

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Agenda

Thursday, January 26TH, 2017 from 6:00-8:00pm

Invited: Willis Xiong, Tou Bertronic Lee, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong;

Absent: Houa Yang; Staff: Pa Thao; Guest: no guest present.

Time	Agenda Items	Action
6pm	A Call Meeting to Order	Willis called meeting to order at 6:30pm. November 17 th , 2016 Meeting Minutes-Chai made motion to approve and Kao seconded. All approved.
6:05	B Consent Agenda Approval 1. Agenda 2. November 17 th , 2016 Meeting Minutes	
6:10	4 th Quarter Financials: New Year final totals are not in as of yet, so no report will be given on this tonight. The New Year account went into overdraft in November because there was not enough money to cover all the expense. The account is currently in the positive after Willis made deposits from the event. 2016 income statement is not finalized as of yet as it is the end of the year- however; they do reflect most up to date expenditures and income. Travel expenses include the purchase of the van. DCF grants for Refugee Family Strengthening and Support Services were expended as scheduled.	Chai motioned to approve the 4 th quarter financials and Mary seconded. All approved.
6:30	C Amend By-Laws to include Clan Leaders Advisory Committee Roles and Responsibilities.	Information
7:00	D Amend agency fiscal policies and procedures to include New Year Account Fundraising and Purchasing: Pao Xiong couldn't attend the meeting today. Pa will email Pao the information as amended in the By-Laws and fiscal policies and procedures we will refine after we get Pao's ideas.	Information
7:15	E Executive Director's Report: Ong Xiong, Outreach & Community Development Projects and Chai Moua, with the Elders and AHP Coordinator; both at .80FTE. Sara Klenz, is a licensed attorney and is offering her assistance if it is needed. Rentals are requiring some maintenance. Western Dairyland weatherization program may be able to be applied for. Building Bridges has few children coming. Talk to Pa if you think of any ideas. Incentives? Teach Hmong language? Come back to HMAA for the class instead of Boys & Girls Club? Will be starting rice pantry in Dunn Co. at Bridge for Hope over the next few months.	Information
7:30	F Committee Reports: Guests are not here so will hold until another meeting. 1. HCC Report 2. Hmong New Year	Information
7:45	G. Other Business 1. 2017 Board Meeting Dates: last Thursday of each month. 6PM is a good time. 2. Dunn Co person invited to HMAA board or clan leader advisory	Information

8:00	<p>committee.</p> <p>3. Staff meeting is once a week. Willis suggests having the meeting in the morning. Current meeting is scheduled for Tuesdays from 2-4pm. Meetings talk about how to assist clients.</p> <p>4. Executive review will be conducted by Mary, Chai and Don at HMAA February 8 at 6PM.</p> <p>H. Adjourn meeting</p>	<p>Chai motioned to adjourn the meeting at 8:11pm. Mary seconded. All approved. Motion carries, and meeting is adjourned.</p>
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“To empower people, advance cultures, and enhance the quality of life of Chippewa Valley low-income families.”

***** NO FEBRUARY MEETING *****

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Minutes

Thursday, March 30th, 2017 from 6:00-8:00pm

Invited: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong; Staff: Pa Thao, Long Vang, Haopay Lee, Cara Yang; Guest: No guest present.

Time	Agenda Items	Action
6:10	A Call Meeting to Order	Willis called meeting to order at 6:10pm
6:05	<p>B Hmong Victim Services Presentation-Long: 2,000 Hmong in ECC, HMAA seeking to be proactive in reducing crime; most domestic violence; Most victims 20-34 years old; Suspects are 15-29 years old; 2016 reported victims-99 Asian, 62% male, unknown got assistance</p> <p>Ron Kind-Saturday, April 1, 1-3 PM; Building Bridges, at HMAA building at 10AM for Korean Barbeque; Be the Light Luncheon on Saturday, April 8th at the Labor Temple, Board members encourage to attend.</p>	Information
6:35	<p>C Consent Agenda Approval</p> <ol style="list-style-type: none"> 1. Agenda 2. Thursday, January 26th, 2017 Meeting Minutes 	Chai moved to approve to 1/26 minutes and Kao seconded motion. All approved.
6:45	<p>D Board Members-</p> <ol style="list-style-type: none"> 1. Tou Bertronic Lee and Houa Xiong resigned- Tou's term is up 12/2017. 2. Mai Xiong, Regional Banking Private Banker, Wells Fargo as replacement for the remainder of Mr. Lee's term. <p>Board could be seven instead of nine members. If do so, need to change bylaws. Don suggested that we keep at nine members and get varied skills in members. Willis wants to talk to Mai first before voting her in and wants to connect with the Lee and Yang clan regarding replacements.</p>	Discussion to continue at next board meeting.
7:00	<p>E Clan Leaders Advisory Committee Roles and Responsibilities</p> <ol style="list-style-type: none"> 1. Amend By-Laws 2. Amend Fiscal Policies and Procedures 	Tabled as Pao Xiong could not attend the meeting.
7:02	<p>F Executive Director's Report</p> <p>Chai Moua, Elder and Affordable Housing Coordinator; Cara Yang, One Xiong, Community Development Coordinator; and Michael Mayo, SW Intern are all new employees. New office associate is hired and will be here soon. Now 11 employees, 6 half time and rest full time.</p> <p>Pilot Hmong Language Camp this summer at HMAA (4th grade and above). Hmong elder tell story about life as part of Hmong Language with the Growing Roots mini grant that we applied for. Hmong girls dance group starting this summer.</p> <p>Rides and information on candidates for election on Tuesday. More Hmong coming in for citizenship.</p>	Information

