



December 13, 2018

5:00 pm Social | 5:30 pm Dinner | 6:00pm Awards & Commission Meeting
Sprout Growers & Makers Marketplace

Awards Ceremony - Service and Partnership Appreciation to:

NCEDA Microbusiness Partner Baby's on Broadway
NCEDA Business Partner 3 Cheers Hospitality
R5/NCEDA Service Appreciation Diane Jacobson, Virginia Knudson, Scott Watland
R5DC Service Provider The Fiducia
R5DC Regional Partner Northwest Area Foundation

Meeting Agenda

Meeting Objectives: Awards Ceremony, Celebration of 2018

Call to order: Vice/Acting Chair, Alex Weego

Pledge to the Flag

Region Five Mission Statement: Vice/Acting Chair, Alex Weego

The mission of Region Five Development Commission is to enhance the vitality and quality of life in Cass, Crow Wing, Morrison, Todd and Wadena counties.

Roll Call: R5DC Staff

Approve Agenda (*Motion required*)

Consent Calendar

- a. Review of November 2018 Board of Directors Meeting Minutes..... pg. 3
(No action required)
- b. Approval of October 2018 Commission Meeting Minutes pg. 4
(Motion required)
- c. Review of R5DC Financials..... Handout
(Motion required)
- d. Review of NCEDA Financials, Handout
(No motion – Review only)

Vice/Acting Chairperson's Report – Alex Weego

- a. Review and Approval of Annual Report[Link](#)
(Motion required) (For best viewing, click View, Two Page View)
- b. Approval of New Logo
(Motion required)

Executive Director - Cheryal Lee Hills

- a. Staff Updates

Evaluation:

- a. Evaluation Results and Commission Attendance.....pg. 5-6

Other Business

Next Commission Meeting:

Thursday, January 24th, 2019

6:00 pm

Sourcewell, Staples, MN

Adjourn

R5DC's Shared Meeting Commitment

1. Show up/Come prepared
2. Stick to the agenda
3. Everyone speaks, everyone listens
4. Enforce core values on staff and each other
5. Share your meeting expectations
6. Share your appetite for risk
7. Discussion is candid, open, forthright
8. Diverse opinions are respected: "we agree to disagree"
9. Meeting discussions are confidential: what gets shared with the others is agreed upon by the group
10. Individual group members speak about but not for R5



Region Five Development Commission

November 29, 2018 Executive Board Meeting Minutes

Members present: David Anderson, Erich Heppner, John Benson, Alex Weego, Rosemary Franzen, Rollie Johnson

Members absent: Sheldon Monson

Staff present: Cheryal Lee Hills, Alex Lisson, Angela Anderson

Public Meeting Call to Order: The public meeting was called to order at 10:01 a.m. by Chairman David A Anderson.

Roll Call: Acting Secretary, Angela Anderson

Motion by Commissioner Franzen, second by Commissioner Heppner to approve the agenda.

Motion carried.

Motion by Commissioner Johnson, second by Commissioner Franzen to approve the July 2018 Board Meeting Minutes with the addition of Alex Weego as present. Motion carried.

Consent Calendar: Motion by Commissioner Weego, second by Commissioner Heppner to approve October 2018 Accounts payable. Motion carried

Motion by Commissioner Benson, second by Commissioner Franzen to bring proposed revised budget to full commission in December for approval. Motion carried.

Chairperson's Report

Executive Director's Report –Cheryal Lee Hills

- Review of several current staff initiatives
- Review of new logo – Angela Anderson

Motion was made by Commissioner Weego, second by Commissioner Benson to approve this version of the logo and bring to full commission in December for approval. Motion carried.

Motion was made by Commissioner Benson, second by Commissioner Weego to adjourn the meeting at 11:20 p.m. Motion carried.

Respectfully submitted by Angela Anderson for:

David A Anderson, Chair

Erich Heppner, Treasurer/Acting Secretary



**Region Five Development Commission
October 25, 2018 Commission Meeting Minutes
Commission meeting 6:00
Sourcewell, Staples, MN**

Members present: Jill Abbott, David A. Anderson, Barb Becker, John Benson, Greg Blaine, Kevin Egan, Matthew Erickson, Rosemary Franzen, Erich Heppner, Diane Jacobson, Rollie Johnson, Bob Kangas, Murlyn Kreklau, Jan Lambert, Tom Lillehei, Craig Nathan, Sheldon Monson, Chuck Parins, Julie Polak, Alex Weego

Members absent: Curt Johnson

Staff present: Cheryal Hills, Dawn Espe, Staci Headley, Alex Hanson, Matt Kallroos, Stephanie Barney, Tad Erickson, Angela Anderson

Meeting Call to Order: The meeting was called to order at 6:05 pm by Chair, David A. Anderson.

Roll Call – David A. Anderson

Motion by Commissioner Egan, second by Commissioner Franzen to approve the agenda. Motion carried.

Motion by Commissioner Franzen, second by Commissioner Lambert to approve the September 2018 Commission meeting minutes. Motion carried.

Motion by Commissioner Parins, second by Commissioner Lambert to approve R5DC Financials and September Accounts Payable. Motion carried.

