

**Southeast Service Cooperative Board of Directors Meeting**  
**5:30 PM, Wednesday, January 23, 2019**  
New Board Member Orientation at 4:00 PM  
Finance Committee Meeting at 5:00 PM preceding the Board Meeting

**Present:** Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Brein Maki, Jean Roth, Monica Sveen-Ziebell

**Absent:** Jason Marquardt, Lynn Gorski, Rob Mathias, Don Leathers

**Ex-Officio:** Steve Sallee

**Staff:** Dale Walston

**Call to Order**

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Meeting called to order at 6:37 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

MOTION: Karla Bauer moved, Brein Maki seconded to approve the agenda. Motion passed.

New Board members, Jean Roth (Zumbrota-Mazeppa) and Monica Sveen-Ziebell (Plainview-Elgin-Millville) were welcomed.

**Executive Director's Report.** Steve Sallee provided a verbal update, highlighting that staff have been following up after strategic planning sessions in December and will be sharing an update with the Board at the March meeting. Steve continues to work on a partnership with MSBA to provide superintendent search supports. He also provided an update on CPC and a new model and the effects on SSC.

**Election of Officers.**

MOTION: Brein Maki moved, Mary Blair-Hoeft seconded to nominate Theresa Arrick-Kruger for Board Chair. Motion passed.

MOTION: Mary Blair-Hoeft moved, Brein Maki seconded to cease nominations and cast unanimous ballot for Theresa Arrick-Kruger. Motion passed.

MOTION: Karla Bauer moved, Brein Maki seconded to nominate Mary Blair-Hoeft for Board Vice-Chair. Motion passed.

MOTION: Karla Bauer moved, Brein Maki seconded to cease nominations and cast unanimous ballot for Mary Blair-Hoeft. Motion passed.

MOTION: Brein Maki moved, Mary Blair-Hoeft seconded to nominate Lynn Gorski for Board Treasurer. Motion passed.

MOTION: Jean Roth moved, Mary Blair-Hoeft seconded to cease nominations and cast unanimous ballot for Lynn Gorski. Motion passed.

MOTION: Mary Blair-Hoeft moved, Karla Bauer seconded to nominate Brein Maki for Board Clerk. Motion passed.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to cease nominations and cast unanimous ballot for Brein Maki. Motion passed.

**The Chair appointed committees as follows:**

Finance Committee: Karla Bauer, Jean Roth, Lynn Gorski, Mary Blair-Hoeft, Theresa Arrick-Kruger  
Personnel Committee: Monica Sveen-Ziebell, Rob Mathias, Lynn Gorski, Brein Maki, Theresa Arrick-Kruger  
Policies Committee: Monica Sveen-Ziebell, Karla Bauer, Rob Mathias, Jason Marquardt, Brein Maki  
By-laws Committee: Karla Bauer, Rob Mathias, Jean Roth, Mary Blair-Hoeft, Don Leathers  
Canvassing Committee: Brein Maki, Lynn Gorski  
MSC Board: Mary Blair-Hoeft, Karla Bauer  
CPC Board: Mary Blair-Hoeft  
MHC Board: Lynn Gorski

MOTION: Karla Bauer moved, Mary Blair-Hoeft seconded to approve the Committee appointments and election of new officers. Motion passed.

**Consent Agenda**

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MOTION: Mary Blair-Hoeft moved, Jean Roth seconded to approve and accept the items on the consent agenda: December meeting minutes, minutes of Foundation Board Meeting, December balance sheets and revenue expenses, bills, and other finance reports, 2017-18 Annual Report, non-member fees of \$50 for YAYA-Elementary, \$50 for YAYA-Middle and \$120 for Spelling Bee, designate Steve Sallee as MDE External User Access Recertification System Role of Identified Official with Authority (IOwA), Mileage Reimbursement Rate Change effective January 1, 2019, Official Newspaper/Publication Designation, 2019 and 2020 Board Meeting Schedule, and 2019 Board Meeting Presentation Schedule. Motion passed.

**Specific Agenda**

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**Personnel.** MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve leave of absence for Carol Swanson from January 2-May 15, 2019 for family health reasons. Motion passed.

**Donations and Sponsorships.**

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve all donations received: \$25 donation to the Spelling Bee Program.  
\$1,000 donation from Workforce Development Inc. for the Career Pathways Summit.  
\$1,000 donation from SE Perkins Consortium for the Career Pathways Summit.  
\$1,000 donation from Zumbro Ed District for the Career Pathways Summit. Motion passed.

