

# **BYLAWS OF HOPE 4 YOUTH**

## **ARTICLE 1: OFFICES**

The registered office of the corporation as of the date of these amended and restated Bylaws were executed is located at 2191 Northdale Blvd NW, Coon Rapids, MN 55433, and may in the future be a such place in the State of Minnesota as shall be duly adopted by resolution of the Board of Directors.

## **ARTICLE 2: MEMBERS**

There shall be no members of the corporation; provided, however, that the Board may designate individuals who have demonstrated extraordinary commitment to the purposes for which the corporation was formed to be honorary members of the corporation. Individuals so designated shall have no rights, voting or otherwise, with respect to any matter concerning the corporation.

## **ARTICLE 3: BOARD OF DIRECTORS**

### **Section 3.1. General Powers.**

The business and affairs of the corporation will be managed under the direction of the Board of Directors. The Board may adopt rules and regulations for the conduct of their meetings and the governance of the corporation, not inconsistent with law, the Articles of Incorporation, or these Bylaws and may, in the execution of its powers, delegate certain authority and responsibility to the Executive Committee.

### **Section 3.2. Number and Method of Election.**

The Board of Directors shall consist of not less than five (5) nor more than fifteen (15) directors. Directors can be elected as a new member of the Board at any time during the year and shall be elected by the Board of Directors for a specific term as provided for in Section 3.4.

### **Section 3.3. Qualifications.**

Each director shall be a minimum of eighteen (18) years of age and shall hold office until expiration of his or her term and until his or her successor shall have been elected and shall have qualified, or until his or her death, resignation, removal, or disqualification. No current employee, client, or consultant of HOPE 4 Youth may serve as a member of the Board of Directors.

### **Section 3.4. Term of Office.**

The initial term of office for all directors shall be three (3) years (36 months) and shall expire on the last day of the month of the board member's anniversary month. At the end of the initial three year term, there will be an opportunity to renew for additional 1 year (12 month) terms. No Board member

shall serve more than nine (9) consecutive years. The Board Nominations Committee works with each board member at the end of their term to determine if they will renew their board membership or not. Board terms shall be staggered so that the terms of approximately one-third of the directors' terms shall expire each year. The Board of Directors shall make appropriate arrangements to accomplish the staggering of terms.

#### Section 3.5. Compensation.

Directors shall not be compensated for services rendered to the corporation in their capacity as directors. A director may, however, be reimbursed for costs and expenses incurred for travel or other purposes for the advancement of the objectives of the corporation.

#### Section 3.6. Conflict of Interest.

A Conflict of Interest Policy will be established and reviewed annually by the Board of Directors and key employees of the organization. Each director shall sign a Conflict of Interest Form on an annual basis.

#### Section 3.7. Resignation and Removal.

Any director may resign at any time, effective either immediately or at a specified later date, by written resignation delivered, emailed, or mailed to the Chair. Any director may be removed, with or without cause, except for unlawful reasons, upon the affirmative vote of two-thirds (2/3) of the entire Board of Directors.

#### Section 3.8. Vacancies.

Vacancies on the Board of Directors— whether caused by death, resignation, removal, disqualification, or otherwise—shall be filled by majority vote of the remaining directors, though less than a quorum of the Board.

Any director who shall have been absent, without excuse, from three (3) consecutive regular meetings of the Board of Directors shall automatically vacate the seat on the Board and the vacancy shall be filled as prescribed in this Section 3.7. The Board of Directors may, however, consider the circumstances of such absences and may expressly waive such absences by affirmative vote of a majority of its members at a duly called meeting at which a quorum is present.

A public servant director will be excused from abiding to the attendance regulation. However, it is preferred that the public servant is as dedicated as permissible and to be an “active director” in any and all ways possible.

#### Section 3.9. Transferability.

A board member may not voluntarily or involuntarily transfer his or her board membership or any right arising therefrom.

