

## Agenda - Proposed Agenda for May 15, 2025

Call to order -Ice Breaker – Started at 3:53; Board members shared the “strangest food” they had ever eaten. Some liked and some did not like their strangest food.

Present: Ethalow, Jenny, Maria, Marj, Sally

Approve Agenda and Minutes from April meeting: Sally moved and Marj seconded approval of the agenda as amended and the minutes.

We welcomed Ethalow!

### 1. Financial Update:

- March Numbers \$24,725.09

- Just missed goal for March

Because of the taxes we had to pay, we are negative \$6,225.05 in our profit and loss, but we have funds to cover plus a cushion.

The DFL was a big client last month and will be using us again this month. Sally brought up that it was a lot of work to organize the equipment and supervise the events, so she suggested that we charge extra for this. The board agreed that we should charge administrative or operational hours for all of the coordination time that is required for more involved jobs like multi-site at the same time, breakout rooms. We will ask for Mary's input for a policy. We invoiced them \$7,628 in April.

Hennepin County Public Defenders have been a major client. We invoiced the PDs \$5500 in April.

### 2. Old business

● Annual Meeting - Completed! Board member feedback: The meeting went well—there was a clear agenda and it was easy to follow. In-person/zoom hybrid may be an obstacle for the best communication. There was a suggestion to have an ice-breaker and a location that allows more time to linger. We should try to divvy up responsibilities for the preparation of the annual meeting among board members and start preparing earlier. The zoom option is necessary to achieve quorum. More time could have been dedicated to garnering member involvement in the coop. The possibility of a second meeting to garner involvement was discussed. That being online with breakout rooms for committees was envisioned as it would increase the likelihood of participation. We targeted early October for this.

- New Workshops – On best practices for USCIS, a panel discussion with two attorneys and two interpreters was proposed for member education.
- Website update – It is almost ready to go live. What is still needed, is some new photos and to include some younger people, chose 12 clients with name recognition to name on a rotating ribbon at the bottom of the page, review text on all pages for any needed updates. Sally will work with Mary on this.
- Member page -Jorge and Jenny worked on the members only page and it is almost finished we just need to send him all of the info we'd like included.
- Photos, 12 client logos for ribbon, client list, review of text - Who could help with this?
- Linked - In / social media training need to follow-up with members who have not connected to our linkedin?
- Intern to work on social media – Sally will follow up with Soyome, and will ask for her participation on the website as well as the LinkedIn page and marketing. The discussion up to this point is that it is volunteer work, but Sally will find out what her expectations are.
- Training for Mary - Project Management/ Tech - Still nothing through ATA but Hack the Gap has a contract with Elevate Hennepin - We can look into that tech training. Maybe for some of us as well, or offer to all members.

### 3. New Business

- New membership application—The applicant is in Spain. Marj will let her know we are not accepting applicants but we will keep her in mind for jobs we can't cover either because people are busy or because of complexity that they might have specialized ability to cover.
- Marketing email - sent out first email to PDs, what next?
  - Immigration lawyers
  - Mediators/ GALs
  - PDs in other counties
  - Psychologist for evals
  - Other child forensic interviewers (apple valley for one)
  - Restaurant groups
  - Food Safety/other trainers
  - Convention folks
  - Maria will start a spreadsheet to track whom we have contacted.

● Capacity Building - new idea brought by Vivi - how to organize a group to look into this—  
Tabling this

● Focus groups - are we interested? We have been approached about leading focus groups in other than English and translating materials regarding public transportation. They would train us as facilitators rather than interpreting. There would be two people working, one to facilitate the group and one to take notes. Some of our clients are having grant loss or reductions, so there is a benefit to broadening our income sources. In the end, we decided to charge \$240/hour for each interpreter (double our normal rate for government.) plus travel.

● Look into Elevate Hennepin resources

○ Tech

○ Certification a minority / women owned - gemechu could help?