



MCA Members Annual Business Meeting

Date: October 26, 2018

Time: 8:00 a.m.

Place: Annual Training Institute
Lake Superior Ballroom – DECC – Duluth, MN

Please review: September, 2018 - Financial Report
September 13, 2018 – Board of Directors' Meeting Minutes
Committee Member Reports

----- Agenda Topics -----

Call Meeting to Order President – Mark Groves

Secretary Report Gina Evans
Approval of September 13, 2018 Board Directors' Meeting Minutes

Treasurer Report Jennifer Guse
September, 2018 Financials

President's Report Mark Groves

President Elect's Report Connie Hartwig

Vice President's Report Mary Oberstar
By Law Changes – see changes submitted

Past President's Report Sarah Eischens

Committee Reports
Committee Reports – see submitted reports

Old Business
None

New Business
2019 Board of Director Results
2019 Nominations for Nominating Committee Members
Three (3) members shall be nominated from the floor at the annual business meeting.
2019 Fall Institute Location and Date – Rochester, Minnesota – October 23-25, 2019

Motion to Adjourn



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BOARD MEETING MINUTES SEPTEMBER 13, 2018 MINNCOR SUPERIOR ROOM - ROSEVILLE, MN

Absent/Present:

Mark Groves	P	David Heath	P	Dan Kempf	A
Debbie Beltz	P	Katie Campbell	A	Laura Anderson	A
Jennifer Guse	P	Ryan Busch	A	Dan Raden	A
Mary Oberstar	A	Cal Saari	P	Nathan Jackson	A
Shannon Fette	A	Connie Hartwig	P	Jayne Schmid	P
Sarah Eischens	P	Amy Moeckel	P	Jenna Reuter	A
Lori Korts	P	JoAnn Brown	P	Zayda Harsha	A
Mark Bilven	P	Melissa McCann	P	Tara Rathman	A

Call to Order: The meeting was called to order at 11:40 a.m.

Secretary Report: Gina Evans (absent)

- No reports.
- Motion made to approve August minutes by Lori, seconded by Connie and August meeting minutes approved by board.

Treasurer Report: Jennifer Guse

- Financials were received yesterday for June, July and August. A few changes to budget made due to facility fees and catering costs.
- Fall Institute invoicing is going smoothly. MCA made a change with Pay pal fees to come through as an expense through administrative budget.
- Administrative Budget for costs of 85th Committee Efforts. Cost increased for office supplies, promo items and IT. Awards committee room rental moved to administrative budget.
- Networking budget increased for promo items at ACA and MCA booth. An increase of \$300 for bracelet in honor of Officer Gomm to be given to members.

- Money to be set aside for purchase of high powered projector to use at Fall Institute and future events. Motion made by Mark to purchase a projector for up to \$1,500, seconded by Connie and passed by board. Projector to be purchased prior to Fall Institute.
- Fall Institute requested an increase for facility fees to have separate room for lunch and kick off speaker. There was not enough time to tear down from lunch and prepare for speaker in the same room.
- Motion made by Mark to approve an amended increase and modification to 2018 budget for increase in facility fees, seconded Connie and passed by board.

President's Report: Mark Groves

- Mark sent president's report regarding collaboration efforts with other agencies. Board agreed to continue in direction to collaborate with other agencies.

President Elect's Report: Connie Hartwig

- Melissa Mc Cann took over for Student Services. Student services held meeting and brainstorming ideas such as bowl for business cards at MCA or student service booth for possible internship placements.
- 85th Committee discussed honoring Officer Gomm in the future. MCA would look at developing an award next year if family approved. MCA will be ordering Officer Gomm wrist bands for members.
- Connie educated the board about the Correctional Peace Officers Foundation. The association helps financially support injured corrections officers. Connie suggested doing an exhibit at the conference to spread the word. Connie contacted the association to inquire doing a membership or donation. Typically there is a monthly donation to be a member. For an association to be involved they would need to do a lifetime sponsorship of \$5,000. This can be broken up over a couple of years. The board discussed the options. The board agreed doing sponsorship over a two year period with \$2,500 payment each year to total the \$5,000 balance.
- Connie made motion for MCA to make a lifetime sponsorship to Correctional Peace Officer Foundation over the next two years, donating \$2,500 each year for a total of \$5,000, seconded by Jennifer, and passed by board.
- Modify budget \$2500 to membership dues line for 2018 and 2019.

Past President's Report/ Awards Committee: Sarah Eischens

- Awards Ceremony is coming together. The award winners were announced and sent out to members. Sarah is working on getting bios and pictures for awards program. Debbie will send schedule of program.
- Past president's breakfast to serve buffet breakfast. Invites have been sent out and getting RSVPs, 11 thus far. Debbie will mail invites to those past presidents who do not have email addresses.

