committee: Lauren shared a potential business sponsor list that the committee developed including Pepsi, Coca-Cola, UPS, PFG Best, Scheels, MidWestOne Bank, Dick's Sporting Goods and car dealers. Julie P. also shared the committee would like to rename Business Partnership. Some suggestions include Partners in Volunteerism, Partners in Community Engagement, Community Service Opportunity Partners. It was suggested at the Marketing Committee meeting that Kohl's be considered a business partner due to their already developed partnership and donations to the VCCV. Lauren shared survey has been distributed to volunteers.

Fundraising Committee: Lauren shared it is a goal of the Fundraising Committee to develop 1 fundraiser each month in hopes to reach the \$3,000 budgeted goal. June: Cold Stone, My Waterloo Days and Zippy's. July: RAGBRAI. August: Cold Stone. September: Speed-dating. Lauren would like someone to chair the larger events including Speed-dating.

Old/New Information:

Future Meeting Dates: Lauren asked if all were comfortable with current meeting day and time. No changes necessary. Lauren also shared she will send out meeting requests on Outlook calendars so people have schedule for full year.

Community Organizations Active in Disasters (COAD): Lauren has taken on chair of Volunteer Committee and has received a small grant for Volunteer Reception Center "Go Kits" from the Community Foundation of NE Iowa.

Board Training: Lauren requested people sign up to attend free training and also tell her if they are planning to attend. Lauren will send information via email again.

Meeting was adjourned at 8:46 a.m. by Chelley and Nick.

**Respectfully submitted,
Nick Hildebrandt**

Volunteer Center of Cedar Valley
Executive Committee Meeting Minutes
July 8, 2010
4:00 p.m.

Executive Committee members present: Chris Vadner, Julie Kacher, Nick Hildebrandt, Chelley Pratt, Carrie Moorman
Staff Present: Lauren Pelleymounter

Agenda Items:

1. Financial Report

- a. **Budget** – Carrie reviewed the budget. No changes have been made since budget was presented at June meeting. Approval will occur at July Board of Directors meeting.

2. Committee Reports

- a. **Marketing Committee** – No current report to share.
- b. **Fundraising Committee** – Lauren reported upcoming events as stated below.
 1. **July – RAGBRAI, Zippy’s**
 2. **August – Cold Stone Creamery**
 3. **September – BOD Donation Requests, Speed Dating**
 4. **October – Casual Day for Make A Difference Day, October 22**
- c. **Nominating Committee** – Lauren discussed nominating Michelle Temeyer as an ex-Officio Board Member. Nomination will be presented at upcoming board meeting. Lauren also requested assistance in recruiting board members in the following categories: lawyer (Nick), IT/Computer (Julianne), VGM

3. Old/New Business

- a. **New Board Member Information Sheet** – Lauren will update form with suggestions from committee and will present at board meeting for final approval.
- b. **Review of Bylaws** – Per suggestion of Julianne Gassman, Article VI, Section 6 should be removed and updated. Lauren suggested a complete review of all Bylaws as they have not been reviewed in 2 years. Will revisit updating in the fall.
- c. **Board of Directors Survey** – Lauren will send copy of board survey from FY10 to Executive Committee for review. Board of Directors will update and send out for completion by Board of Directors.
- d. **Board Training Session review** – Executive Committee suggested discussion about the training at upcoming Board Meeting. Lauren will ask Julianne Gassman for assistance with presenting information.
- e. **Layout for BOD meetings** – It was suggested that layout of each meeting be adjusted to allow for all topics to be covered. Reports will be limited to 3 minutes each and if continued discussion is necessary, topic will move to new/old business. Carrie suggested keeping minutes for each committee meeting and providing to full board for review. Also, Lauren suggested an education component be added to each meeting, so that the Board of Directors can continue to educate them about be a responsible and active Board of Directors.
- f. **Strategic Planning** – No discussion.

Volunteer Center of Cedar Valley
Appetite for Service Meeting Minutes
July 9, 2010
7:30 a.m.

Committee Members present: Nick Hildebrandt, Chelley Pratt, Lonna Haurum

Staff Present: Lauren Pelleymounter, Anne Nass

1. **Date/Location** – March 26 and April 2 are available at Sunnyside Country Club. Chelley is checking with the Isle Casino Hotel for availability and cost.
2. **Committee** – The Committee consists of Julie Kacher, Lonna Haurum, Nick Hildebrandt, Chelley Pratt and staff. Lauren discussed who could chair (or co-chair) the event. Anne shared information about what chairs are responsible to accomplish.
3. **Save the Date Cards** – Anne will send out around September 1, following the Labor Day holiday.
4. **Head Celebrity Server** – Goal for head server should be to recruit 5 additional tables on top of what the committee and board of director's recruits. Server will compile a list of potential invitees. Suggestions of possible servers include: Darin Beck, Gene Leonhart – Cardinal Construction, Dave Peters – Peters Construction, Jim Walsh, Dave Rodger, Russ Wassendorf, Bob Justis, Jim Waterbury, Young Plumbing and Heating, Gary and Becky Bertch. Committee will further discussion and potential head celebrity server at Board meeting.
5. **Goals** – Lauren and Anne suggest 18 is a good goal, but we could fit up to 20ish tables in Sunnyside (more if we move the silent auction items). Budget goal is \$35,000 income, \$12,000 expenses.
6. **Table sponsorship price** – Cost will remain at \$750
7. **Auction Items** – Lauren and Anne suggested updates to silent auction items need to occur. Anne would like to see recruitment begin this fall for potential items. Lauren will review potential vacation hot spots for trip package and special event item for live auctions.
8. **Next AFS Meeting** – The next meeting date/time will be emailed to committee.