## ARTICLE 4: MEETINGS OF BOARD OF DIRECTORS

### Section 4.1. Annual Meetings.

An annual meeting of the Board of Directors shall be held each year, on a date and at a time and place established by the Chair of the Board. The purpose of the annual meeting shall be to receive a report on the operations of the corporation, elect Board members and Committee Chairs, elect officers for the ensuing year, and transact any other business that may properly come before the meeting.

### Section 4.2. Regular Meetings.

Regular meetings of the Board of Directors shall be held at least quarterly throughout the calendar year, at places and times established by the Chair of the Board.

### Section 4.3. Special Meetings.

A special meeting of the Board of Directors may be held on the call of the Chair of the Board, at the place, time, and location determined by the Chair in the notice of the meeting, or by written petition delivered to the Secretary and signed by any three (3) members of the Board, at a place and time (not later than 60 days after receipt by the Secretary of the petition) designated by the Chair, in the notice of the meeting.

### Section 4.4. Notice of Meetings.

Notice of the place, time, and purpose of any Board of Directors meeting shall either be delivered personally, by email, telephone, or be sent to each director by first class mail, addressed to the director either at his or her address shown in the records of the corporation, or, if his or her address is not shown in the records or is not readily ascertainable, to the place where the principal office of the corporation is located. The notices shall be mailed or delivered at least five (5) days before the meeting.

### Section 4.5. Quorum.

Except as otherwise specifically provided for in these Bylaws, the presence of two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is initially present at a meeting of the Board of Directors, the directors present may continue to transact business, notwithstanding the loss of a quorum by a withdrawal of directors, provided that any action thereafter is approved by at least a majority of the required quorum for the meeting, or a greater number by law, the Articles of Incorporation, or these Bylaws.

### Section 4.6. Participation by Telephone Conference Call or Other Electronic Means.

A meeting may be held among directors, or members of any committee designated by the Board of

Directors, by any means of communication through which the participants may simultaneously hear each other during the conference. This constitutes a meeting of the Board or the committee, as the case may be, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. A director or committee member may participate in any meeting by any means of communication through which he or she, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by either of the foregoing means constitutes personal presence at the meeting.

Section 4.7. Waiver of Notice.

Notice of any meeting of the Board of Directors may be waived by any director before, at, or after the meeting in writing or orally. Attendance by a director at a meeting is waiver of notice of that meeting, except where the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate thereafter in the meeting.

Section 4.8. Voting.

At all meetings of the Board of Directors, each director shall have one vote. The Board shall take action by the affirmative vote of a majority of directors present at a duly held meeting, except where the affirmative vote of a larger proportion or number is required by law, the Articles of Incorporation, or these Bylaws.

Section 4.9. Emergency Meeting.

In the event of an emergency which immediately affects the endangerment of a client, fiscal health, or security of HOPE 4 Youth assets, the Executive Committee may convene an emergency meeting by phone or in person to take immediate action and immediately report the same to the entire Board of Directors.

## ARTICLE 5: OFFICERS

Section 5.1. Number of Officer Positions.

The officers of the corporation may consist of a Chair, a Vice Chair, a Treasurer, a Secretary, or such other officers deemed necessary or desirable by the Board. New officer positions may be created and filled at any meeting of the Board. Only members of the Board of Directors shall be qualified to serve in the officer positions described in this Section 5.1.

Section 5.2. Election and Terms of Office.

The officers of the corporation shall be elected for one-year (1) terms by the Board of Directors at its annual meeting. Each officer shall hold office until his or her successor shall have been duly elected and

qualified.

Section 5.3. Removal.

Any officer of the corporation may be removed at any time, with or without cause, by the affirmative vote of two-thirds (2/3) of the entire Board of Directors.

Section 5.4. Vacancies.

Notwithstanding any other provision in these Bylaws, a vacancy in any office caused by death, resignation, removal, disqualification, or otherwise, may be filled by affirmative vote of two-thirds (2/3) of the Board of Directors for the remaining portion of the term.

Section 5.5. Powers and Duties.

The officers shall have the following powers and duties:

(a) Chair.

