

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Minutes

Friday, January 26<sup>th</sup>, 2018 from 6:00-8:00pm

Present: Pao Xiong, Sia Yang, Pahoua Lor, Nhia Lor, Mai Xiong, & Willis Xiong (until 7pm); Staff: Sarah Klenz; Guest: N/A

Time	Agenda Items	Action
6:20	A. Call Meeting to Order: Reviewed the January 26, 2018 meeting agenda and Robert's Rule of Order.	Pao called meeting to order at 6:20 p.m. Sia motion to approve the agenda and PaHoua second the motion. All in favor and motion carried.
6:25	B. Thursday, December 7 <sup>th</sup> , 2017 Meeting Minutes: Reviewed December 2017 minutes and there were some questions revolving the direct deposit process.	No motion to approve December 2017 minutes.
6:36	C. 4 <sup>th</sup> Quarter Financials: Will be reviewed in depth at the next meeting when ED is present. Sarah reported that she received a gift card in the amount of \$50 but is uncertain if this is the annual bonus.	Tabled for next meeting. More information is needed for a decision to be made.
6:48	D. Approval of Potential Board Members: The Board must approve incoming or interested board member. The Clan Leaders are working to bring a clan leader on the Board. Pang Cher Vue and Wa Xeng Vang's credentials/resumes were reviewed. Pang Cher Vue served as a Board Member for Willis Xiong's term and has great knowledge and experience about HMAA. Wa Xeng Vang has a BS in Information Technology and Business Administration. He also has knowledge about the Hmong culture, which are great assets to the Board.	Sia motion to approve Pang Cher Vue and WaSeng Vang to the Board. PaHoua second. All in favor and motion carried.
6:53	E. 2018 Monthly Meeting Schedule: Discussed about moving the monthly meeting to Saturday morning from 9am to 11am. However, everyone presented at the meeting decided to table this topic for further discussion, as not all the board members have been determined and invited to share their input.	Mai motion to move this for further discussion at the next meeting. Nhia second. All in favor and motion carried.
6:54	F. Executive Director's Report: Sarah Klenz reported that the Family Strengthening program has an event, Be the Light, scheduled for April 2018. There is currently one part-time Office Manager staff at HMAA. HMAA still has two vacant positions. The positions (Kaj Siab Project & Building Bridges) were offered to applicants but the applicants denied the offer due to transportation (to Menomonie) and wage range. HMAA currently does not have a Housing Liaison and a representative for Kaj Siab Project. The vacant positions have been posted on Facebook. Board recommended that HMAA put a hiring sign at the office to help fill the vacant positions.	Information only.

	<p>Applications and interviews have not occurred since Pa is on leave.</p> <p>Grants: VOCA financial reports were due at the end of December 2017. VOCA is the largest fund now and a quarterly report is needed. Hmong Exhibit Project will be submitted in February 2018 by Sarah Klens. The Hmong Exhibit Project will be used to display Hmong art in the building to attract the Hmong community and community at large. The Hmong Exhibit Project fund is roughly \$16,000 and the museum will match the fund.</p>	
7:15	<p>E Committee Reports:</p> <ol style="list-style-type: none"> <li>1. Review of committees and members assignment: Pao shared with the board members the potential committees and member assignment on each committee. This will be further discussed and agreed upon when all the Board Members have been determined.</li> <li>2. HCC Report: Reviewed that Board would like to continue with this project.</li> <li>2. Clan Advisory Committee: Most clans have designated a representative except for the Khang, Thao, and Lor clans.</li> <li>3. Personnel Committee: To be discussed when the Board is fully staffed.</li> <li>4. By-laws and Governance Committee <ol style="list-style-type: none"> <li>a. Clarify Inclement Weather policy in Employee Handbook: Need to clarify the language in the Operational Manual and the Employee Handbook. Would need to review and revise the language in the operational manual to match with the language in the employee handbook.</li> </ol> </li> <li>5. Events Committee <ol style="list-style-type: none"> <li>a. Fellowship Dinner- typically held in April on a weekday from 5:30 p.m.-8:00 p.m. Event is organized by members of the board- last event held in 2016- to occur on even years.</li> </ol> </li> </ol>	<p>Information only.</p> <p>Information only.</p> <p>Information only.</p> <p>Tabled until Board is fully staffed.</p> <p>Tabled. Proposed to review, revise, and clarify the language in the Operational Manual and Employee Handbook for consistency.</p> <p>Tabled until Board is fully staffed.</p>
7:50	<p>F. Other Business</p> <ol style="list-style-type: none"> <li>1. Yang Valentine's Party Fundraiser Donation Request: Yang Valentine's Party is on 1/27/2018 evening and the donation request is \$200. Board would develop guidelines to support future community donation request(s). Donation would come from the operational account.</li> </ol>	<p>Mai motion not to approve requested donation by taking fund from the general account. Sia second the motion. All motion to pay out of pocket (\$40 per person) for Yang Valentine's Party on 1/27/2018, since a guideline has not been established to determinate where and how to draw the fund.</p>