	<p>Maintenance of buildings. Looking at metal roof for Uranus rental. Have rental assistance help for those with low-income.</p> <p>Needs of Hmong farmers. Having trouble getting names of Hmong farmers for focus group. Nancy suggested that you go to farmers one to one to get information. HMAA wants to assist farmers to do a CSA or hoop house, etc.</p> <p>Grant; Bremer grant, asking for \$70,000. Wells Fargo Community Grant for general programming instead of for New Year. US Bank will sponsor for the 3rd year at \$1,000 this year.</p>	
7:45	<p>G Committee Reports:</p> <ol style="list-style-type: none"> 1. HCC Report: hearing April 27 in Baldwin for state grant proposal 2. Hmong New Year: Money is in bank account. The financial records from the clan who headed up with New Year have discrepancy with HMAA's records that needs to be reconciled. 3. Personnel Committee <ol style="list-style-type: none"> b. Executive Director's evaluation: want to be confidential for employers and to assist directors to improve. Nancy Coffey moved to approve the director evaluation process using a Survey Monkey for the staff and emailed by Don and emailed or snail mailed back to Don Mowry. Mary Xiong seconded. All approved. 	<p>Information Information</p> <p>Nancy Coffey moved to approve the director evaluation process using a Survey Monkey for the staff and emailed by Don and emailed or snail mailed back to Don Mowry. Mary Xiong seconded. All approved.</p>
8:00	<p>I. Other Business</p> <ol style="list-style-type: none"> 1. 2017 Board Meeting Schedule: Change May 25 board meeting to May 18 instead. Don't need to give work off for day before New Year, since now being done by clan. Can decide as we have more information of clan's need for HMAA staff acknowledging that if staff works on certain grants, they may not be able to assist. 2. Continuing Education grants/reimbursements for staff-could be going to a class or certification. Willis suggests that it needs to relate to staff's job position. Don suggests having a committee to work on this. 3. Pathogen and Hazards Waste Handling Policy- incident with client. Chai will look into how they handle this at his place of employment for policy and a work contract. Pa contact EC /City -County Health dept and OSHA guidelines for policy and how to handle. 4. Investment Policy: Wells Management not doing well. Pa suggests that we have an investment policy about risk assessment. Nancy will talk to Matt Coffey about helping to talk us through it in two months. 5. Last year sponsored Hmong Woman's Leadership Summit conference October 27 & 28 in UWEC. Last year gave \$300. Pa recommends supporting the conference at \$500. 	<p>Information</p> <p>Information</p> <p>Information</p> <p>Information</p> <p>Willis made a motion to give \$500 to support the Hmong Woman's Leadership Conference. Don seconded. All approved.</p>
8:20	<p>J. Adjourn meeting</p>	<p>Chai made a motion to adjourn and Mary seconded. All approved.</p>

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Agenda

Thursday, April 27th, 2017 from 6:00-8:00pm

Invited: Willis Xiong (over the phone), Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong; Staff: Pa Thao; Guest: Pang Cher Vue (arrived at 730pm).

Time	Agenda Items	Action
6pm	A Call Meeting to Order	Chai called meeting to order at 610pm.
6:15	B Consent Agenda Approval <ol style="list-style-type: none"> 1. Agenda 2. Thursday, March 30th, 2017 Meeting Minutes 	Motion by Kao to approved as reported. Second by Jaseng. All in favor. Motion carries.
6:20	C 1st Quarter 2017 Financials- reported by Pa Thao. Grant under spent in Civic Engagement but will be spent down before grant period is over. Reviewed DCF financials.	Motion made by Chai to approve last quarter financials as reported. Mary second. All in favor. Motion carries.
6:40	D Board Members- <ol style="list-style-type: none"> 1. Mai Xiong, Regional Banking Private Banker, Wells Fargo, new member 2. Willis update on Yang and Lee clans regarding vacancies. They said they are still talking. Willis asked to let clan leaders know to inform Board of their answers by May 12th or we will go ahead and consider other community members for replacements. 	Information/tabled vote for new member until next board meeting.
6:45	E Executive Director's Report: Ong Xiong and Chai Moua now full-time due to youth staff leaving. Their FTEs are as followed: <ul style="list-style-type: none"> ▪ Chai-- .40 FTE housing, .30 FTE KS Days, .20 FTE Civic Engagement, .10 FTE Famers ▪ Ong-- .30 FTE RFSP, .20 FTE Civic Engagement, .50 BB Story about Kajsia Days was on the front page of the Leader Telegram this past Wednesday. Pa will be on sick leave from eye surgery from May 1-5 th . Annual audit is scheduled on May 15-16 th . Received \$5000 today from Dunn County Community Foundation to expand the Rice Pantry to Hmong in Menomonie. Will be receiving \$3000 for Kajsia Project from the Women's Giving Circle. CDBG recommended for funding for \$10700 for Housing, \$11700 for Community Liaison and \$45,500 for a new Affordable Housing unit.	Information
	Review bids for reroofing of Uranus Avenue; Noticeable Change, \$6508.37 for shingles, \$8,413.98 for steel; Weathersafe Restoration, \$9,096.31; C.S. Construction, \$7,105.00; LP Roofing, \$5,475.00. Board would like to see what brand, type of shingles for each bid- bring back with information to next board meeting.	Information/Motion tabled for next meeting.
7:30	F Committee Reports: <ol style="list-style-type: none"> 1. HCC Report, Pang Cher present, reported that grant through the state most likely will not be funded, so going back to square one- present a list of material cost form 	Information

