

Jan 9, 2024

Present—Andres, Jenny, Marcela, Maria, Marj, Sally

Ice Breaker—Book you've read more than once

Approve Agenda—Approval moved by Sally, seconded by Andres.

Approve minutes from last meeting—Approval moved by Sally, seconded by Andres.

1. Financial Update

- a. Taxes - TAS is on it! - Will hear back by end of January
- b. Reporting Requirement - on hold per court order
- c. Key Figures is lined up to prepare tax return and 1099s
- d. December numbers - **\$10,650.36**
- e. Year Total - **\$252,898.94**
- f. Jenny met with Quick Books consultant, updated invoicing and billing data points for Margaret
- g. Mary now an employee - Setting up in Gusto (Sally). She will be paid weekly and it will be electronically. Last steps in Gusto will be finished on time for first paycheck. To keep Mary's take home pay the same as it was before and still pay taxes, we anticipated \$25/hour, but this was figured at 40 hours per week. However, it looks like it will be \$28 per hour, but she is only working 30 hours per week. Discussion: she is currently at 30 hours of PTO per year. Proposed to increase to 60 hours per week. Unanimous to increase to 2 weeks PTO. Unanimous to increase pay to \$28. Gusto costs \$40/month and is tax-deductible.
- h. Rates have been updated - Thank you Sally!

2. Old business

- a. Emerging Farmers Conference - Debrief tomorrow morning with Executive Director and team, Mary will join. See report
- b. C-TAP Grant - All of our invoices and W-9s were submitted
- c. Website update - Sally and Mary to work with Jorge
 - i. Have most member photos
 - ii. Have testimonials
 - iii. Set timeline – goal to meet with Jorge next week and have the site up by the end of the month.
- d. Linked - In / social media training for Mary and members - Set date! Plan 90 minutes so we can help people set up during the webinar. Will record to send to members. Will try to have this webinar by the end of January. We will request on a Saturday morning.
- e. Language Justice/Language Equity training update - APPROVED! PH will join us, will have initial meeting in Jan, training in Feb. Planning in process with Pastor Hierold for an end of March training with Synod.
- f. Century College Mentorship program
 - i. One student plus one in Worthington, both in the legal program.
 - ii. Legal Program student evals - \$45/hr - would members be interested? We would just connect certified interpreter with the program and not take a cut because it is in

keeping with our mission for the mission. The feedback is general in nature, not detailed. We will get a document from Rachel at Century to learn in more detail what will be expected and then check with our membership, emphasizing that is it for the mission of the profession, to see if there is sufficient interest.

- g. MarbleSeed - First job completed with cultural review. They have said there is a manual they would like translated. They have a conference for which they have hired interpreters individually. Possibility of being hired to supply interpretation for that.
 - h. McCollum & Crowley Law Firm - we are a go! Need card language, scope of work. They accepted the 3-hour minimum for the IMEs, at least for the trial period.
 - i. Zenmation - Added us to website! He may want us to do additional languages.
3. New Business
- a. Margaret's latest business plan, projections. We will all review it in the next week.
 - b. ATA Webinars for Mary - Project Management—We are no longer ATA members, so we would have to pay for the webinars. We would have to budget about \$100. We'll try one to determine if there is value.
 - c. Women in Ag Conference – Have contacted us for Spanish translations. Yet to be determined if they will seek interpretation. Number of needs unknown.
 - d. Outreach email - Lets write up an email communication to send out to:
 - i. PDs
 - ii. Food Safety Biz
 - iii. Restaurant Groups
 - iv. Golf Courses
 - v. Ag related Orgs, including Dept of Agriculture, including Toro
 - vi. Recycling companies
 - vii. We will send a survey to members to gather their ideas of what makes us more desirable. We can ask Mary to write a first draft.
 - e. Last Friday of January get together—Burmese restaurant proposed on Jan 24
 - f. Next meeting time and date—Set a regular meeting schedule—the 2nd Thursday of the month at 4:30. Next meeting: Feb. 13 at 4:30.