8:10	<p>2. Reminder: New board members to sign 1) Confidential 2) complete and sign Conflict of Interest Questionnaire</p> <p>G. Adjourn meeting</p>	<p>Information only. New BOD (Board of Directors) reviewed and signed the Confidential and Conflict of Interest Questionnaire. Signed documents were given to Pao.</p> <p>Pao motion to adjourn the meeting at 8:10 p.m. and PaHoua second the motion. All in favor.</p>
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*“To empower people, advance cultures, and enhance the quality of life of Chippewa Valley low-income families.”*

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Minutes

Friday, February 23<sup>rd</sup>, 2018 from 6:00-8:00pm

Present: Pao Xiong, Pahoua Lor, Nhia Lor, Pa Thao, Waxeng Vang Staff: N/A Guest: N/A

Time	Agenda Items	Action
6:10 PM	<p>A. Call meeting to order: Pao shared information on Robert's Rules of Orders. Discussed how to motion a meeting and how to approve to debate about the motion.</p> <p>B. Friday, January 26th, 2018 Meeting minutes: Sarah Klenz said that she did not know if she had received \$600.00 bonus. Pao will talk to Sarah personally.</p> <p>Board Meetings pre-schedule for 2018: Friday, 3/30 @ 6pm-8pm; Saturday, 4/28 @ 9am-11am; Friday, 5/25 @ 6pm-8pm; Saturday, 6/30 @ 9am-11am; Friday, 7/27 @ 6pm- 8pm; Saturday, 8/25 @ 9am-11am; Friday, 9/28 @6pm- 8pm; Saturday, 10/27 @ 9am-11am; Friday, 11/30 @ 6pm-8pm; and Saturday, 12/29 @ 9am-11am. Further discussion includes meeting on Sunday @ 2pm-4pm or 4pm-6pm.</p> <p>December 2017 minutes: Sarah's position is going to change to full time. Income pay change: \$16.00 per hour with health benefit. Request for \$19.50 per hour without health benefit.</p> <p>Questions concerning direct deposit. Staff turns in the time sheet to supervisor for approval and supervisor route to Pa (ED) for review. Pa reviews the time sheet and send to Carol (Accountant) for processing. Carol needs to use flash drive to access account. Time sheet is due by 4pm on Wednesday of the payroll week. Paper check requires two signatures and other boards decide on a certain amount for two signatures. Direct deposit is only allowed to be handled by Bremer Bank and must be signed by authorized personnel. Add Nhia Lor to the Bremer Bank and RCU Bank account.</p>	<p>Pao called meeting to order at 6:10 p.m. Waxeng motion to approve the agenda and PaHoua second the motion. All in favor and motion carried.</p> <p>Information only.</p> <p>Information only.</p> <p>PaHoua motion to approve December 2017 minutes and Nhia second the motion.</p> <p>Information only.</p>
6:20 PM	<p>C. Executive Director's report: ED shared information about trainings and seminars</p> <p>D. Committee reports:</p> <ol style="list-style-type: none"> <li>1. Review committee assignments</li> <li>2. Approve committees and chairs</li> <li>3. Personnel Committee - propose revisions to inclement weather policy in Employee Handbook and Operational Manual (alignment):</li> </ol>	<p>Information only.</p> <p>Information only.</p> <p>Information only.</p>

Operational Handbook: Office closure or delay business hour at discretion of the ED. ED needs to notify the Boards of closure or delay if there is one-foot snow, flood, or government declares that roads are unsafe to travel. No pay unless PTO is used; salary pay only if meet 40 hours.

Employee Handbook: Office close or delay business hour at ED's discretion. Full time staff scheduled to work on the day of the closure/delay will be paid for time off. Pa Thao edited the employee handbook. The verbage in the operational handbook and employee handbook need to be consistent. Future references include questions about work-at-home due to weather, use PTO or work from home, use PTO or no pay, and conference call meeting. Draft revision to the Operational Handbook and Employee Handbook.

