



CLASS Board Meeting Minutes

Date: Monday, October 4th, 2021

Time: 1:30 P.M. – 3:00 P.M.

Zoom Meeting Link: <https://us02web.zoom.us/j/89927751660?pwd=ZWVtN3pHZTQrSk9UNG51UUlkNFdTQT09>

Meeting ID: 899 2775 1660

Passcode: 680127

Meeting Facilitator: Scott Olson

In Attendance

Scott Olson

Kate Goebel

Julia Wolfe

Lynn Amon

Jenifer Baker

Katie Everett

Cindy O'Donovan

John Slade

Kristine Sundberg

Welcome and Introductions

- Begin recording Zoom meeting.
- Brief welcome and introduction by President.

Executive Team Reports

President

Julia Wolfe still trying to see if she can become an official member of CLASS. Currently recognized as a representative and unable to vote. Currently supports CLASS as a liaison of Ramsey County.

President Scott Olson presents agenda for meeting

- Filing CLASS Renewal w/ State of Minnesota (Scott)
- 2020 tax preparation for CLASS (Scott & Cindy); filed and status is “pending”
- GWBLCF Grant Report (Cindy); waiting on final report and figures to submit

Treasurer

No current Treasurer...report made by Scott

- Check arrived from Ramsey County but not on current financials thanks to Julia
- Income consists of membership at this year
 - Donations not currently separated on website
- Expenses consist primarily with contracting work and Zoom invoices
- Statements and invoices are available to board upon request
- Noted that during CLASS Board Meetings, Kate Goebel participates in a voluntary capacity for the secretarial role
- Looking ahead at budget for next year
 - Create subcategory for consulting fees separate from marketing

Cindy O'Donovan motioned to accept the financial statements

Jenifer Baker seconded the motion

President Elect

No current President Elect.

Outgoing President

Outgoing President Lynn Amon presents update.

- Lynn is managing the mailbox at City Hall and received a check from Ramsey County that came in to be used for general expenses.
- Keeping our current address with White Bear Lake City Hall



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New Business / Discussion

Action Items for Discussion

State information regarding contractor/board member status

- 1099 discussion – contract work that is more than \$600 annually requires the organization to file a 1099
- Reviewed Kate Goebel's willingness to come aboard as acting secretary while also providing contract services to ensure transparency, abstaining from votes on financial matters related to her contractor status, and plan to revisit at future board meetings

Need assistance from current board members to assist with the following:

Organizing Networking Meetings

- Assist with sending out email invitations, updates, etc.

Grant Writing

- Julia Wolfe recommended contacting Diane Graham-Raff with Trellis for grant writing assistance
- Kristine Sundberg shared the idea of partnering on grants with Elder Voice and other organizations
- John Slade offered his support following the election in writing and editing
- Kristine Sundberg offered to lead in grant writing for partnered grants with Elder Voice

Educational Planning Development

- i.e., Speaker for Affordable Senior Housing, Assisted Living Licensure, Transportation Robotics, Age-Friendly
- Bring ideas to board for topics, identify potential speakers or forums for presentation
- Kris Sundberg brought up the idea of a newsletter
- John Slade mentioned a potential topic presentation
 - Seniors on Mortgages, Rent and Rent Help, Housing Providers, COVID and Federal Housing Funds
 - Works with Bill Gray at the MN Home Ownership Center.
 - Potential panel discussion of funding senior living in early December.
- Discussed that the CLASS website provides a central hub for different education and event opportunities available through other organizations that link to website information
- Kris Sundberg mentioned the discussion on challenges with staffing and something we can do as an organization to help attract people into long-term care work
 - Cindy O'Donovan mentioned the challenges from an HR perspective with reimbursements to pay a livable wage, COVID, school, caring for others has had an impact on staffing
- Lynn Amon added recommendation of focusing on the Northeast Metro for the scope of Education Planning

Education Planning Committee

- Identify date for first Zoom Education meeting – recommend December
- First topic recommendation: Housing
- Lead: John Slade
- Interested supporting members: Scott Olson and Kristine Sundberg
 - Kate Goebel interested but wants to be transparent on participating from a volunteer role vs. consulting support
 - Scott mentioned Jenifer Baker may have an interest, but she was not available to give feedback
- First discussion meeting to occur after the election



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Ramsey County Age-Friendly Ambassador

Identify a board member(s) to attend Ramsey County Age-Friendly meetings and report back to board about initiatives

- Cindy O'Donovan attended the meeting in September and has offered to continue attending
 - Putting together a presentation for Ramsey County Commissioners
 - The representative from AARP is actively engaged
 - Tara Jebens-Singh attended in the past
- Lynn Amon recommended Katie Everett to reconnect on this initiative
 - Katie Everett said she can be more active going forward

Revision of CLASS info card/brochure

- Cindy completed edits:
 - Removed Jon Anderson's phone number
 - Updated CLASS email address
- Reprint will cost \$79 for 250 – Cindy O'Donovan managing reprints

John Slade motioned to reprint card/brochure

Lynn Amon seconded the motion

Minnesota Council of Nonprofits membership

Recommendation to approve renewal:

- Cost is \$50 for the year - access to resources, information, publications.
- They have an annual conference in October - this year will be virtual 10/14, 15 and 28, 29 - cost is \$179 - this could be something we could offer in the future for a Board member or member to represent us and gather helpful information.
- Kris Sundberg mentioned the idea of sharing the conference cost between CLASS and representative organizations of board members

Kris Sundberg motioned to approve the renewal of the Minnesota Council of Nonprofits membership

Cindy O'Donovan seconded the motion

Discussion on Advocacy Statements

Currently have an overview of our advocacy positions

- **BOARD ACTION: APPROVAL AND REVIEW BY 10/15**
 - Need to review and approve the Advocacy Fact Sheet statements for Age-Friendly Community and Affordable Housing
 - Transportation and Dementia-Friendly needs to be complete (provide data to Cindy O'Donovan)
 - Once approved, plan to post this information on the website

Current Grant Applications

- Vadnais Heights Area Community Foundation Grant – complete
- GWBLAF Grant – upcoming, due this week

Nomination Committee

Discussion on putting together a nominations committee for 2021 to fill upcoming president and board positions

- Looking to Lynn Amon, Cindy O'Donovan, and Katie Everett who previously supported these efforts
- Need brief description of roles for clarity and review previous descriptions to current match current trends/needs
- Committee will need to be put together in the next couple of weeks and will bring up at Networking Meeting

2022 Networking Meeting

Future discussion on hosting more frequent meetings (every other) starting in the new year



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Community Liaison/Committee Updates

Katie Everett from Vadnais Heights gave updates on city events

- Finished up summer programs and looking at different senior programs and winter newsletter

Julia Wolfe not available to provide Age-Friendly update

Announcements

Upcoming Events

Quarterly Networking Meeting via Zoom

- November 10th 8:30 AM – 10:00 AM
- Will send notification to Care Options Network to run the weeks of November 1st and 8th

Becoming Dementia Friendly 2021 Community Summit

- October 7th 9:00 AM – 1:00 PM

Next Meeting

December 6th | 1:30 PM, Zoom link will be sent out prior to meeting

The meeting agenda will be distributed a week prior to our next meeting. Please review your sections, update materials, and return to CLASS.executiveteam@gmail.com in advance of our meeting. All Zoom meetings will be recorded and uploaded to the CLASS website.