The Chair shall chair both the Board of Directors and Executive Committee; shall also serve as a member ex-officio on all committees except the Nominating Committee; shall communicate to the Directors at the annual meeting and at such other times as the Chair deems proper concerning the activities of the corporation; shall see that all orders and resolutions of the Board of Directors are carried into effect; shall sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver such instruments as required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or Bylaws or by the Board to some other officer or employee of the corporation; shall perform all duties prescribed by the Board; and, in general, shall perform all duties usually incident to the office and functions of a Chair of a Minnesota nonprofit corporation.

(b) Vice Chair.

The Vice Chair shall have such powers and shall perform such duties as may be prescribed by the Board of Directors. In the event of the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair. In the event the current Chair fails to serve her or his full term, the Vice Chair shall serve the remainder of the outgoing Chair's term.

(c) Treasurer.

The Treasurer of the corporation shall oversee the financial records for the corporation, all monies of the corporation and the disbursement of corporate funds. The Treasurer shall render to the Chair, Executive Director, or the Board of Directors, whenever requested, an account of all financial transactions and of the financial condition of the corporation and shall perform other duties prescribed by the Chair or the Board of Directors.

(d) Secretary.

The Secretary shall review the minutes of meetings of the Board of Directors and all Board committee meetings and shall review the Bylaws annually in January in accordance with Article 10. HOPE 4 Youth personnel is responsible to keep on file a complete copy of the Articles of Incorporation and all amendments and restatements thereof and a complete copy of these Bylaws and all amendments and restatements thereof; HOPE 4 Youth personnel shall give proper notice of meetings of the Board and all Board committees. The secretary shall oversee these functions and perform other duties that are from time to time prescribed by the Board of by the Chair, and, in general, shall perform all duties usually incident to the office of the Secretary of a Minnesota nonprofit corporation. In the further event of the absence or disability of the Chair and Vice Chair, the Secretary shall perform the duties of the Chair.

(e) Past Chair

The Immediate Past Chair still serving on the Board shall act as an advisor to the Chair and the Board of Directors and act as a member of the Executive Committee.

## ARTICLE 6: COMMITTEES

### Section 6.1. Committees.

The Board may act by and through an Executive Committee and other temporary, standing, or ad hoc committees specified in resolutions adopted by the Board. The Chair of the Board shall be an ex-officio member of all committees except the Nominating Committee. Except as otherwise specified in these Bylaws, each committee shall have such membership, duties, and responsibilities as are established for it from time to time by the Executive Committee. Each committee shall consist of one or more natural persons who need not be directors and shall at all times be subject to the direction and control of the Board. Committee Chairs are appointed annually at the annual Board of Directors meeting.

### Section 6.2. Executive Committee.

(a) Duties.

The Executive Committee may act in place and instead of the Board of Directors between regular Board meetings on all matters, except those specifically reserved to the Board in these Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification at the next Board meeting.

(b) Membership.

The following officers serve as the members of the Executive Committee: the Chair, Vice Chair, Immediate Past Chair, Secretary, and Treasurer.

(c) Vacancies.

Vacancies on the Executive Committee shall be filled in the manner provided for filling vacancies on the Board of Directors.

Section 6.3. Strategic Planning Committee

The Strategic Planning Committee shall be elected by the Executive Committee and shall consist of at least three (3) Board members. Membership on the Strategic Planning Committee shall be for a term of one (1) year coinciding with the term of the Chair. The Strategic Planning Committee will review the strategic objectives and annual goals determined by the Executive Director and HOPE 4 Youth staff. The Strategic Planning Committee will provide insights and recommendations to the Executive Director and the Board of Directors to ensure consistency and alignment with the corporation's Bylaws and mission.

Section 6.4. Finance Committee.

The Finance Committee shall consist of the Chair, the Treasurer, and at least one other individual who is either a current member, has been a past member or is a representative from the community at large. The Treasurer shall chair the Finance Committee. The Finance Committee shall prepare recommendations for an annual budget of the corporation and perform such other duties in connection with the finances of the corporation as prescribed from time to time by the Board of Directors.

Section 6.5. Nominating Committee.

