BOARD OF DIRECTORS MEETING
UNAPPROVED Meeting Minutes
August 12, 2026

1. CALL TO ORDER

Chair Boettger called the meeting to order at 4:30 p.m.

2. ROLL CALL

MEMBERS PRESENT: Andrea Boettger, Jim Branstad, Marie Dranttel, Mike Laven, Christian Lilienthal, Patty O'Connor, Steve Rohlfing, Phil Schafer

MEMBERS ABSENT: Rob Wilkening

MEMBERS EXCUSED: Tom Loveall

OTHERS PRESENT: Kim Snyder, Shanon Nowell, Jessica Beyer, Stephanie Hilpipre, Sarah Janovsky

There was a quorum.

3. APPROVAL OF AGENDA

Schafer moved to approve the agenda. Rohlfing seconded. Motion carried.

4. APPROVAL OF MAY 13, 2026 MEETING MINUTES

Laven moved to approve the May 13, 2026 Meeting Minutes. Schafer seconded. Motion carried.

5. APPROVAL OF FINANCIALS

Rohlfing moved to approve the financials as presented. O'Connor seconded. Motion carried.

6. GRANT/PROGRAM REVIEW

Jessica Beyer and Stephanie Hilpipre presented the Funding Summary and Grants in Progress document. Discussion focused on recent funding activity, pending grant opportunities, and efforts to diversify organizational revenue sources. Staff provided updates on grant-funded projects and highlighted the importance of pursuing funding opportunities that support organizational sustainability and regional priorities.

7. ORGANIZATIONAL DEVELOPMENT & FINANCIAL SUSTAINABILITY REPORT UPDATE

Kim Snyder of Excelsior Bay Group provided an update on the organizational development and financial sustainability assessment. As an external consultant engaged by RNDC, Snyder met with board and staff members to gather background information, assess organizational strengths and challenges, and develop recommendations to support the organization's future success. Snyder summarized key themes identified through stakeholder engagement and discussed opportunities to strengthen organizational structure, governance, communication, and long-term financial planning.

Board members discussed the importance of providing organizational clarity, supporting staff capacity, and addressing succession planning needs. Discussion also focused on the executive director role, organizational structure, and strategies to support long-term organizational sustainability. The Board acknowledged the value of the assessment findings and recommendations in helping guide future organizational planning and decision-making.

8. REPORTS

Chair's Report – *Chair Boettger*

The Board conducted its election of officers. Marie Dranttel agreed to continue serving as Treasurer, Jim Branstad agreed to continue serving as Secretary, and Patty O'Connor was nominated to serve as Vice Chair.

Rohlfing moved to elect Marie Dranttel as Treasurer. Schafer seconded. Motion carried.

O'Connor moved to elect Jim Branstad as Secretary. Dranttel seconded. Motion carried.

Branstad moved to elect Patty O'Connor as Vice Chair. Dranttel seconded. Motion carried.

The Board reviewed the November meeting schedule and discussed conflicts with the regularly scheduled meeting date due to Veterans Day observances.

Rohlfing moved to change the November Board of Directors meeting date from November 11, 2026, to November 4, 2026. O'Connor seconded. Motion carried.

The Board discussed representation for upcoming labor negotiations and agreed that board participation would provide governance representation during the process.

Laven moved to appoint Patty O'Connor as the Board representative for labor negotiations. Rohlfing seconded. Motion carried.

The Board also discussed next steps regarding the Executive Director position. Members noted the need to provide organizational direction and determine a path forward for the position. Staff were directed to schedule a special meeting for further discussion.

Interim Executive Director's Report – *Jessica Beyer*

Beyer provided updates on organizational operations, staffing, audit activities, grant administration, and ongoing administrative improvements. She reported that staff continue to work closely with auditors to complete the FY25 audit and prepare for the FY26 audit process. Updates were also provided regarding staffing transitions, including the departure of Jazmine Flores as Lending Specialist and efforts to maintain continuity of services with Lisa Callahan filling the RLF role in the interim.

The Board reviewed three out-of-state travel requests. Staff noted that travel related to Resource Rural and Radically Rural would be funded through project resources and scholarship opportunities, while attendance at the NADO conference would allow RNDC to accept a national innovation award for food recovery work.

Laven moved to acknowledge the previously approved out-of-state travel request for Sabri Fair to attend Resource Rural. O'Connor seconded. Motion carried.

Rohlfing moved to approve the out-of-state travel request for Sabri Fair to attend Radically Rural. O'Connor seconded. Motion carried.

Laven moved to approve the out-of-state travel request for Jessica Beyer or a designated staff representative, to attend the NADO Conference. Rohlfing seconded. Motion carried.

Commissioner Lilienthal noted that while RNDC does not have a policy requiring Board approval of non-staff travel, he would appreciate Board awareness of registration and travel-related expenses. Chair Boettger and the Board acknowledged this request and incorporation of a process moving forward.

The Board reviewed recommendations outlined in a memorandum and reviewed by Jessica Beyer related to the MissionSquare retirement plan. She noted that recommended updates reflected current industry best practices and would expand available plan options for employees without creating additional costs for the organization.

Laven moved to approve the recommended MissionSquare retirement plan updates. Schafer seconded. Motion carried.

The Board also reviewed proposals for IT services. Members discussed service levels, cybersecurity considerations, pricing, and the need for additional information before making a final decision.

O'Connor moved to table consideration of the IT services proposal pending additional review and information. Rohlfing seconded. Motion carried.

Finance Director's Report – *Stephanie Hilpipre*

Hilpipre provided updates regarding audit activities, financial reporting, staffing capacity, and operational workload within the finance department. Board members acknowledged the concerns raised and recommended that further discussion would be appropriate through future committee and board discussions.

9. OTHER BUSINESS

Board members shared updates from their communities and organizations. Discussion included transportation infrastructure improvements, labor relations, regional collaboration efforts, and other local government activities.

10. ADJOURNMENT

Rohlfing moved to adjourn the meeting. O'Connor seconded. Motion carried.

The meeting was adjourned at 6:35 p.m.