**Selection and Approval of General Contractor.** There were three bidders and AB Systems was the lowest bid at \$92,960. MOTION: Brein Maki moved, Jean Roth seconded to approve selection and approval of AB Systems as the General Contractor for IEA space renovation. Motion passed.

**Information and Sharing**

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**Program Manager Updates.** A written summary report was provided with updates for Local Government, Student Programs, Professional Learning, Wood Lake Meeting Center, Cooperative Purchasing, STEM Forward, Facilities Management, Outreach, and Wellness.

**Legislative Forum Scheduled for February 2, 2019.** Steve shared that the Legislator/School Leader

Breakfast Forum will be held at Mayo High School Auditorium on Saturday, February 2, 2019. He provided the agenda for the event.

**Next Meeting and Adjournment**

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The February 2019 Board meeting date is Wednesday, February 27, 2019 at 5:30 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded adjourn the meeting at 6:29 PM. Motion passed.

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Brein Maki, Clerk

## CALENDAR

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**2019 and 2020 Board Meeting Schedule** – Meetings are located in the Wood Lake Meeting Center at Southeast Service Cooperative and start at 5:30 PM unless otherwise noted.

| <b><u>2019 Meeting Schedule</u></b>           | <b><u>2020 Meeting Schedule</u></b>      |
|---|--|
| Wednesday, January 23, 2019 - ANNUAL MTG      | Wednesday, January 22, 2020 – ANNUAL MTG |
| Wednesday, February 27, 2019                  | Wednesday, February 26, 2020             |
| Wednesday, March 27, 2019                     | Wednesday, March 25, 2020                |
| Wednesday, April 24, 2019                     | Wednesday, April 22, 2020                |
| Wednesday, May 15, 2019                       | Wednesday, May 20, 2020                  |
| Wednesday, June 26, 2019                      | Wednesday, June 24, 2020                 |
| NO REGULAR MEETING IN JULY                    | NO REGULAR MEETING IN JULY               |
| JULY 10-12, 2019 MSC Board Conference, Duluth | JULY, MSC Board Conference               |
| Wednesday, August 28, 2019                    | Wednesday, August 26, 2020               |
| Wednesday, September 25, 2019                 | Wednesday, September 23, 2020            |
| Wednesday, October 23, 2019                   | Wednesday, October 28, 2020              |
| Wednesday, November 20, 2019                  | Wednesday, November 18, 2020             |
| Wednesday, December 18, 2019                  | Wednesday, December 16, 2020             |

- **Minnesota Service Cooperatives (MSC) Board:** Karla Bauer elected at the January 2019 Board meeting to complete a four-year term on the MSC Board July 1, 2014 through June 30, 2018. **Mary Blair-Hoeft** elected at the June 2015 Board meeting to a four-year term on the MSC Board July 10, 2015 through June 30, 2019.
- **Cooperative Purchasing Connection (CPC) Board:** **Mary Blair-Hoeft**
- **Minnesota Healthcare Consortium (MHC) Board:** **Lynn Gorski**
- **Association of Education Service Agencies Conference:** December 4-7, 2019 in Phoenix, AZ  
**MN Service Cooperatives Board Conference:** Wednesday-Friday, July 10-12, 2019 in Duluth, MN

### **2019 Board Committees**

- **Finance** – Karla Bauer, Jean Roth, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger
- **Personnel** – Monica Sveen-Ziebell, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger
- **Policies** – Monica Sveen-Ziebell, Karla Bauer, Rob Mathias, Jason Marquardt, Bree Maki
- **Bylaws** – Karla Bauer, Rob Mathias, Jean Roth, Mary Blair-Hoeft, Don Leathers
- **Canvassing** – Lynn Gorski, Bree Maki

### **2019 Staff Presentation Schedule**

- **January** – Annual Meeting
- **February** – Wellness, Professional Development
- **March** – STEM Forward, Cooperative Purchasing
- **April** – Local Government
- **May** – Facilities Management, Wood Lake Meeting Center
- **June** – Professional Development
- **July** – No Meeting
- **August** – Student Activities, Regional Center of Excellence
- **September** – STEM Forward, Cooperative Purchasing
- **October** – Local Government
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Marketing, Outreach