	<p>Midwest Manufacturing with floor plan. It will be more a warehouse type of building with office space on one end and open hall space on the other. Jaseng suggest making the building more appealing. Cost of actual build is unknown but estimated at \$500-600,000 which HMAA would need to take a loan on since there is no money. Pang Cher plan on having a separate building build on the lot especially for end-of-life memorial services which is not included in the material list. He will be back with more information at next month's meeting.</p>	
8:15	<p>2. Hmong New Year: Pa reported that financials are not yet ready, unable to reconciled all expenses and still waiting to get all the paperwork from the planning committee which needs to be done by May 8 in preparation for the audit.</p> <p>3. Personnel Committee b. Executive Director's evaluation</p> <p>K. Other Business</p> <p>1. Letter from ECAHMAA staff to Board, concerning getting checks signed. Staff consistently has to chase down signers in order to get checks signed. Checks are ready by Tuesday, yet are not signed until the afternoon of Thursday which is payday and won't get signed unless staff takes it to the signers. It is taking time away from client service for staff to have to do this. Chai said he will come during lunch on Wednesdays to sign check. Kao said he can't get off work to do it and has to pick up his children from school at the end of his work day- signing checks is not a priority for him because it is volunteer work. Jaseng asks that checks by signed by Wednesday and suggest Kao arrange time with staff or Pa to sign checks that is convenient for him. Pa to let staff know that checks will be signed by Wednesday.</p> <p>2. Toyota Sienna van damaged on passage side door. Jena drove it out of the ramp and hit the side wall. Estimate for repairs is \$2100 with a \$500 deductible. Long looking to see if it would increase our premiums.</p> <p>3. Hmong Christian Alliance Church is on the market for \$200,000 and could potentially work for HMAA as an alternative option to the HCC. The only concern is the lack of parking. Board to review again at next month's meeting.</p>	<p>Information</p> <p>Information- tabled as Don Mowry was unable to attend tonight's meeting.</p> <p>Information</p> <p>Information</p> <p>Information</p>
8:30	L. Adjourn meeting	<p>Motion to adjourn meeting at 8:30 by Kao. Mary second. All in favor. Meeting adjourned.</p>

"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

Thursday, May 18th, 2017 from 6:00-8:00pm

Attendance: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong; Staff: Pa Thao; Guest: No guest noted.

Time	Agenda Items	Action
6pm	A Call Meeting to Order	Willis called meeting to order at 6:09pm
6:05	B Consent Agenda Approval <ol style="list-style-type: none"> 1. Agenda 2. Thursday, March 30th, 2017 Meeting Minutes 	Chai motioned to approve the consent agenda, Mary second. All in favor. Motion carries.
6:10	C Board Members: Mai Xiong, Regional Banking Private Banker, Wells Fargo, new member. Willis reported the Lee clan does not have a representative they want to send. The Yang clan has not responded.	Motion made by Nancy to add Mai Xiong to the board. Chai second. All in favor. Motion carries.
6:35	D Executive Director's Report: Pa asking to closed the office on June 12 th for a LGBTQ Training in Madison, all staff to attend due to grant requirements. Hmong Language Classes to start on June 14 th and continue twice a week on Mondays and Wednesdays until July 17th from 1-3pm. Dance group to start on Sunday, June 18 th from 1-3pm. Otter Bremer grant applied for-with site visit on May 31 st . Wells Fargo Foundation grant the Kajsiab Project \$1000 for group supplies/activities. The Eau Claire Community Foundation also grants \$3000 for group supplies/group activities for the Kajsiab Project as well. VOCA Continuation grant is due on May 18 th .	Chai motion to close the office on June 12 th for staff to attending the LGBTQ training in Madison. Don second. All in favor. Motion carries.
7:00	E Committee Reports: <ol style="list-style-type: none"> 1. HCC Report: Hmong Alliance Church is up for sale; our proposal for non-state grant is not included in the state budget. HCC Planning Committee is back to seeking local support for the project. Only issue with the church is the lack of parking but offers plenty of space for programming. Pa will schedule a showing for tomorrow, May 19th at 530pm. All board members welcome to attend the showing. 	Information
7:45	<ol style="list-style-type: none"> 2. Clan Advisory Committee: They would like to increase the Funeral Donation amount from \$100 to \$200 and add additional guidelines for the donation request. Board discussion guidelines. These four were settled on, 1) Donations request must be made prior to the funeral service date; 2) No donations may be granted to funeral service held outside of the Chippewa Valley; 3) Only families within ECAHMAA's service area (Eau Claire, Chippewa and Dunn Counties) may apply; 4) If possible, ECAHMAA should present the donation check along with a clan leader during the funeral service. Pa will update 	Chai motion to approve the funeral donation fund increase from \$100 to \$200 along with the four set guidelines for donation request. Kao second the motion. All were in favor. Motion carries.

