

**MINNESOTA MUSIC EDUCATORS ASSOCIATION
BOARD OF DIRECTORS – SPECIAL BOARD MEETING**

Saturday, May 23, 2020

Held via Zoom Conference

I. CALL TO ORDER

MMEA President Barry Zumwalde called the meeting to order at 9:00 a.m.

Not Present: Adrian Davis

II. PPP Update

- Zumwalde shared that the PPP loan will not be affected by Mary stepping down.
- Barnes asked for clarification about the repayment period of the loan.
- Mantini asked for clarification to make sure Mary leaving at week 6 during the 8 week period would not affect the PPP loan status. Schae fle and Zumwalde confirmed.
- MMEA is receiving \$23,000 of grant money, and \$43,000 will be repaid over an 18 month period, with a 6 month grace period.

III. Office Closure Scenarios and Discussion

- Schae fle presented the virtual office scenario analysis.
- MMEA's current costs for six months (in the office) is \$11,212.
- For a six month closure, MMEA would incur approximate costs of \$7,312, which includes: storage area, legal costs, cell and line, copying and printing costs, movers
- Chase asked if records needing to be stored could be scanned and saved digitally. Schae fle answered that some records could be saved digitally but some need to be kept as hard copies.
- Akervik asked what kind of files are being stored at the office. Schae fle answered it's financial statements, invoices, contracts, student health information.
- Akervik wants more specifics about what records are being kept and policies related to how long some documents need to be held onto. Also asked if solutions were brainstormed in the analysis. Zumwalde answered no, it's only a financial analysis.
- Akervik added that MMEA could hire a company to scan and hold onto documents digitally. Also asked if MMEA could contact vendors to negotiate contracts.

- Schaeffle answered that larger corporations are being harder on allowing organizations to break contracts, and if they do, it comes with a large financial penalty.
- Wilson asked how other nonprofits are conducting their business (virtually, in an office, etc.) Schaeffle answered that one nonprofit keeps a shared space for meetings and to store files (no desks, copiers, scanners). The second nonprofit decided not to move virtually and that it would save them very little money. It would cause a disruption in the organization completing its mission.
- Minette says MMEA is in a crisis and that though virtual work is inconvenient, it may need to be considered to save some money.
- Schaeffle added that the scanner and copier cannot be moved or stored by anyone besides the copier company.
- Chase suggested that MMEA could switch over and use a Google Voice phone number.
- Chase asked if what Schaeffle presented is just one scenario, rather than other options.
- Schaeffle expressed concern about limited time the office/staff has before she has completed her time with MMEA, and limited to no time MMEA would have to do follow ups with vendors, etc.
- Schaeffle stated that in the professional experience of staff, it is not possible to run MMEA as a remote office while supporting the peak requirements of the Clinic and All-State.
- Mantini asked what the peak times are for MMEA. Schaeffle stated that for the Clinic, it's January 1 through the Clinic. For All-State it's July through All-State.
- Gaffaney stated: "Given Mary's conclusion, could we explore the possibility (not at this meeting, of course) of housing MMEA headquarters in a church office willing to rent out space, or a smaller office share?"
- Guenther asked: "This is an incredibly difficult decision to make. I think there are good passions that exist in this presentation. I did not want to interrupt the presentation. I am wondering if we should wait on this decision until after July 1st. Could alternative scenarios be examined in that duration?"
- Hampton stated that MMEA needs some space for files to be secured.
- Barden added MMEA would need a P.O. box for receiving mail.
- Minette suggested a communal/co-working space to share with another organization.
- Berg added she could ask her church in Anoka if MMEA could temporarily rent office space.

- Schaefle added MMEA inquired about renting a smaller space at the Perpich Center for Arts Education, coordinated via Wendy Barden.
- Hampton appreciated the chat ideas, but has two big concerns: there is limited staff capacity and time – asking the staff to continue with the virtual office scenario is unrealistic with Mary’s transition at this time.
- Akervik asked when MMEA’s audit is – it takes place the third week of July, with 2-3 weeks preparation beforehand and 1-2 months after with tax form preparation.
- Hampton said maybe a task force could be formed to work on this scenario. Mantini volunteered to help with the task force.
- Zumwalde said it looks like the board wants more information, but added that the office staff does not have the capacity to work on this at this time. Zumwalde is going to create a task group for the virtual office scenario. Akervik also volunteered to help.
- Clementson asked if a task force could review MMEA’s budget and see if there are other things to cut to save money.
- Mantini suggested making the virtual office task group also a “financial” task group. Zumwalde, Hampton, and Schaefle added bringing on past board members and a CPA/accountant to help.

It was moved by Dave Mantini, seconded by Erin Berg, and carried unanimously to adjourn the meeting.