The Nominating Committee shall be elected by the Executive Committee and shall consist of at least three (3) Board members. The Committee shall be chaired by the Immediate Past Chair or their designee. The Chair shall not be a member of the Nominating Committee. Membership on the Committee shall be for a term of one (1) year coinciding with the term of office of the Chair. The Nominating Committee shall notify the Executive Committee of its nominees for the slate of officers at least 30 days prior to the Annual Meeting. The Nominating Committee shall nominate a slate of officers for election at the annual meeting of the Board of Directors.

Section 6.5. Development Committee.

A Development Committee may be appointed by the Board to build and develop a base of corporate and private funding sources to support the mission and programming of HOPE 4 Youth through fund development, communications, outreach, and marketing. The Development Committee may have three (3) or more board members. Committee members shall serve one-year terms and elect a Chair for a concurrent term.

Section 6.6. Committee Operations.

Each committee of the corporation should establish the time for its regular meetings and may change that time as it determines. Special meetings of any committee of the corporation may be called by the Chair of that committee or by the Chair of the Board of Directors. A majority vote of the members of a committee of the corporation present at any meeting shall be sufficient for the transaction of the business of the committee.

## ARTICLE 7: EXECUTIVE DIRECTOR

### Section 7.1. Executive Director.

The Board of Directors shall employ an individual who shall have the title of Executive Director and whose terms and conditions of employment shall be specified by the Board.

### Section 7.2. Duties and Authority of Executive Director.

The Executive Director shall manage and direct all daily activities and business dealings of the corporation as prescribed by the Board of Directors and shall be responsible to the Board. The Executive Director shall employ and may terminate the employment of members of the staff necessary to carry on the work of the corporation and fix their compensation within the approved budget. The Board of Directors shall be informed of and consulted with regarding finalists for any staff position that directly reports to the Executive Director. As Executive Director, he or she shall define the duties of the staff, supervise their performance, establish their titles, and delegate those responsibilities as shall, in his or her judgment, be in the best interests of the corporation. The Executive Director shall have authority to make or delegate to accounting staff financial disbursements for necessary expenses and shall make regular reports to the finance committee per the financial policies.

### Section 7.3. Reports to Board of Directors.

The Executive Director shall attend all meetings of the Board of Directors and make a report to the Board at every regular, special, and annual meeting. The Executive Director shall be entitled to a voice at all Board meetings but shall not be entitled to vote.

## ARTICLE 8: FISCAL MANAGEMENT

### Section 8.1. Fiscal Year.

The fiscal year of HOPE 4 Youth shall coincide with the calendar year and will begin in the first day of January and end on the last day of December of each year. Section



8.2. Execution of HOPE 4 Youth Documents.

The Board of Directors may authorize any Officer or Officer's agent or agents to enter into any contract or to execute and deliver any instrument in the name of and on behalf of HOPE 4 Youth. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no Officer, agent, employee, or volunteer shall have any power or authority to bind HOPE 4 Youth by any contract or engagement, or to pledge its credit, or render it financially liable for any purpose or in any amount.

Section 8.3. Loans.

No loans shall be contracted on behalf of HOPE 4 Youth nor shall evidences of indebtedness be issued in its name unless authorized by resolution of the Board of Directors. Such authority may be general or may be confined to specific instances. If and when it is necessary to secure a line of credit, the Finance Committee will recommend and approve procedures for its use.

Section 8.4. Deposits.

All funds of HOPE 4 Youth shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may designate, or as may be designated by an Officer or Officers, agent or agents of the corporation to whom such power may be delegated by the Board. For purpose of such deposit, any person to whom such power is so delegated may endorse, assign and deliver checks, drafts, and other order for the payment of money which are payable to the order of HOPE 4 Youth.

ARTICLE 9: INDEMNIFICATION

The corporation shall indemnify, and make advances of reasonable expenses to each director, officer, and employee of the corporation, whether or not then in office or employed by the corporation, to the fullest extent prescribed by Minnesota Statutes, Section 317A.521. The corporation shall not indemnify or make advances of expenses to any person who may otherwise be entitled to receive payment under Section 317A.521 by reason of such person's status or former status as an agent of the corporation or otherwise. The corporation may purchase and maintain insurance on behalf of any person in that person's official capacity against any liability asserted against and/or incurred by the person arising from that capacity, whether or not the corporation would have been required to indemnify the person against the liability or under the provisions of Sections 317A.521. The foregoing right of indemnification and the right to receive advances of expenses shall not be exclusive of other rights to which any director, officer, employee, or agent may be entitled as a matter of law or under any bylaw, agreement, or otherwise.