8:00	<p>the application with the guidelines to present to the Board at the next meeting.</p> <p>3. Hmong New Year: The Clan Advisory Committee is already meeting to start planning the New Year for 2017. Willis report Vang clan does not want to be involved in the planning. Chai said he will take to Ja Bee, the Vang clan leader about sending a representative. Pa also noted that Willis is the only signer on the New Year checking and savings account. A resolution was made to add Kao Lor and Chai Vang to the New Year checking and savings account at RCU as soon as possible.</p> <p>4. Personnel Committee: Executive Director’s evaluation reported by Don. All the evaluations from staff have been received. Don still waiting to get Jaseng and Chai’s evaluation. Don will send a copy of the report to the Pa in advance of the board meeting and report to the board at the next meeting in closed session regarding the evaluation results.</p> <p>M. Other Business</p> <p>1. The women’s dance group is asking for support from the board to help pay for rental space at Sherman Elementary. The cost of renting for non-profit is \$5.00 per hour for 3 hrs each night for 2 nights a week. Total would be \$30.00 per week or \$120.00 per month. Willis would like the support to come from the agency’s general account. Pa suggests half of the support comes from the New Year account. Board discuss liability concerns with supporting the dance group as by renting the space under the agency’s name, we may potentially be liable for injuries or other issues arising from the group.</p> <p>2. Tokens Program: Nancy went over tokens program at the Downtown Eau Claire Farmers Market. Foodshare recipient can use their card to get tokens and have it match by 50%. Nancy distributes flyers and bookmarks for board members to take to Hmong businesses.</p> <p>N. Adjourn meeting</p>	<p>Unanimous agreement to have Kao Lor and Chai Vang to be added as signers to the RCU New Year checking and savings account.</p> <p>Information</p> <p>Nancy motion to support the dance group monthly pending review of liability concerns and ECAHMAA moving to a bigger facility. Support will 50% from ECAHMAA’s general operating funds and 50% from the Hmong New Year revenues pending recommendations from the Clan Advisory Committee. Chai second the motion. All were in favor. Motion carries.</p> <p>Information</p> <p>Don motion to adjourn the meeting at 7:51pm. Mary seconds the motion. All were in favor. Meeting adjourned.</p>
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“To empower people, advance cultures, and enhance the quality of life of Chippewa Valley low-income families.”

423 Wisconsin Street Eau Claire, WI 54703
 Board of Directors Meeting Minutes
 Thursday, June 29th, 2017 from 6:00-8:00pm

Present: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Kao Lor, Mary Xiong, Mai Xiong; Absent: Chai Vang; Staff: Pa Thao; Guest: Dawn Yarrington, CPA

Time	Agenda Items	Action
6pm	A Call Meeting to Order	Called to order at 6:20PM by Willis
6:05 6:10	B Consent Agenda Approval 1. Agenda 2. Thursday, May 18, 2017 Meeting Minutes: Kao said agenda should be change to reflect the correct date of May 18 th and not March 28 th . Correction was made on the agenda to reflect the correct date of the last board meeting for minutes needing approval.	Mary approved the May 18 minutes and Don seconded. All approved.
6:40	C 2016 Annual Audit Presentation (Dawn Yarrington, CPA from ClifftonLarsonAllen LLP): Dawn stated that the segregation of duties was good. Dawn also suggested that we be proactive so if we don't get a grant we have diversified revenue and it will not hurt us as much as possible. Dawn explained audit.	Don moved to approve the 2016 audit as presented by Dawn. Nancy second the motion. All approved. Motion carries.
7:00	D Operational Policy and Procedure vs. Employee Manual 1. Split current Operational Manual 2. Update Career Development, Benefits, Pa explained that there is a need to revise the policy and procedure and employee manual. Pa advises that the board review the manual and her recommendations. Nancy suggested that their professional development activities fit their professional development goals as well. Nancy asked about insurance coverage minimums if they are transporting clients in their personal vehicle. Nancy suggested that staff review the director's suggestions and give input that the board will also consider.	Pa will email the document to the board with her suggestions. The document will be finalized at the next board meeting. Pa will share her suggestions with the staff for their input at the next staff meeting, which will be shared with governance and bylaws committee.
7:15	E Executive Director's Report Closed on Monday, July 3 rd . DCF grant will continue with the change in statutory language for the same amount as last year. Need assistance to hire maintenance person. Mai will solicit assistance from her work staff to volunteer to do the painting. Mai can offer support on the Hmong Farmers Education. Thank Just Local Foods for Change Matters campaign that collected \$600 for the HMAA rice pantry. Several grants have been submitted.	
	F Committee Reports: 1. HCC Report: HCC site that we had held has been sold. Our contract had expired. State money proposal was not awarded to us. Mai Vue Xiong, lawyer, is looking into other possible property to purchase. 2. Clan Advisory Committee	