4. Performance Evaluations - for staff and ED. Twice a year. Performance reviews provided to Personnel Committee: Merit raise annually based on funding and performance. Work with ED (verbage) in the manual handbook. Reflect the changes.

5. Committee radio program: Resources are available for a Hmong radio program (xov tooj cua Hmoob). It is volunteer-based position and no one wants work with it. Cara worked on it and wants to host every Tuesday. WISE Radio station- courtesy from radio station (7M) but is it for profit? The community wants a news radio station to share information on community issues such as obituary.

6. Fellowship Dinner - post pone to 2019. Event is typically held in April and organized by members of the board: Ended in 2014. The dinner is to build allies and relationship with the community. Annual event but changed to bi-annual. \$2700.00 saved for the fellowship dinner. Event in April at UW at Charles's office. Postpone to 2019 because the Board needs ED to walk through how the event works and if it needs changes.

7. Hmong cultural class - Spring 2018. 3 months long (tshoob kos, kev ua tsaug & kevcai dab qhuas txias). Funding \$500. Snacks and drinks and small fees for gas for teacher: Youa Thai Vang (Ntsuab Thai Vaj) is the instructor-instructing Hmong wedding and funeral process. \$500.00 for the instructor and graduation certificate. Suggestions were made to incorporate the culture class into the youth program to use grant funding instead of operational budget. Need to budget an amount for this type of classes. Things to consider include how many times per year and stop class when budget is

Information only.

Motion to review and approve the revised draft of the Operational Handbook and Employee Handbook at the next Board meeting.

Information only.

Information only.

Information only.

Pao motion to adjourn the meeting at 8:10 p.m. and PaHoua second the motion. All in favor.

	<p>insufficient; coordinate to be a youth program (\$250) or not with program (\$500). Funds to come from the New Year account. Class is open to the community for all ages and gender.</p> <p>8. Increase donation to funeral. Current donation is \$200. Propose amount of \$350.00. Money comes from the New Year account (as part of clan leader approval process): The current donation, \$200, too little, as the cost of living is rising. \$350.00 approved by clan leader. Donation will be issued only to residents (family and deceased individual) of Eau Claire, Menomonie, and Chippewa Falls counties. The deceased individual must also meet the residency requirement above to receive fund. Donation increase will depend on budget increase. ED proposed \$500.00.</p>	<p>Motion to approve gratitude (\$500) to the instructor.</p> <p>Information only.</p>
7:45 PM	<p>E. Hmong Cultural Center - re-visit project and business plan. Get community members. Propose business plan based on funding and assets available from HMAA: \$2 million to \$4 million is too unrealistic. Pang Cher Vue, Willis Xiong, Pa Thao, and Pao Xiong will schedule a meeting to rewrite the business plan. Capital campaign (non-profit) to help fundraise for the building. HMAA running expenses must be able to pay for it. Center would need professional appearance, artifacts and displays, to attract people across all age level.</p>	<p>Information only.</p>
7:55 PM	<p>F. Adjourn Meeting</p>	<p>WaXeng motion to adjourn the meeting at 7:55 p.m. and PaHoua second the motion. All in favor.</p>

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**Eau Claire Area Hmong Mutual Assistance Association, Inc.**