ARTICLE 10: REVIEW

These Bylaws shall be reviewed yearly in January by the Secretary, for compliance with Minnesota Statute 317A and for relevance to the organization. Recommendations for changes will be presented to the Board of Directors as outlined in Article 11.

## ARTICLE 11: AMENDMENTS

These Bylaws may be amended in whole or in part or entirely restated at any meeting of the Board of Directors at which a quorum is present, upon receiving the affirmative vote of two-thirds (2/3) of the entire Board of Directors. Notice of the meeting shall state that a purpose of the meeting is to consider the proposed amendment or restatement of these Bylaws and shall include, or be accompanied by a copy of, each proposed amendment or restatement.



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## HOPE 4 Youth – Mission, Vision, and Core Values

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**Mission:** Provide pathways to end youth homelessness

**Vision:** Ensure all youth feel safe, valued, and supported while reaching their full potential. This begins with meeting their basic needs and leads to giving them the tools to thrive.

**Core Values** guide our work. We are:

- Resourceful – We collaborate to maximize resources and evolve to meet the changing needs of our participants and the community.
- Accountable – We operate with integrity and are accountable to our youth, volunteers, community, donors, and employees.
- Inclusive – We respect and embrace differences as a strength, allowing people to bring their full, authentic selves to HOPE 4 Youth.
- Hopeful – We communicate and operate with optimism and believe in a bright future for the youth we serve and our community.
- Compassionate – We serve and work with empathy and understanding to create a judgment free environment.



**HOPE 4 Youth Board of Directors  
2022**

**Stephen Nash, Term expires 9/2024**

**Board Chair**

Special Assistant Anoka County Attorney, Anoka  
County Attorney's Office  
2100 Third Ave, Anoka, MN 55303  
Cell: 612-840-4279  
Email: [snash12@gmail.com](mailto:snash12@gmail.com)

**Anna VonRueden, Term expires 9/2024**

**Board Vice Chair**

Program Director  
FamilyWise Services  
3036 University Ave SE, Minneapolis, MN 55414  
Business: 612-877-7831  
Email: [avonruden@familywiseservices.org](mailto:avonruden@familywiseservices.org)

**Don Phillips, Term expires 10/2023**

**Treasurer**

Chief Investment Officer  
Greater Midwest Financial Group  
326 Oakwood Terrace, Vad Hghts Mn 55127  
Business: 651-490-9790  
Cell: 612-819-9663  
Email: [donphillips102@yahoo.com](mailto:donphillips102@yahoo.com)

**Stephen Spears, Term expires 12/2023**

**Past Board Chair**

SVP Twin Cities Community Banking  
Bremer Bank  
8800 Hwy 7, St Louis Park, MN 55426  
Business: 952-932-6597  
Cell: 612-280-1913  
Email: [slspears@bremer.com](mailto:slspears@bremer.com)

**Sue Woodard, Term expires 9/2022**

**Past Chair**

Mortgage & FinTech Consultant  
1920 Drew Ave S, Minneapolis, MN 55416  
Cell: 612-669-6771  
Email: [sue@suewoodard.com](mailto:sue@suewoodard.com)

**Paul Lenzmeier, Term expires 10/2023**

Commander of Patrol Division  
Anoka County Sheriff's Office  
13301 Hanson Blvd NW, Andover MN 55304  
Business: 763-324-5161  
Cell: 763-442-5967  
Email: [Paul.Lenzmeier@co.anoka.mn.us](mailto:Paul.Lenzmeier@co.anoka.mn.us)