7:30	<p>a. Hmong New Year Financial Reporting</p> <ul style="list-style-type: none"> i. Payback general account for expenses- \$1175.01 from RCU HNY account. ii. Final net income = \$10,923 <p>b. Planning Committee Asks</p> <ul style="list-style-type: none"> ii. Separate credit card- to be paid for exclusively by RCU HNY account: What procedures and checks and balances will be developed to follow? iii. Petty cash for day of event miscellaneous purchase of up to \$500: Will they have receipts to show how the money was spent? iv. Competition Prizes- blank checks to fill in for winning competitors instead of cash: What if the checks are stolen? v. Planning Committee snacks/drinks- asking \$200- see additional notes attached: Clan can request what they would like and HMAA will buy for them. <p>Mai says that she is concerned about the controls so we know where the money is going. We are responsible to our community to have a check and balance system.</p>	<p>Mai make a motion to approve the amount of \$1175.01 to pay back the general account from the new year account. Mary seconded. All approved. Motion carries.</p> <p>Kao will review the clan recommendations and our discussions to bring suggestions for the July meeting for the board to further review.</p>
7:40	<p>O. Other Business: Don reported on the progress of the director’s performance review. He shared the cumulative report from the board members and will email the cumulative summary from the staff.</p> <p>A teen that was in Building Bridges Program will be participating in the Miss Hmong WI teen pageant. She is requesting sponsorship. We recommend that from \$200-\$500 be given to the teen from the New Year Committee.</p>	<p>Willis will set up a special meeting to have the closed session for Pa’s performance review.</p>
8:00	<p>P. Adjourn meeting at 9:10</p> <p>Q. Closed Session tabled for tonight.</p>	<p>Nancy Coffey moved to adjourn. Mai seconded. All approved.</p>

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Board of Directors Meeting Agenda
Thursday, July 27th, 2017 from 6:00-8:00pm

Invited: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong, Mai Xiong; Staff: Pa Thao;
Guest: no guest present.

Time	Agenda Items	Action
6pm	G Call Meeting to Order at 6:10pm	Motion
6:05	B. Thursday, June 29 th , 2017 Meeting Minutes:	Motion made by Don to approved the June 29 th minutes. Chai second. All approved.
6:10	C. Executive Director's Report: Chai Moua, Elder Coordinator's last day is August 4 th . There will be a going away party during the staff meeting on Tuesday, August 1 st at 9am that board members are encouraged to attend to thank him for his service. DCF site visit was yesterday and it went well. A few things we need to work on such as increasing our outreach with the Latino community in expanding the Building Bridges program to include Latino youths. Pa will be attending a leadership conference in Anaheim, CA on August 15-20 th . The conference sponsor will take care of meals and lodging. Out Civic Engagement grant will cover flight and ground transportation budgeted at \$550.	Information only.
6:40	D. 2 nd Quarter (April-June) Financial- Pa suggest closing the RCU savings accounting ending in 299 with a balance of \$5.84 and transfer it to the HCC savings account ending in 427. Mid-year revenues and expenses are lower than compare to our budget. Net income thus far is \$23, 629.39 with revenues of \$276,399.30 and expenses at \$252,769.91. DCF grants are expanded as scheduled. Delay in hiring all VOCA positions means we have to catch up expending down the grant which end September 31 st .	Motion by close the RCU base savings account ending in 229 in the amount of \$5.84 and transfer the balance to the HCC RCU savings account. Chai motion to approve 2 nd quarter financials as reported. Mary second. All were in favor. Motion carried.
7:00	E. Employee Handbook: review the policy changes based on Feed My People's Employee Handbook. The committee also received staff input and already made suggestions which are reflected in the current draft. Board discuss vacation and other leave benefits but would like to discuss the retirement contribution in more detail. Pa suggest that for board proceed to approve the handbook as it is amended without the retirement contribution policy which can be work at the next board meeting so that staff have an Employee Handbook they can use especially with travel time.	Motion Chai to approve the Employee Handbook except for the Retirement Contribution which will pull for further consideration and adding "up to 3 hours of unpaid leave" for the voting policy. Kao second. All in favor.
7:30	E Committee Reports: 1. HCC Report: John has another piece of property but haven't heard back from them. Pa emailed the board two properties, a multi-unit housing and the Kelly Indoor Heating and Colling commercial property next to Menards west. 2. Clan Advisory Committee c. Hmong New Year Planning Updates	Board unanimously vote to allow Pa Thao, Willis Xiong and Pang Cher Vue to review the properties for considerations. Pa instructed to let Pao Xiong know

