

St. Anthony New Brighton Family Services Collaborative Meeting

April 26, 2023, 4:30pm - 6:00pm, Room CS9

Attendees in-person: Lucy Rosario, Jeff Ozanne, Clare Rodrigues-Henderson

Attendees virtual: Jackie Weber, Leah Slye, Sullivan Gould, Catie Michaelson, Tammy Stauffer

1. Brief introductions
2. Meeting Notes - Clare will take the notes for today's meeting. Jeff will work on finalizing the February meeting minutes. Clare will add a few notes from the March 2023 meeting since Jeff had to leave the meeting early. Jeff will finalize.
3. Catie is stepping down as Board Chair and stated this is her last meeting. Catie would like to know who might be willing to step into the Board Chair position. Clare asked what the role entails. Role has historically been the person who reserves the room, agenda set up, facilitates meeting and follows open meeting laws, gets the agenda to Liz so that it can be added to the website; work alongside the Coordinator. Catie is willing to help with getting the bookkeeping plan set up but can't continue in chair role. She will remain on board but participation will be intermittent due to time constraints.
 - Nobody identified to take on the Board Chair role at this time, and discussed plan to rotate and share responsibilities. Will need to figure out who can take this on at the next meeting. Jackie W suggested we look at the primary and most critical functions and perhaps divide up the tasks. **Next steps:** Lucy is willing to get the room reserved. Jackie can do the Google calendar invitations. Clare can work on doing the agenda for the next meeting. Still need to identify a facilitator.
4. Next meeting scheduling: Discussion about when we want to do the next meeting. Are there pressing issues we need to address? There's still some funding we need to spend- \$16, 470.00 still remains if we don't do the waiver, but \$4, 304.00 remains as unspent waiver money. **Next meeting set** for Wednesday, May 17 at 4:30pm-6:00pm.
5. Grant application: We've not finalized the draft yet but the goal is to get this edited, finalized and shared. There's consensus that we need to finalize the draft application and process. We can adjust as we go and receive applications. Leah offered to share at the next council meeting. Discussed ideas about where to publish information about the funding/grant application in the community. Lucy suggested we post in the school community and other venues. Jeff suggested reaching out to existing partners like the police department for example. Lucy suggested that we clarify who the target audience is, and if individuals can apply, what are the implications of that. Lucy shared about the high level of need among students and families in the district so perhaps we can think creatively about how to support these needs. We also discussed the pros and cons of going broader vs more focused. Given the time constraints for spending remaining funds, we discussed identification of existing programs, staff-led initiatives/ groups that we can reach out to and let them know about funding available. Lucy suggested in the communication that we share some ideas of what has been funded in the past or examples of what might be funded. Nourish 282, Summer school program, etc. Funds would need to be spent by June 30, 2023. **Next steps:** *Clare will finalize the current form, develop some language to go along with it. Lucy will work on getting it shared to*

the schools, including with Ray Kidd- Equity Liaison at 282 , and Jeff can share with Nourish 282. Lucy also suggested partnership with Northeast Youth & Family Services and Eastside Neighborhood Services as potential partners worth checking into.

6. Reviewed the draft annual report for 2022 that Wendy Webster completed and shared with the board. Catie asked about why interest is not included. Jeff suggested that may be because it's not taxable so may not be reflected. Numbers in section 5.1 seem to be accurate. **Next steps:** Catie is willing to take a look at the numbers and verify based on data we have. Clare can send it to Ann Boerth. Follow up questions will go to the group.
7. Discussed contract for bookkeeper. Agreed as a group to move forward with this. Clare & Jackie are waiting to hear from Hennepin County if there's any concerns with this. **Next steps:** Catie will move this forward with Ka.
8. Catie met with Mary Sue Hansen at the Ramsey County Collaborative to determine if Tara might be interested in the Coordinator role but she is not able to commit due to time constraints.
9. Follow up with Wendy W about project board funded: Jeff O has the questions to ask Wendy, including whether funding's been spent yet, and can send to Wendy Webster by email on 4/27.

Next Meeting: Wednesday, May 17th, 4:30pm-6:00pm.

*Meeting minutes finalized on 5/17/2023