423 Wisconsin Street, Eau Claire, WI 54703

Board of Directors Meeting Agenda

Friday, April 13th, 2018 from 6:00pm - 8:00pm

**Invited:** Pao Xiong, Sia Yang, Pahoua Lor, Nhia Lor, Pang Cher, & Wa Xeng Vang

Staff: N/A

Guest: N/A

Time	Agenda Items	Action
6:14 PM	A. Call meeting to order	Pao called meeting to order at 6:14 p.m.
6:05 PM	B. Approve agenda	PaHoua motion to approve and Nhia second the motion to approve the agenda.
6:10 PM	C. Friday, February 23rd, 2018 Meeting minutes: Pao spoke with Sarah Klens and confirmed that she did receive \$600.00 bonus.	WaXeng motion to approve the minutes and Nhia second the motion.
6:20 PM	C. Executive Director's report: Board reviewed ED report:	Information only.
	Any training (in-State/Out-of-State) must notify the board before it occurs. The information presented to ED by the board does not get relayed appropriately to the staff.	Information
	D. 2017 4th Quarter financial report: Board reviewed the financial report.	Nhia motion to approve and Sia second the motion.
	Committee reports:	
	1. Review revised verbiage of the inclement weather as recommended during February's meeting. All employees, including the ED, would use a PTO day if the office is closed during inclement weather or they would not be paid for that day. If office is closed partial day, PTO will be used for partial day. Approved Operational Manual-Changes to inclement weather policy-section 10, page 6. See Operational Manual for revised verbiage.	Motion to approve revision to the Operational Manual on Inclement Weather Policy-Section 10, page 6.
	2. ED's time sheet to be attached to checks for sign-off. Update policy to reflect change. Pa to update policy and email to group: Board discussed and agreed that ED cannot edit her timesheet and must complete the deviation form when leaving work early. Employee Handbook: Board suggested and agreed to refer to the Operational Manual Section 10, page 6-Inclement Weather Policy.	WaXeng motion and PaHoua second. Motion approve to carry ED's timesheet to be attached to the checks for sign-off. Editing on ED's timesheet is not allowed and ED must complete the deviation form when leaving work early.
	3. Review, revise, and approve duties for Personnel Committee: Pao will work to develop duties and assign personnel committee.	Information only.
	4. Hmong cultural class - Spring 2018 - updates. Still need official approval of \$500 from clan leader advisory. Proposed meeting on April 22 <sup>nd</sup> : ED wanted the students and teacher to purchase the snacks and HMAA to reimburse the purchase. Board would like to know why the fund has to come out of the New Year account and not the operating (unrestricted/general account).	Information only.
	5. Discuss board meetings for the rest of the year - calendar. Fridays/Sunday - every other month: Board discussed that Friday evening at 5pm works better for the	Information only.

	<p>Board meeting.</p> <p>6. Upcoming training for board members on May 11<sup>th</sup>: WaXeng and Pao registered for the training. They will present the information to the board upon completion of the training.</p> <p>7. Start planning for Hmong new year - contact clan leaders to select planning committee: Will meet in May 2018 to discuss and plan for the 2018 Hmong New Year- Richard (Khu) Lee is the New Year Chair. Pao would like the Hmong New year to be a big event.</p> <p>8. Looking for new board members – ideas: Need 9 people on the board and only has 6 people. Pao spoke with Lee Pao Hang but he is not interested. Pao also spoke with John Xiong and he will get back to John. Sia will talk with Hmong Student Association at UW-EC.</p> <p>9. Corrective action policy – revisions: Discussed about ways to revise the corrective action policy. Areas to focus for corrective action policy include Attendance/tardy and absence (Area 1) and Performance and Safety (Area 2). Suggestions on Correction Action Policy include Occurrence (how many times/mistakes can be made before an action) and Action (steps to take when the individual has exhausted the occurrence).</p> <p>Page 17 of the employee handbook needs to be reviewed and revised to make sure that it is in compliance with regulations related to vacation.</p> <p>10. Approval of fundraiser table for Lauj-Phab Society Branch of WI- \$200 for May 5, 2018: Required ED (Pa) and encourage the staff members to attend the event. PaHoua will represent the boards at the event.</p> <p>11. Open Discussion:</p>	
7:45 PM	E. Hmong Cultural Center - status update: Pao and Pang Cher toured the location (Menomonie Street and Clairemont Ave).	Information only.
8:00 PM	F. Adjourn Meeting	Information only.
		Information only.
		Information only.
		Information only.
		Information only.
		Pao motion to approve \$200 from the unrestricted account and Sia second.
		Information only.
		WaXeng motion to adjourn the meeting and Sia second the motion at 8:24 p.m.



**Eau Claire Area Hmong Mutual Assistance Association, Inc.**

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Board of Directors Meeting Minutes

Friday, May 4th, 2018 from 5:00pm - 7:00pm

**Invited:** Pao Xiong, Sia Yang, Pahoua Lor, Nhia Lor, Pang Cher Vue, Wa Xeng Vang

Staff: Pa Thao

Guest:

