

**VOYAGE FORWARD COALITION**  
**August 30, 2016 8:30 RAINY RIVER COMMUNITY COLLEGE**  
**MEETING MINUTES**

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**STEWARDS PRESENT:** Mike Wellcome, Allyssa Hackenmuller. Sheila Demenge, Doug Skrief, Travis Glowasky, Sue Collins, Pete Schultz

Members Absent: Paul Nevenan Sherril Gautreaux, Myrna Meadows Tammy Riley, Ward Merrill

**I. WEBSITE**

The following statement concerning the review of the website request for proposals was provided:

*“Mike Wellcome, Alysa Hackenmueller and I reviewed three responses to the Request for Proposals for Website Redesign on August 25. Using the selection criteria/scoring chart, we evaluated proposals from BigFishDigitalWorks, Zabava Consulting and Studio Gibbous/Merge 2. We compared costs, work samples, experience and responses to specific issues on the current website.*

*Full discussion brought unanimous agreement that we recommend that the Coalition engage Studio Gibbous/Merge 2 for this work. Further, we agreed to recommend that \$3000 be budgeted and that work begin as soon as possible, pending funding.*

*Myrna Meadows  
Member At Large”*

The decision was unanimous to pursue an agreement for continued website support with Studio Gibbous/Merge 2. Mike and Alysa will work with the team from Studio Gibbous to develop a project plan to move the website from BigFish Digital.

**II. BACKUS FISCAL AGENT AGREEMENT**

Since the Coalition is not a legal organization with the capacity to accept donations, Backus was asked to provide fiscal support to manage donated funds. A draft fiscal agent agreement (attached) was discussed with the following recommendations:

1. Paragraphs 5: Clarify the amount of grant funds required for administering the grant. Sheila will work with Ward to clarify the amount.

**Voyage Forward Vision**

*We are one community focused on the future which values our citizens, environment, and unique culture. We are open to all ideas and value the input from our citizens. We understand to improve, we must look to the future and invest in community and economic development.*

2. The Coordinator will sign the final agreement with names of all coalition members included in the document.
3. The final agreement will be reviewed and signed at our next meeting.

### **III. REVIEW BUDGET FOR ADMINISTRATIVE COSTS**

The draft budget was reviewed in depth with a follow on discussion of the timeline for presentation to the County Board. Edits will be sent to Mike and a final draft will be presented at the September Coalition meeting. The final draft will include a cover letter, budget detail, justification, and a brief review of accomplishments.

Mike will attend the Sept 6<sup>th</sup> County Board meeting to let Commissioners know we are working on a budget and invite them to attend the September 15<sup>th</sup> meeting.

Sometime after our September 15<sup>th</sup> meeting the budget will be presented to the County Board for discussion.

It was recommended members contact their respective Commissioners to seek their advice and support.

### **IV. SELECTION OF AT-LARGE MEMBERS**

Discussion tabled until our next meeting.

### **V. NEXT MEETING**

The next Coalition meeting is Sept 15<sup>th</sup>, 1:00 RRCC Room SC114

1. Selection of at-large members
2. Final review of funding presentation.
3. At large members.
4. Fiscal Agent agreement
5. Coordinator Selection and Role
5. Other

### **VI. ADJOURN.**

The group adjourned at 9:45.

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## Citizens for Backus/AB



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900 Fifth Street, International Falls, Minnesota 56649 Phone 218-285-7225 Fax 218-285-7118  
[www.backusab.org](http://www.backusab.org) [wardmerrill@backusab.org](mailto:wardmerrill@backusab.org)

### **Fiscal Agent Agreement**

**Between Citizens for Backus/AB &  
The Voyage Forward Coalition  
Street Address  
International Falls, MN 56649**

Citizens for Backus/AB agree to serve as the Fiscal Agent for Voyage Forward for purposes of future grant applications and for accepting monetary donations.

#### **Terms and Provisions of the Agreement:**

1. The Citizens for Backus/AB, Inc. Board of Directors approved entering into this Agreement at their regular Board Meeting on **insert date.**
2. Voyage Forward Coalition acknowledges that they are fully capable of carrying out the projects as set forth in Destiny Driver goals or in future grant applications.
3. Responsibilities of Citizens for Backus/AB (Fiscal Agent) include the following:
  - Assuming full responsibility for grant funds, donations, accounting and other purposes,
  - Complying with the terms of grant agreement(s) and recommendations by the Voyage Forward Coalition for distribution of funds, including preparing and submitting a financial report to the Voyage Forward Coalition.
4. Responsibilities of the Voyage Forward Coalition include:
  - Providing the Fiscal Agent (Citizens for Backus/AB) with the following:

#### **Voyage Forward Vision**

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- A complete copy of any future grant applications and donations as submitted during the timeframe of this agreement
  - Timely and complete written requests for funds
  - Accurate and timely receipts for all funds expended
  - The Voyage Forward Coalition agrees to meet all prescribed grant deadlines and due dates for submission of requests, receipts and reports.
5. Citizens for Backus/AB as Fiscal Agent will withhold zero to five percent (0 – 5%) of the grant funds to meet its reasonable expenses for administering the grant; with option to review on a quarterly basis.

The undersigned parties hereby agree to the terms of this Agreement as attested by the signatures below:

\_\_\_\_\_  
Voyage Forward Coalition Steward

\_\_\_\_\_  
Ward Merrill, Executive Director

Citizens for

Backus/AB

Date: \_\_\_\_\_

Date:

Phone: xxx-xxx-xxxx

\_\_\_\_\_  
Phone: 218-285-7225

Email address

[wardmerrill@backusab.org](mailto:wardmerrill@backusab.org)

Voyage Forward Vision

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