7:40	<ul style="list-style-type: none"> i. Increase admission fee to \$4 ii. Vendor fees increased by \$50 iii. Signing Competition- no 3rd place, 1st- \$500, 2nd- \$200; would like to see 3rd place in prizes, iv. Dance- no 3rd place, 1st-\$800, 2nd \$300; would also like to see 3rd place prizes. <p>d. Planning Committee Asks</p> <ul style="list-style-type: none"> ii. Separate credit card- to be paid for exclusively by RCU HNY account: should be in HMAA’s control and cannot be given to the community/clan leader to use. Card will be in Pa’s name under HMAA, card has to be from a different bank. iii. Petty cash for day of event miscellaneous purchase of up to \$500: No need for miscellaneous as Pa will be at the event to take care of purchases needed. iv. Competition Prizes- blank checks to fill in for winning competitors instead of cash— suggest having prize amount filled in but the “made to” blank for treasure and president to sign during the event. v. Planning Committee snacks/drinks- asking \$200: purchased to be made by HMAA or be purchased by the chair which HMAA will reimburse for. No cash will be given. <p>R. Other Business</p> <ul style="list-style-type: none"> 1. Yang Wang Meng Association of the USA: Sponsorship for 2017 Golf Event in EC on August 5-6th. Unable to consider for sponsorship this time as the board did not have adequate time to consider. 	<p>regarding recommendations for prizes to the New year planning committee.</p> <p>Chai motion to approve the credit card under HMAA’s and ED’s name at a bank other than RCU; using blank checks for the competition prizes with the amounts filled in- checks will be signed at the end of the competition by Willis and Kao; and allowing \$200 for snacks to be purchased through HMAA or the committee chair who will get reimburse for with proper supporting receipts. Don second. All approved. Motion carried. Pa will inform Pao of the result of the ask.</p> <p>Information</p>
8:00	<p>S. Adjourn meeting</p> <p>T. Closed Session</p>	<p>Kao motion to adjourn meeting at 8:35pm and enter closed session. Chai second the meeting. All approve. Motion carried.</p>

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423 Wisconsin Street Eau Claire, WI 54703
Board of Directors Meeting Agenda
Thursday, August 31th, 2017 from 6:00-8:00pm

Attendance: Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Mary Xiong, Mai Xiong; Absent: Willis Xiong, Kao Lor;
Staff: Pa Thao, Haopay Lee; Guest: none present.

Time	Agenda Items	Action
6pm	H SA Presentation/Training	Haopay presenting.
6:50	I Call Meeting to Order	6:50 meeting called to order by Chai Vang
6:55	F. Thursday, July 27 th , 2017 Meeting Minutes: Typo on 6:10 to "our." Retirement issues will be addressed in September.	Minutes approved by Don with edit listed below and seconded by Mai. All approved.
7:00	G. 1204 Meridian Review: Offer, Pro-forma budget, FCI Loan, closing: \$360,000 loan approved with Forward Community Investments. HMAA to put down \$3000 plus 1% origination fee and other closing and title fees. Based on pro forma budget, HMAA can continue to rent at the current rate and still cover the mortgage. Currently 2 out of 8 are vacant. Seller accepted the amended offer that HMAA put forward on 8/28/17 with repairs to the exterior and updating/replace smoke detectors and GFI outlets. Closing is expected at the end of September and Pa will work to get details worked out to make sure the purchase is sustainable.	Unanimous board approval to continue with the purchase.
7:30	<p>H. Executive Director's Report</p> <ol style="list-style-type: none"> 1. Job postings for Housing /Kajsiab Project Coordinator: Ong Xiong is currently working on advocacy and civic engagement. Elder advocate, .30 FTE; Housing Coordinator .50 FTE (may increase with multiple unit apartment; civic engagement .30FTE; Building Bridges,.5FTE (Hmong) & .5 FTE (Hispanic) (and be shifted to 1.0 FTE shifted to 2 counties. Could be 2 half time positions. Mai and Chai will meet next Thursday at 5:30 PM to decide on how to coordinate the hiring. 2. Ntuj Tshiab/SA Coordinator: will be posted as ASAP. 3. Work study positions (office assistant and youth mentor) 4. Leave of absence request for Jennifer (Sept. 14- Oct. 31st): Mai will have conversation with Jennifer about dates for leave and due to work load. Will update the board via email. 5. Maternity leave request for Pa (Dec. 22- Feb.9th, 2018): Pa is due 12.29.17. Requesting leave tentatively on 12.22.17 through 2.12.18. Pa will work with staff to designate an intern director. 	<p>Chai approved Pa' leave and Don seconded. All approved.</p> <p>Nancy motion and Mary seconded closing the office on Black Friday with staff using their earned vacation/PTO or time off without pay. All approved.</p> <p>Solutions to abusive international marriages in our community, Sunday, October 1 at America's Best Value Inn from 9-2.</p> <p>Completed Victim's Rights PSA created. Will be on website and Facebook.</p> <p>Working on maintenance for Uranus, Barstow and Spring Street.</p>
8:15	<p>F Committee Reports:</p> <ol style="list-style-type: none"> 1. HCC Report: The board suggests that HMAA not work further on getting working on HCC until we have more funds. 	