Time	Agenda Items	Action
5:29 PM	A. Call meeting to order	Pao called meeting to order at 5:29 p.m.
5:05 PM	B. Approve agenda	Sia motion to approve agenda.
5:10 PM	C. Friday, April 13th, 2018 Meeting minutes: Reviewed and Pa will write a formal notice to the HMAA staff regarding the inclement weather policy. Pa will email the HMAA staff and copy the board on the email. Pao spoke with the New Year Chair and the Chair will make contact. Board meetings will take place on Friday at 4pm or 5pm.	Pa Houa motion to approve the meeting minutes for April 2018.
5:20 PM		
5:25 PM		
5:35 PM	C. Executive Director's report:	Information only.
	D. 2018 1st Quarter financial report: Pa reviewed the financial report. Program Summary, especially VOCA: We did not spend this last year, 2017, due to lack of staffing. Pa is requesting for the Board to approve over time for VOCA staff (Long and Sarah) for 2018. Balance is \$86,012.22,	
	The following staff members are within VOCA:	
	Kristy is putting in 20-25 hours per week. Kristy will be full time when she graduates in June 2018.	Info
	Long and Sarah are putting 40 hours per week.	
	Board requested Pa to come up with a projection for the overtime approval request, specifically for Long and Sarah. This is to ensure that there is sufficient funding.	
	The RCU accounts do not match and Pa will notify Carol.	Information only.
	Reimbursement for HMAA staff: Board would like the reimbursement to be kept within the same pay period for efficient accounting purposes.	
	E. Committee reports:	
	1. Review Hmong Culture Center information and financial analysis: Pang Cher, Sia, and Nhia toured the new building today, 5/4/2018. Pang Cher presented a prospective map of the building. The building is 1300 sq. ft. and ready to move in. There are 14 offices with a conference room, a large classroom, and lounge. There is a warehouse that is insulated but needs fire sprinkler. The second warehouse is unfinished and open for future development.	Information only.
6:00 PM		
6:05 PM	Pao reviewed the financial analysis for purchasing of the new culture center. Pang Cher is going to draft an offer with contingencies with offer and present it to the Board for review and approval.	

7:00 PM	<p>2. Review verbiage around vacation, sick days and personal days. Vacation payout upon resignation/termination. Limits of sick days to be carried but not paid out upon resignation or termination. Encourage attendance. Sick days to be used but medical evidence to be provided (day one, day two, etc.) Personal days cannot be carried over and not paid out upon resignation/termination.</p> <p>Pao and board reviewed and suggested that vacation payout upon resignation but not if terminated. Max limit to carry over. Pa agreed to payout vacation upon resignation.</p> <p>Sick days/hours will not be paid out upon resignation/termination. Sick Days- No Max for carryover, not paid out when resign or terminated PTO-No change</p>	Information only.
	<p>3. Review HMAA Wi-Fi security and propose more secure internet services to HMAA staff members and board members</p>	Information only.
	<p>WIFI and Internet: Pa confirmed that the Wifi is totally separate from the internal network. Wa Xeng indicated and suggested that by law, there has a to be a disclaimer for the wifi. Wa Xeng will assist with adding the disclaimer.</p>	Information only.
	<p>4. Simplify attendance policy and corrective actions. For example, if late 15 minutes or more OR leaving early more than 30 minutes, consider as a 1 tardy. Upon 5 tardiness, employee receive Step 1 Warning of Unacceptable attendance. Late 2 hours or more, consider as an absence for 1 day. Two unexcused absences, employee receives Step 1 Warning of Unacceptable Attendance, etc.</p> <p>5. Clarify staff regular and overtime guidelines. Also weekend obligations and compensation time off.</p>	Information only
	<p><b>(IF TIME ALLOWS)</b></p> <p>6. Discuss fiscal policy, purchases and the use of the organizational credit card. Identify best practices. Check and balance system in place.</p>	Tabled for next meeting
	<p>F. Break</p>	Tabled for next meeting.
	<p>G. Closed sessions - board members discussion</p>	Tabled for next meeting.
	<p>H. Adjourn meeting: Next board meeting is scheduled for Friday, May 25, 2018 at 4pm at HMAA.</p>	Tabled for next meeting.

## Executive Board Meeting

June 22nd, 2018

Meeting Minutes:

**Attendees:** Pao Xiong, Wa Xeng Vang, Nhia Lor, Pahoua Lor

Absent: Sia Yang

**Committee Guests:** Mr. Pang Cher Vue (Hmong Cultural Center project Chair), Michael Xiong.

Pao called meeting to order at 5:08. Pao review agenda with board members.

Wa Xeng moved to approve agenda. Pahoua second.

### **1. Hmong Cultural Center Project:** (Lengthy discussion)

Pao gave Mr. Pang Cher Vue floor to discuss Hmong Cultural project. He reviewed original plan from 3 years ago with board. He also reviewed the services that we would utilize the community center for, including traditional Hmong activities, education, training, etc.