Motion by Commissioner Parins, second by Commissioner Egan to approve the updated Operations Manual. Motion carried.

Chairperson's Report – David A. Anderson

Motion by Commissioner Weego, second by Commissioner Franzen to approve Resolution 18-15 Title SOT VetCSA. Motion carried

Executive Director's Report

Motion made by Commissioner Lambert, second by Commissioner Franzen to adjourn the meeting at 8:10 p.m. Motion carried.

Next commission meeting:

December 13, 2018 6:00 p.m.

Sprout Growers & Makers Marketplace, Little Falls

Respectfully submitted by Angela Anderson for:

David A. Anderson, Chair

Erich Heppner, Treasurer/Acting Secretary

| First Name | Last Name | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 |
|------------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Jill | Abbott | x | x | x | x | x | | x | x | | x | |
| David | Anderson | x | x | x | x | x | x | x | x | x | x | x |
| Sharon | Ballou | x | x | | | | x | | | | | |
| Barb | Becker | x | x | x | | | | | | | | |
| John | Benson | x | x | x | x | x | x | x | x | x | x | x |
| Greg | Blaine | | | | | | | | | | | |
| Kevin | Egan | | | x | x | | x | | x | x | x | |
| Matthew | Erickson | x | | x | x | | x | | | | | |
| Rosemary | Franzen | x | x | x | x | x | x | x | x | x | x | x |
| Erich | Hepner | x | x | x | x | x | x | x | x | x | x | x |
| Diane | Jacobson | | x | x | x | x | x | | | | | |
| Curt | Johnson | x | x | | x | x | | | | | | |
| Rollie | Johnson | | | | x | x | x | x | x | x | x | x |
| Bob | Kangas | x | x | x | x | x | | | | | | |
| Doug | Kern | | | | | | | | | | | |
| Murlyn | Kreklau | x | x | x | x | x | x | | x | x | x | |
| Jan | Lambert | | x | x | x | x | x | | x | x | x | |
| Andrea | Lauer | x | | | | | | | | | | |
| Tom | Lillehei | x | x | x | x | x | | | x | x | x | |
| Craig | Nathan | x | | x | x | x | | | x | x | x | |
| Paul | Nieman, Jr. | x | x | x | x | x | | | | | | |
| Sheldon | Monson | x | x | x | x | x | | | x | x | x | |
| Chuck | Parins | x | x | x | x | x | x | | x | | x | |
| Alan | Perish | x | x | | | | | | | | | |
| Julie | Polak | | | | | x | x | | x | x | x | |
| Duane | Ruona | x | | x | | | | | x | | | |
| Alex | Weego | x | x | x | x | | x | | x | x | x | x |
| Mike | Wilson | x | | x | x | | | | x | | | |

X INDICATES PRESENT

July and November are Board Meetings only



Commission Evaluation October 2018

SD = Strongly Disagree, D = Disagree, A = Agree, SA = Strongly Agree, NS = Not Sure

| Commission Members: | SD | D | A | SA | NS |
|---|-----------|----------|----------|-----------|-----------|
| Understand the mission. | | | 6 | 13 | |
| Promote the mission. | | | 5 | 14 | |
| Know the programs/services of the organization. | | 1 | 10 | 8 | |
| Come to the meetings prepared to provide honest and constructive feedback. | | | 9 | 10 | |
| Abide by the Articles of Incorporation, By Laws, Commission Policies, and Commission Member Job Description. | | | 7 | 12 | |
| Commission Meeting: | | | | | |
| The agenda materials provided in advance of the meeting were useful. | | | 7 | 12 | |
| This was an effective commission meeting. | | | 7 | 12 | |
| This commission meeting was an effective use of commissioner's time. | | | 8 | 11 | |
| The information provided regarding the financial status of the organization gave me the information I needed. | | | 9 | 10 | |

Did you learn something new during tonight's meeting and if so, what was it?

Any deficiencies in operations are being addressed

New gap stuff

Helpful to have audio presentation & Cheryal's comments on what actions have already been taken to address things.

RREAL solar report – learned new contacts to share with other colleagues.

Yes – audit weakness and improvement plan.

Financial status and how accounting works for R5.

Yes, Region 5 has a good understanding of what is going on financially, despite the apparent negative findings of the audit (or maybe because of it) as they were able to pinpoint the causes of the discrepancy variances.

More about our solar project.

Complexity of our financial process and believe that it is in very confident hands. It was very important for the commission board to hear this complex procedure.

Do you have suggestions on how we can improve our communication with you?

More on the broadband

Do not be hesitant to ask us to help you be successful.

Not at this time.

The written staff reports are very clear and detailed so if other discussions take significant time, those staff reports could be condensed.

Like the new marketing strategies and think it is exciting- great work!

Emphasis on cross training is good to see – keep it up!

Packet sent out is great.

Agree with the comment on more graphical presentation of the monthly financial status.

Add everyone to the Take 5 distribution (commission members)

Continue to inform the board with the vision and honesty as done tonight.

Thank you for your responses!

Region Five Development Commission