

MAPE Special Board of Directors
October 26, 2017
1:00 p.m. – 4:30 p.m.
3460 Lexington Ave North Suite 300
Shoreview, MN 55126

FINAL

M= Motion S= Second P = Passed F = Failed

Present: President Chet Jorgenson, 2nd VP Eva Peterson, Treasurer Michelle Doheny, Secretary Vacant, Darci Wing (Reg. 1), Kassie Church (Reg. 2), Celi Haga (Reg. 3), Michael Shultz for Lee Sullivan (Reg. 4), John Bower (Reg. 5), Chris Larson for Joan Treichel (Reg. 6), Ellena Schoop (Reg. 7), Mark Dreyer (Reg. 8), Stephanie Meyer (Reg. 9), Ken Kalamaha (Reg. 10), Mary Rock (Reg. 11), Terry Nelson (Reg. 12), Lois Tucke (Reg. 13), Bryan Kotta (Reg. 15), Mike Terhune (Reg. 17), Tim Beske (Reg. 18), Jerry Jeffries (Reg. 19), Kathy Finken for John Ferrara (Reg. 20), Marcia Bierschenk (Reg. 21)

Absent: 1st VP Jason Moran, Michael Shultz (Reg. 4), Joan Treichel (Reg. 6), Doreen Hernesman (Reg. 14), and Scott Rood (Reg. 16),

Meeting called to order at 1:30 p.m. by President Jorgenson.

MAPE Executive Director Search

- Discussed the hiring process for the Executive Director.

Executive Session

- **MSP** (consensus) 2:20 p.m. to go into Executive Session.
- **MSP** (consensus) 2:25 p.m. to out of Executive Session.

MAPE Executive Director Candidate Interview

- BOD interviewed final Executive Director Candidate.

Executive Session

- **MSP** (consensus) 3:40 p.m. to go into Executive Session.
- **MSP** (consensus) 4:00 p.m. to out of Executive Session.

Executive Director Vote

MSP (unanimous) to approve the final recommended candidate.

Organizing and Political Grant and Procedures Fund Policy

- Discussed proposed policy and reviewed updated version (DRAFT policy is below).
- **MSP** (Church) to update last paragraph, bullet 1 ~~President~~ email indicated on the report form
 - **MSP** (Church) to accept the policy and committee members as amended:
 - Political subcommittee members: Terry Nelson, Kassie Church, Celi Hag
 - Organizing subcommittee members: Darci Wing, Ken Kalamaha, Ellena Schoop

- Chet needs to appoint two more members to the committees.
- The committee will bring back scoring matrixes by the Nov BOD meeting for approval.

MSP (Jeffries) to adjourn at 4:10 p.m.

Next BOD meeting scheduled for November 17, 2017

Marcia Bierschenk, Region 21 Director for Statewide Secretary Vacant

Approved: November 17, 2017

Organizing and Political Grant and Procedures Fund Policy

Delegate Assemble Revision Date:

Board of Directors Revision Date:

Summary:

Related Information:

Policy:

MAPE has two funds from which committees, subcommittees, ad hoc committees, locals, regions, members and/or staff can request funding. ~~from on a quarterly basis.~~ Funds will be dispersed on a quarterly basis. They are a Political Fund and an Organizing Fund. The amount available will be decided by yearly budget passed at Delegate Assembly.

The Political Fund shall be used to further MAPE and state employee causes and interests in the political arena. Approved Legislative Priorities shall be used as a guide for allocating funds, as well as emerging needs and issues that present themselves. This fund cannot be used to give money to candidates directly.

The Organizing Fund shall be used to build power, increase membership, develop leaders, and for campaigns to better employment conditions and the contract. The fund should be used to generate action and get results, not just to raise awareness.

The Board of Directors will decide on the distribution of the funds based on applications from requesting groups/persons.

- The President will appoint 2 members to a Political Fund Subcommittee and 2 members to a Organizing Fund Subcommittee. The board will appoint up ~~2~~ 3 board members to each Subcommittee. ~~The Statewide Treasurer is an automatic appointment to the Subcommittees.~~
- The Subcommittees will review all applications for funds received by established due date for each quarter.
- The Subcommittee will make recommendations to the Board for Directors each quarter.
- The Board of Directors will approve funds at the January, April, July and October meetings.
- Once approved, funds will be available to the grantee. Those funds must only be spent on the stated reasons provided in the application during the time period indicated on the application. Any unused funds will be returned to the fund from which it was granted.

If circumstances arise where a person or group needs funds before the next application cycle outlined above, they may request funds using an expedited process. This process can be used if the following conditions are met:

1. The request is due to unforeseen circumstances. No reasonable person would have been able to predict the funds would be needed during the last quarterly application cycle.
2. The request is time limited. Funds should only be provided for short term needs. If the need extends beyond the current quarter, only funds should be requested for what is needed until the next application cycle.
3. The request is less than \$10,000. The Executive Committee, without approval of the full board may only approve funding of less than this amount by electronic means.

If these conditions are met, the person or group requesting funds can put in an expedited application. They are to fill out the same application as for all other requests, but mark it “expedited” when submitting it. The Executive Committee will review and approve, amend or deny the request within 10 days using the same criteria as for other proposals, but also ensuring the above conditions are met.

Decisions on awarding funds will be based on the priorities of MAPE and criteria determined by the Board of Directors.

1. Scoring matrices will be used in evaluating each proposal. These matrices will be different for the two different funds.
2. Scoring matrices will be developed by the Subcommittees and approved by the board for the following year before the January applications are due.
3. Scoring matrices will be available to all potential requestees ahead of the applications being due for each quarter.
4. The Subcommittees will use the matrices as a tool for evaluating each proposal, but they are just a tool to help determine which will be funded and not the only item to be considered when deciding how to allocate funds.
5. The Subcommittees can recommend and the Board can approve funding proposals, reduced funding of proposals or not funding proposals.

To apply for funds, applicants will need to submit an application and supporting documents indicating which fund they are requesting from.

1. Applications will be due 15 days before the January, April, July and October Board of Directors meetings.
2. Application forms will be available for each fund along with guidelines as to what should be included as supporting documentation and the scoring matrices that have been approved.
3. Applications will include how much money is requested, how the money will spent, and specific and measurable goals that will be met with the funds.
4. Applications will be developed by the Subcommittees and approved by the Board of Directors.
5. Applicants can come each quarter for funds. Approval or denial from one quarter does not ensure approval or denial in a subsequent quarter.

Applicants that are denied funding or approved for funding less than requested, may appeal.

1. Appeals should be sent in writing to the President.
2. Applicants appealing funding decisions will be allowed to present at the next available board meeting.
3. The Board of Directors will make a final decision and notify the applicant on the decision and reasons for the decision.

Grantees are responsible to report back to the Board on how funds spent and how their goals were met.

1. The report must be sent to the ~~President~~ email indicated on the report form within 30 days of using the funds or the end of the time period indicated on the application. The President may grant a 30 day extension.
2. The report must include specifically how the money was spent and evaluation of the goals that were stated in the application.

3. Failure to submit a timely report will exclude a grantee from submitting a subsequent application. If circumstances exist where a report cannot be submitted, a future applicant can appeal to the board to waive the report requirement. The board will vote on the appeal.