Mr. Vue reviewed cost of original plans for the community center. He compared the information to the current prospect building. He reviewed the contingencies should we decide to make an offer. Financial calculations are shared with the board to better understand income versus expenses.

Discussion on selling three buildings to use fund as down payment. After no further discussion, Wa Xeng moved to place the Potter Road House, Barstow Street and HMAA building for sale as down payment for the Hmong Cultural Center. With Potter Road at \$145,000, Barstow at \$115,900 and HMAA building for \$325,000 as sale prices. Nhia Lor second. All in attendance agreed. Motion carried.

Discussion on new building and what the seller is offering. After reviewing all data and no further discussion, Mr. Vue asked the board to consider making an offer. Mr. Nhia Lor moved to make an offer of \$1M for the building at 511 N. Clairemont Avenue as the new Hmong Cultural Center. Wa Xeng second. All in attendance agreed. Motion carried.

**2. Employee benefits.** Pao reviewed the changes in benefits in terms of vacation and sick days. After no further discussion, Mr. Wa Xeng Vang moved to approve the employee benefits on vacation and sick days. Revised policy will be added to the operational manual and employee handbook. Nhia Lor second. All in attendance agreed. Motion carried.

**3. Audit report.** After the team read through the audit report by CliftonLarsonAllen, Mr. Wa Xeng moved to approve the audit report. Nhia Lor second. All in attendance agreed. Motion carried. Audit report signed by Mr. Wa Xeng Vang and Mr. Nhia Lor.

**4. Approving the 990 Tax Return** - Discussed 990 and reviewed mission statement against operational manual. Mission statement on 990 matched that of the Operational Manual. Wa Xeng moved to approve the 990 with no change to the mission statement on the income tax form since it matched the one in the Operational Manual. Pahoua second. All in agreement. Motion carried.

**5. Discussed ED report.** Community picnic coming up on July 22nd. Vincent has flyers available for everyone. Nhia Lor also discussed the Hmong Cultural Class training and will be celebrating soon. Community members and board members are invited to attend the celebration.

**6. Discussed potential credit card use policy.** Reviewed rough draft with board members. Will run the final version through CliftonLarsonAllen firm for input prior to implementation.

**7. Meeting adjourn** - Wa Xeng moved to adjourn the meeting at 7:18. Pahoua second.

**Eau Claire Area Hmong Mutual Assistance Association, Inc.**

423 Wisconsin Street, Eau Claire, WI 54703

Board of Directors Meeting Minutes

Friday, July 27th, 2018 from 4:30 pm - 6:30 pm

**Invited:** Pao Xiong, Sia Yang, Pahoua Lor, Nhia Lor, Wa Xeng Vang  
**Staff Members (ED):** Vincent Xiong

Guests: N/A

Time	Agenda Items	Action
5:02 PM	<p><b>A. Call meeting to order</b></p> <p><b>B. Approve agenda</b></p> <p><b>C. Approve Friday, June 22nd, 2018 Meeting minutes</b></p> <p><b>C. Executive Director's report</b> (including community picnic reviews)</p> <p>-Reports are done but not submitted yet. Need to align the positions with the designated grants.</p> <p>-New Accounting-CliftonLarsonAllen-Will cost \$1500 monthly. Will purchase new software (Quickbook). ED requested \$1500 to be approved for purchase of two new CPUs to download Quickbook for payroll/business purposes.</p> <p>-ED proposed to change organization name to:</p> <p>-Chippewa Valley Hmong Association, Inc. (CVHA) or Northwestern Hmong Association, Inc. (NHA). These will be reviewed by BOD and the community at large before a final decision is made.</p> <p>-HMAA has two open positions including the Community Engagement Coordinator. ED proposed to hire the Community Engagement Coordinator position because the organization received \$45K extra in grant. ED is in the process of revising the position description. Will lose this funding if the position is not filled. ED may be changing the job title along with the job description. ED will email the final revised job description and job title to BOD for review and approval.</p> <p>-ED proposed \$15.00 per hour.</p> <p>-Potter Road House: Proposed \$145K but the buyer offer \$150K. Roof, siding, and basement did not pass inspection. Basement will cost \$5000 to fix. Buyer back out of the purchase. Will fix and sell or sell as-is without fixing it. Will sell as-is without fixing the siding and basement.</p> <p>-Tunnel Hoop House @6pm on August 9<sup>th</sup> 2018 at ECHMAA office.</p> <p>-Programs: ED Completed Job Analysis for the programs. Did</p>	<p>Pao called meeting to order at 5:02 p.m.</p> <p>Pao reviewed the agenda. Nhia motion to approve the agenda and Sia second the motion.</p> <p>Pao reviewed the meeting minutes from June 2018 meeting. Sia motion to approve the minutes and Wa Xeng second the motion.</p> <p align="center">Info</p> <p>-PaHoua motion to purchase Quickbook and two CPUs at \$2000 and Wa Xeng second the motion.</p> <p align="center">Information only</p> <p align="center">Information only</p> <p>PaHoua motion to approve \$15.00 pay wage and Nhia second the motion.</p> <p align="center">Information only</p> <p align="center">Information only</p>