Vice President's Report: Mary Oberstar (Absent)

- No reports.

Administrative Report: Debbie Beltz

- Thank you received from Hills Golf Classic for sponsorship.
- Trinket are here for events and fall institute. Ordering awards plaques, good idea from those who were at the MCA booth at ACA to put MCA business cards in phone pocket trinkets, and getting sizing for zip up jackets.
- Banner for 85th is done and can be used for future events. Debbie is ordering sweatshirts and fall institute ribbons for badges.
- Gift cards to be given away 10-\$85 on Tuesday night and \$850 at end of conference
- 427 attendees registered for Fall Institute and a lot of folks coming to Tuesday night Award Ceremony.

Adult Justice/Legislative Report: Mark Bilven / Cal Saari

- Legislative working on agenda proposals for fall institute. One more last meeting before final draft will be completed. Items on proposal include general staffing needs, smarter sentencing, juvenile supervision, Mental Health and offender reentry.
- Cal plans to give packet to legislators with five priorities to simplify things and provide information. Cal has been working with MACPO and MACACT to collaborate. Looking at changes this year with elections and leadership in the house.
- No firm commitment on legislators at Fall Institute. They are hoping to get key people to come and speak. Cal is hoping to do Capitol Day at the Capitol this year.

Communications Committee: Tara Rathman

- Committee meet in August to review budget and looking at future. Committee spent time on attendify website to develop app. App will be free this year with credit from last year. Tara working with app and provider to get things going, some issues with branding. Will be advertising it soon.
- Tara has agreed to take pictures at Fall Institute. Since she is an award winner lodging will be free. Committee wanted to use the extra money to come up with a raffle drawing with prizes. If members download the app or like MCA on Facebook they can put name in drawing for prizes. Tara would like to make up a poster with instructions of how to enter drawing for prizes.

- October Forum will be out prior to Fall Institute.
- MCA Timeline is almost ready for Fall Institute and looking great.
- Camera was purchased by Tara for use at MCA events by photographer. Tara purchased MCA camera, \$600 which is under budget.

Education/Training Committee: Nathan Jackson/ Zayda Harsha (absent)

- Stages of Change: Trans theoretical Model set for next workshop on September 21, 2018.

Fall Institute Committee: Shannon Fette (absent) / Dan Raden (absent) / Amy Moeckel

- Tuesday night DECC food and beverage minimum comes out of 85th Anniversary Committee \$3,000-5,000 for awards ceremony. Debbie working to obtain a sponsor but should be allocated in the budget.
- A motion made by Debbie for \$5,000 be added to Administration Catering budget, second Jayne, and board passed.

Juvenile Justice Report: Jayne Schmid

- No change to legislative draft. Committee reviewed Juvenile justice 21 project.
- Committee is finalizing location for annual juvenile justice conference and still searching out places. The conference will include a Keynote speaker, a main speaker, and youth panel. Looking at some possible dates in January. Committee is hoping to tie in JJ21 initiative with release and information sharing.

Membership Report: Dan Kempf (absent) / Jenna Reuter (absent)

- Membership is up but expect a decline after past fall institute attendees fall off. Will work on reminders to update membership for those at risk of elapsing.

Nominating Report: Laura Anderson (absent)

- No report

Sponsorship: JoAnn Brown

- Following up with sponsors to see interest in Fall Institute options and continued interest.

Spring Workshop: Ryan Busch (absent) / Katie Campbell (absent)

- Committee is working on topics and location.

Student Services Report: Melissa McCann

- Met today and will meet in person quarterly.
- Will do session at Fall Institute for students.
- Reaching out to local colleges, modeling DOC as regional recruitment by members.
- Trying to update to get students to website to see what MCA has to offer.
- No students registered for fall institute, spread the word and scholarships available.

Technology Report: David Heath

- David checked out possible projector briefly and range in price from \$1,500-5,000. He felt price on amazon was good deal.

Victim Services: Lori Korts

- Committee has grown this year. Requested to have room at conference for committee meeting.

Motion made by Cal to adjourn meeting, seconded by Amy and passed by the board.

Meeting Adjourned at 1:05 p.m.

NEXT MEETING:

Business Meeting Friday October 26, 2018, at 8:00 am DECC-Lake Superior Ballroom Fall Institute

November 8, 2018 at Central Office-DOC Afton Room

Respectfully submitted,

Sarah Eischens

Sarah Eischens
For Gina Evans- MCA Secretary 2018