REGION NINE DEVELOPMENT COMMISSION

**BOARD OF DIRECTORS MEETING**
**Meeting Minutes**
May 13, 2026

## 1. CALL TO ORDER

Chair Laven called the meeting to order at 4:29 p.m.

## 2. ROLL CALL

MEMBERS PRESENT: Andrea Boettger, Jim Branstad, Marie Dranttel, Mike Laven, Tom Loveall, Steve Rohlfing, Phil Schafer, Rob Wilkening

MEMBERS ABSENT: Christian Lilienthal

MEMBERS EXCUSED: Patty O'Connor

OTHERS PRESENT: Jessica Beyer, Stephanie Hilpipre, Sarah Janovsky

There was a quorum.

## 3. APPROVAL OF AGENDA

*Schafer moved to approve the agenda as presented. Wilkening seconded. Motion carried.*

## 4. APPROVAL OF MARCH 18, 2026 MEETING MINUTES

*Schafer moved to approve the March 18, 2026 meeting minutes as presented. Branstad seconded. Motion carried.*

## 5. APPROVAL OF FINANCIALS

Stephanie Hilpipre provided a summary of financial activity, noting higher payroll-related disbursements due to timing. The Board reviewed receipts, disbursements, and the current cash balance.

*Loveall moved to approve the financials as presented. Dranttel seconded. Motion carried.*

## 6. GRANT/PROGRAM REVIEW

Jessica Beyer provided an overview of recent grant activity, including newly awarded funding and pending opportunities. She outlined how recent grants would impact the FY26–27 budget and emphasized the importance of distinguishing between total award amounts and funds available for organizational operations.

The Board discussed the importance of diversifying revenue streams, balancing staffing capacity with grant funding, and continuing to pursue both grant and contract-based opportunities to support long-term financial sustainability.

## 7. PROPOSED SCOPE OF WORK PLAN FOR FINANCIAL SUSTAINABILITY & ORGANIZATIONAL DEVELOPMENT

Jessica Beyer and Kim Snyder (Excelsior Bay Group) presented an overview of the consultant-in-residence opportunity, which is being provided through a grant from the Mankato Area Foundation.

Kim Snyder described her approach, which includes stakeholder interviews, identifying key themes, and developing recommendations focused on organizational alignment, governance roles, and financial sustainability.

Board members discussed the importance of strengthening organizational culture, clarifying roles between the Board and staff, and identifying long-term revenue strategies. The Board expressed general support for moving forward with the process.

## 8. BYLAWS REVIEW

Beyer provided an update on the Bylaws Committee's progress, noting that a draft has been developed using a regional template and feedback from surveys.

Board members were asked to review the draft and provide feedback prior to legal review. The goal is to finalize a draft for Commission consideration in June, with flexibility for additional review if needed.

## 9. ANNUAL SUCCESSION PLAN REVIEWS

The Board reviewed the Finance Director and Interim Executive Director succession plans.

Discussion focused on simplifying language, ensuring clarity between short-term and long-term planning, and updating the documents to reflect current organizational needs. Staff were directed to revise and redistribute updated drafts for further review.

## 10. RETENTION POLICY REVISION UPDATE & DRAFT

Beyer presented an updated records retention policy in a simplified format.

Discussion included compliance with state and federal requirements, improving document security, and potential future digitization of records. The Board supported continued refinement and legal review prior to final approval.

**11. CHAIR'S REPORT**

Chair Laven presented the proposed FY27 meeting dates for board review and approval.

*Dranttel moved to approve Resolution 2026-02: Proposed FY27 Meeting Dates. Boettger seconded. Motion carried.*

Discussion also included upcoming officer nominations and planning for future leadership transitions.

**12. REPORTS**

Beyer provided updates on budget preparation, IT cost increases, grant activity, and organizational priorities. She noted efforts to evaluate IT service providers and ongoing monitoring of staffing and financial capacity.

Hilpipre reported that the FY27 budget development is in progress, with adjustments pending updated funding information. She noted the importance of aligning staffing levels with available revenue.

**13. OTHER BUSINESS**

Board members shared updates from their communities, including local development projects, infrastructure challenges, and grant-funded initiatives.

Additional discussion included emerging topics such as data centers, local planning efforts, and regional collaboration opportunities.

**14. ADJOURNMENT**

*Wilkening moved to adjourn. Schafer seconded. Motion carried.*

The meeting was adjourned at 6:15 p.m.

Signed:

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Mike Laven, Chair Jim Branstad, Secretary