<p>not meet the needs for Family Strengthening and Kajsiab Program. Ntuj Tshiab-Expanding services to Dunn County and will also be expanding to Chipepwa County.</p> <p>-Civic Engagement/Farmers/Kajsiab</p> <p>-Building Bridges: 69 students in 2017 with the goal to retain 90-100% of students</p> <p>-Ameriental (on Cameron Street) is willing to donate five bags of 100-pound rice per year. ED will work with Ameriental to put this into writing.</p> <p>-Interpreting- Reduced due to language line access.</p> <p>-Sarah and ED are working together to revise the job description.</p> <p><b>D. Committee reports/items to be approved:</b></p> <ol style="list-style-type: none"> <li>1. Review Hmong Cultural Center projects and offer to purchase. Updates of properties for sale and building offer status. <ul style="list-style-type: none"> <li>-Offer to purchase: Would like the interest rate to be reduced below 6.5%. Earnest Money-Would like to decrease and extend to 15 days. Inspection needs to be done. Storm Easement: Need more than 30 days to decide between the buyer and seller. Approval/Closing: Need to move to 11/15/18 (allow for 90 days).</li> </ul> </li> <li>2. Review and approve credit card use policy. <ul style="list-style-type: none"> <li>- Have three current credit cards and need to implement new policy for usage. BOD and ED reviewed the Policies/Procedures-Employee Use of Company Credit/Debit Card). Some highlights of the policy include (refer to the policy/guideline for detail): <ul style="list-style-type: none"> <li>-Ensure there is a check and balance in place.</li> <li>-ED must approve prior credit/debit card use.</li> <li>-Office Manager must make reservations for lodging/training cost upon the ED's prior approval.</li> <li>-Request to purchase need to be in writing and route to ED for review/approval.</li> <li>-Reconcile the statement within 5 days</li> <li>-Program Director, ED, and Program Manager have the credit cards.</li> <li>-Return the credit cards to the ECHMAA when one resigns.</li> <li>-Cannot use for overhead/utility/personal purposes</li> <li>-Cannot use for purchase of furniture (furniture purchase must get prior approval by BOD)</li> </ul> </li> </ul> </li> <li>3. Review and approve 2nd quarter financial reports <ul style="list-style-type: none"> <li>-Reviewed the 2<sup>nd</sup> quarter financial reports.</li> <li>-Freedome Inc. Civic Engagement, Otto Bremer Foundation, Dunn County Rice Pantry, United Way Rice Pantry, United Way Rent Assistance grants were received in advance.</li> <li>-Outstanding Checks: ED will review and cancel existing checks as appropriate.</li> </ul> </li> </ol> <p><b>E. OTHER Businesses -</b></p>	<p>Information only</p> <p>Information only</p> <p>Sia motion to approve the Policies and Procedures-Employee Use of Company Credit/Debit Card and Wa Xeng second the motion.</p> <p>-Wa Xeng motion to approve the 2nd quarter financial reports and PaHoua second the motion.</p>
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<p>6:39 PM</p>	<p>1. New accounting services - services and fees 2. Position vacancies/hiring 3. Position job description to match current positions 4. Proposal for agency name change to reflect client base/service areas. (See above) 5. Health insurance packet proposal 6. Revised employee handbook (disciplinary section - clarify, add more details).</p> <p>-ED will revise and email to BOD for review and approval. -Received good feedback about the community picnic. -August 19<sup>th</sup> picnic/party for HMAA/BOD</p> <p>-ED to finish the New Year flyer. Would like to put the flyer out by August 2018. Sia will email the new year committee chair contact information to Vincent.</p> <p><b>-HMAA &amp; BOD company/family Picnic: Sunday, August 19, 2018 from 12pm-5pm at Riverview Park. BOD cooks.</b></p> <p>-EC New Year: Senator Foom Her as Guest Speaker -Lor/Xiong: Maintenance -Vang: Decoration -Xiong: Finance -Yang: Co-Chair -Lee: Chair -Moua &amp; Her: Safety</p> <p><b>Funeral Donation:</b> ED and ECHMAA to reach out to the family in distress.</p> <p>-\$6000 received from Museum: Blia Schwan, Sia Yang, Chao Xiong, Wa Neng Xiong, and Jennifer Vue to be interviewed by the grantor.</p> <p>E. Adjourn meeting -PaHoua motion to adjourn meeting at 6:39 p.m. and Sia second it.</p>	<p>Information Only</p> <p>Information only</p>
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## August 24th Board Meeting Minutes

