



Board of Trustees Workshop
Meeting Agenda & Minutes

Wed Nov 12, 2025 11 a.m. - 1 p.m.

1. Call to order/Serenity Prayer Jana
Present: Fred, Jana, Shirin
Absent: Margo
2. Approval of past meeting minutes
[Sept meeting](#)
Motion to approve by Jana, seconded by Fred. Unanimous approval
3. Submission of 990
a. signatures by Jana and Fred required
Sent back 11/11/25
4. Financial review:
Recent statements:
[Sept P&L](#)
[Cumulative P&L](#)
[Balance Sheet](#)

2025 Total Income: \$143,000 (not including \$50k estate gift)
2025 sales: \$7,300/month = \$87,600 (63% of total revenue)
2025 donations: \$4,300/month = \$52,000

[EAI Revenue stats 2025](#)

Annual required income: \$160,000 (\$13,300/month)

Possible options:

- 2025 pamphlet sales: \$2,000/5,000 pieces (\$0.40 each). Increase to \$0.50 per pamphlet = \$500 more *generally doesn't seem to be worth increasing the cost*
- Require contribution to be included on website *should explore this more*
- *More merchandise - hats, keychains, tote bags*
- Follow up with all noncontributing groups (need to pay attention to individuals who may give) **Action Item:** *Greta or Nikki offered to follow up. Molly is getting a list together.*

Could be hard to monitor gifts - need to think through. Jana - could we try at certain times of the year - contribute the most??

Action item: *Lift up in monthly emails groups who give.*

*Jana suggested updating YouTube & got some interest in a speaker-fest for 2026. Could we team up with CODA? Their app/whatsapp outreach is well done. Could EAI use whatsapp chats? **Action Item:** Jana could create a group - would need help monitoring the chat - she could put a proposal together with details.*

Need \$1,667/month more = 14 people giving \$10/month or 4 groups giving \$35/month

5. Annual Meeting review Elaine
- Pamphlet ideas Trauma, Rejection, Abandonment and Neglect, Marion history - sent to Lit Cmt.
 - *Lit cmt has revised a few pamphlets already*
 - Thoughts on allowing members to respond to EAI voice mails? *Elaine could reach out to a few members and ask if they would be willing to take a month - Nikki, Greta, Chava, others? Difficult to respond to but important not to have a full voicemail box.*
 - Adding Spanish language books to Amazon update *will also add digital editions*
6. FLMA - *added to employee handbook*
- I. **FMLA Act Compliance**
- Minnesota's paid leave law, officially known as the Paid Family and Medical Leave (PFML) program, takes effect on January 1, 2026. It will provide eligible employees with up to 12 weeks of paid medical leave and up to 12 weeks of paid family leave, with a combined maximum of 20 weeks per year. Eligibility begins after 90 days of employment, and the program is funded by premiums shared by employers and employees. EAI is registered through Unemployment Insurance with the State of Minnesota.
7. Guidelines for responding to emails Elaine
- a.  How-Tos for EA's New "reply@" Email, 8/5/2024
 - b. June - Kathleen
 - c. July - Fred
 - d. August - Jana
 - e. September - Jana
 - f. October -
 - g. November - Fred
 - h. December
8. Responding to [NGIP](#) requests Elaine
- a. July - Jana
 - b. August - Fred
 - c. September - Shirin
 - d. October - Jana
 - e. November - Shirin
 - f. December - Margot
- Jana will review prior list of NGIP requests and send out a second note.*
9. Workshop [Strategic Plan](#) Plan review
- Reviewed and updated existing strategic plan. Elaine will clean up document and identify what can happen when and by whom.*