	<ol style="list-style-type: none"> 2. Clan Advisory Committee <ol style="list-style-type: none"> a. Hmong New Year Planning Updates: Hmong New Year Celebration for 2017: Lor and Lee clan will be leading. Asking \$3,000 from Ashley Furniture. Pa will work on getting this sponsorship. As board, please request funds for New Year where many Hmong workers work. Talent competitions need to follow the poster: \$800-dance competition, \$500 singing competition and \$300 for Kwv Tkhiaj competition. New Year budget doesn't look correct. Pa will check on and email the correct budget for approval. Mai said that Well Fargo is willing to sponsor the New Year Event with \$800 donation. Ask for 2 tables and entry tickets for staff (6/day). Change amount for volunteers for lunch to \$10, instead of \$16. 3. Personnel Committee: closed session after this meeting. 4. By-laws and Governance Committee: Draft of HMAA policy and procedures due to review at September meeting. Nancy will pull together a meeting with Mai and Don. Pa will email the past policy and procedures handbook and the revised employee handbook. 5. Executive Committee Election- current executive committee term ends this December: Need new president elected before the year end. Chai, will work on putting the committee. Would be ideal to elect the new executive committee by the end of October. 	
8:59	<p>U. Other Business</p> <ol style="list-style-type: none"> 1. Hmong Fellowship Dinner/Hmong Heritage Month - April 2018: Previously third Wednesday, of April. Usually an event that board members plan and we should start the planning for this. 	
9:05	<p>V. Adjourn meeting</p> <p>W. Closed Session</p>	<p>Don motion to adjourn the meeting at 9:05 and enter closed session. Chai second. Motion carried.</p>

“To empower people, advance cultures, and enhance the quality of life of Chippewa Valley low-income families.”

423 Wisconsin Street Eau Claire, WI 54703
Board of Directors Meeting Minutes
Thursday, October 26th, 2017 from 6:00-8:00pm

Attendance: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Mary Xiong, Mai Xiong; Absent: Kao Lor;
Staff: Pa Thao; Guest: No guest present

Time	Agenda Items	Action
6:pm	J Call Meeting to Order	Willis called the meeting to order at 6:13pm.
6:20	I. Thursday, September 25 th , 2017 Meeting Minutes	Chai made a motion to approve the September 25 th meeting minutes. Mary seconded the motion. All approved. Motion moved.
6:25	J. 3 rd Quarter Report (June-September 2017): Note that VOCA grant was not totally spent down mostly due to the agency being understaffed and benefits not be utilized. All other grants are being spent down. A new online data keeping system was purchased with the VOCA grant. Will work on transferring the data into the new system and start using the new data tool in 2018. DCF grants are being spent down as scheduled. Funds received from the Bremer Foundation will go to the Bremer Foundation Reserve Account.	Mai made a motion to approve the 3 rd quarter financials as reported. Chai seconded the motion. All approved. Motion moved.
6:40	K. 2018 Proposed Budget: Review for approval at the December meeting. Pa presented proposed budget based on 12 months of actual financials from October 1 st , 2016 to September 31 st , 2017. VOCA grants confirmed with contracts pending from DCF and SASP grants. We haven't given money out for HS graduating scholarship, so board needs to think about how to go forward. There was a question about the variance in pay for the two youth coordinators. The staff person suggested at \$16 will be moving into the housing coordinator position when the new youth position is filled.	Information only.
7:00	L. Executive Director's Report: Building Bridges in Menomonie at Boys & Girls Club will not work because they only work with Elementary School students. Still looking for location, there's plan to meet with the Hmong Alliance Church of Menomonie. Sandy Tarter, UWEX FoodWise coordinator, could assist with nutrition education in Dunn County. Jennifer will be back to work on Monday, October 30 th . Seven clients in the Viv Ncaus Sewing Circle and 10 youths in Building Bridges attended the Hmong Women's Courage Banquet on October 21 st . Pa currently reviewing grants with the Eau Claire Community Foundation due on November 7 rd and the Emergency Food and Shelter Program due on November 3 rd . All VOCA, SASP and DCF were submitted on time.	Information only.
7:15	G Committee Reports: 1. HCC Report: Hmong Alliance Church (HAC), Pang Cher Vue suggested we look at remodeling the current building or cost of HAC to remodel to make ADA compliant and cost of 3 adjoining properties is \$243,600, need approval for rezoning. Board suggests doing more completed feasibility study. Table until next month. 2. Clan Advisory Committee: Hmong New Year Planning	Information only. Don moved to approve the request for band

	<p>Updates: Budget modification request with an increase band contract from \$1,000 to \$1,200 and an increase Culture Committee budget from \$100 to \$200. Have \$8,700 in sponsorship so far. Pa's goal is \$9,000.</p>	<p>contract to \$1,200 and \$200 for the Culture Committee budget. Mary seconded it. All approved. Motion moved.</p>
	<p>3. Personnel Committee: Wage increase for Office Manager.</p>	<p>Tabled for closed session.</p>
	<p>4. By-laws and Governance Committee: Operational Policy and Procedure Manual: Don will review the revisions. It will be sent by email to all board members at least 2 weeks before the December board meeting for approval at the meeting.</p>	<p>Information only.</p>
	<p>5. Executive Committee Election Update: November 20, as part of the Thanksgiving Dinner at 5:30 PM at America's Best Value Inn. John Lor will chair the committee with Chai Vang co-chairing. An additional community member still needed.</p>	<p>Information only.</p>
7:45	<p>F. Other Business:</p> <ol style="list-style-type: none"> 1. Donation request from Hmong Living Community at UWEC Hmong- see letter and please review for next meeting. 2. Hmong Woman's Conference at UWEC-tickets available for board members for banquet tomorrow night-6-8 PM. Willis, Don and Mary plan to attend. Pa and Ong will attend. 3. Hmong New Year- all board members on Saturday morning by 9:30 AM. 	<p>Information only.</p>
7:50	<p>G. Adjourn meeting</p>	<p>Nancy made a motion to adjourn at 7:50pm. Mai seconded. All approved.</p>
8:00	<p>H. Closed Session</p>	