Pao called meeting to order at 4:35 PM

- Vincent reviewed ED report for the month and discuss plans for the Potter Road house. Updates on the buildings for sale as part of HCC project.
- Pang Cher presented information on the project and updated landscaping design and potential costs of application to the city to get approval from Plan Commission. Team debated and agreed to work on building appraisal first.
- Pao reviewed meeting minutes from the new year planning committee. Lots of activities are behind. Will meet with the team next meeting on 09/23/18 to close any gaps they may have.
- Updated group on the picnic planned for Saturday 9th, 2018 at Riverview Park.

Meeting adjourned at 6:30 PM



## Board Meeting Minutes

10/19/18

- Called to meeting at 4:40 pm.
- Nhia Lor motioned to approve agenda. Waxeng seconded the motion.
- Waxeng motioned to approve September 28th meeting minutes. Nhia seconded the motion.
- New board approvals:
- Dr. Bobby Lor and John Xiong
- ED report - Vincent:
  1. Bader Foundation - \$50K. 20% match.
  2. City has \$90K for purchase a rental building. Vincent to follow up in November/December.
  3. Building of Future (BOF) event - 9:00 am.
- Pao updated on HMAA buildings for sale.
- Discussed new year financials (expense) from RCU account. Pao share proposal. Waxeng motioned to approve new year financials. Nhia seconded the motion.
- Dr. Bobby Lor suggested moving accounts from RCU to Bremer Bank due to the fact that RCU doesn't contribute anything to HMAA.
- Authorization given to Board President to sign on behalf of HMAA for buildings being sold. Vincent drafted form and was signed.
- Meeting adjourned 6:30 PM.

# Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street, Eau Claire, WI 54703

Board of Directors Meeting Agenda

Friday, November 16<sup>th</sup>, 2018 from 4:30 pm – 6:30 pm

**In attendance:** Pao Xiong, Pahoua Lor, Nhia Lor, Dr. Bobby Lor, Vincent Xiong

**Absent:** Wa Xeng Vang (traveling)

## Meeting Minutes

- Pao called meeting to order 4:40 PM.
- Discussed the purchase of Meridian Heights apartments for \$375K. Need additional rental income to supplemental the mortgage payment of the new Hmong Cultural Center. Vincent to follow.
- Vincent discussed the CHDO money available from the city. Previously we had \$90K from the city to buy rental units for low income families. We received another \$50K. All needs to be used by end of June 2019. Pao to contact Michael and John Lor to be realtors for HMAA.
- Nhia motioned to discuss floating holidays for the employees. Dr. Bobby seconded the motion. Two (2) floating holidays were approved for all HMAA employees to use. Floating holidays to be voted at beginning of year by employees. FHs are to be extension of nationally recognized holidays (either before or after). FHs not to be used separately from nationally recognized holidays.
- Discussed holiday pay for probationary employees. Board rejected approval. Keep as is. Probationary employees don't get holiday pay.
- Discussed vacations carryover. Board approved to okay to carry over 20 hours to 2019. Beginning 2020, no more carryover of vacations. PTO stays as is, no carryover.
- Dr. Bobby discussed the Varsity Club purchase as an investment for HMAA, not as HCC. Board needed more information. Dr. Bobby proposed for board to approve. No motion made nor carried.
- Vincent shared 2019 Income/Expense projection.
- Vincent proposed providing holiday gifts of \$50 each to HMAA employees. After much discussion, Pahoua motioned to approve. All in favor, motion carried.
- Meeting adjourned late – 7:00 pm.