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***** NO NOVEMBER MEETING *****

Eau Claire Area Hmong Mutual Assistance Association, Inc.

423 Wisconsin Street Eau Claire, WI 54703

Board of Directors Meeting Minutes

Thursday, December 7th, 2017 from 6:00-8:00pm

Invited: Willis Xiong, Don Mowry, Nancy Coffey, Jaseng Xiong, Chai Vang, Kao Lor, Mary Xiong, Mai Xiong; Staff: Pa Thao;
Guest: Emily Yang

Time	Agenda Items	Action
6pm	K Call Meeting to Order	Willis called meeting to order at 6:07pm.
6:05	M. Thursday, October 26 th , 2017 Meeting Minutes	Mai motion to approve motions. Don second. All in favor. Motion carried.
6:10	N. 2018 Proposed Budget: discussed budget, most of the state grants, including DCF and VOCA has been confirmed and contracts are signed. Budgeted revenues and expenses for 2018 at \$694,626.00. The bulk of the expenses are in wages, totaling \$315,424.00 with the wage increase suggested.	Mai motion to approve the budget with a 5% increase in staff wages for all current staff subject to performance reviews. Jaseng second the motion. All in favor. Motion carried. Information only.
6:40	O. Executive Director's Report: Thanksgiving dinner for advocacy program families held on November 20 th . It was well attended. Hoop house workshop still need to get done, Pa is hoping to complete the project this spring.	Information only.
7:00	H Committee Reports: 2. HCC Report: Would like to continue to work on developing funding for HCC. Our current building is old and not in very good condition, for example, mold in the basement. Pang Cher and Willis will continue to be on the Planning Committee for HCC to continue the development of this project. Lots that we looked at this past year are no longer options. 6. Clan Advisory Committee e. Hmong New Year estimated financial report 7. Personnel Committee: met yesterday to discuss the following. a. Sarah Klenz applied for the Legal Advocate position. Would like to go full time at a wage where she can purchase health care in the open market place. Mai suggest an HSA option in place of a big wage increase. b. Direct Deposit: recommended for convenience as well as for privacy of staff's information. See the attached document for the process of which direct deposit will occur.	Information only. Tabled for next meeting. Pa doesn't have the estimate report and all the expenses have not been finalized yet. Tabled for closed session. Don motion to approve direct deposit following the process attached in this document with the Accountant doing both the enter and release of funds. Nancy second. All in favor. Motion carried.

	<p>c. Cease and Desist Letter: Kia sent a letter after she resigned. A post was made on her Facebook regarding the agency. Four days ago, a Youtube video was posted about HMAA's workplace and in particular defaming the reputation of the ED. Sarah recommend a cease and desist letter as it is cyber bullying towards the ED and slandering the agency on social media. The personnel committee would like to send the letter.</p>	<p>Nancy motion that as a board, this cease and desist letter be send via certificated mail to Kia Vue to include all of the board member's signatures including Pa, the ED. Mai second the motion. All in favor. Motion carried.</p>
	<p>8. By-laws and Governance Committee: Clean up the verbiage from the existing operational manual after the Employee Handbook was completed.</p>	<p>Nancy motion to approve as presented. Mary second the motion. All were in favor. Motion carried.</p>
	<p>9. Executive Committee Election Update: Election meeting will be held on Saturday, December 16th, 2017 from 12-4pm at the Americas Best Value Inn. Please invite community members to attend to vote for the next officers of the board.</p>	<p>Information only.</p>
8:00	<p>I. Other Business</p> <p>1. Nancy's retirement party is on Tuesday, December 19th at the UW- Extension office in Altoona from 3-5pm.</p> <p>2. Donation request from Hmong Living Community at UWEC: Emily.... Request \$1000.00 in donation to support a week long program to Fresno State University during Spring Break with a mission of expanding the student's learning experience. Total cost of the trip is \$28,000.00 with 17 students confirm to attend the trip. The donation from HMAA will help with flights and lodging for the students.</p>	<p>Information only.</p> <p>Willis motion to give \$500 from the Hmong Student Scholarship Fund. Don second the motion. Mai and Kao abstain. Majority approved (Mary, Don, Jaseng, Willis, and Chai) Motion moved.</p>
8:35	<p>J. Adjourn meeting</p>	<p>Kao motion to adjourn the meeting at 8:57pm. Mary second. All in favor.</p>
8:59	<p>K. Closed Session</p>	<p>Board enters closed session at 8:58pm.</p>

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