**Jonathan (JJ) Slag, Term expires  
11/2024**

VP of Development  
MN Adult & Teen Challenge  
740 E 24<sup>th</sup> Street, Mpls MN 55404  
Business: 612-238-6123  
Cell: 763-300-5887  
Email: [jjslag@gmail.com](mailto:jjslag@gmail.com)

**Pat Chen, Term expires 1/2025**

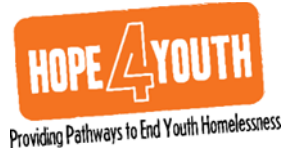
HR Director  
Lexington Manufacturing  
1330 115<sup>th</sup> Ave NW, Coon Rapids, MN  
Business: 763-772-9743  
Cell: 612-801-9414  
Email: [patc@lexingtonmfg.com](mailto:patc@lexingtonmfg.com)

**Brad Konik, Term expires 1/2025**

CEO  
Konik Network  
945 Broadway St NE, Ste 240, Mpls MN 55413  
Business: 612-965-8923  
Cell:  
Email: [brad@koniknetwork.com](mailto:brad@koniknetwork.com)

**Julie Cole, Term Expires 1/2025**

Director, Market Dvlpmt & Strategy for  
Ambulatory Surgery Centers  
Medtronic, Inc.  
8128 Oakview Lane N, Maple Grove, MN  
55369  
Cell: 612-709-7512  
Email: [julie.f.cole@medtronic.com](mailto:julie.f.cole@medtronic.com)



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## HOPE 4 Youth - Board Committee Structure 2022

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### **Executive Committee** – Chair – Steve Nash

Members: Steve Nash, Anna VonRueden, Don Phillips, Stephen Spears, Vice Chair | Staff: LaChelle W

Objective

- Oversee, monitor, and support the performance of the Executive Director
- Ensure the organization’s strategic plan is operationalized and monitor for performance
- Plan and monitor risk to the organization

### **Development Committee** – Chair – JJ Slag

Members: Julie Cole, Rich Branham, Don Phillips | Staff: Julie Orlando

Objective

- Diversify H4Y’s funding mix to include growth of revenue from corporate partners/organizations and sponsorship expansion
- Ensure marketing plan supports revenue generation

### **Finance Committee** – Chair – Don Phillips | Staff – LaChelle Williams

Members: Sarah Nohner, Tanya Bacigalupo

Objective

- Oversee the financial health of the organization
- Manage the annual audit with support and review

### **Strategic Steering Committee** – Chair – Paul Lenzmeier | Staff: LaChelle Williams

Members: Sue Woodard, Paul Lenzmeier, Brad Konik

Objective

- Work with ED to operationalize 2021-2023 Strategic Plan
- Conduct a *Risk Assessment* and develop a *Risk Management Plan*

### **Board Nominating Committee** – Chair – Stephen Spears | Staff: LaChelle Williams

Objective

- Work collaboratively with the board, staff, and community to elevate and vet board nominees

### **Program Committee** – Chair – Anna VonRueden | Staff: Mark McNamer

Members: *Pending board update*, DeeDee Gorman

Objective

- Ensure transformational relationships with community experts are cultivated
- Oversee program opportunity improvements per 2022 Operating Plan

### **Diversity, Inclusion, and Equity Committee** – Chair – XXXX | Staff: LaChelle Williams

Members: Lucell Hanson

Objective

- Continue to develop a high performing culture which embraces diversity, inclusiveness, innovation and teamwork to support our mission

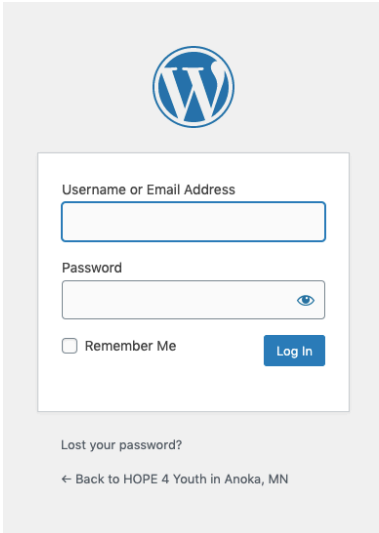
## Board Portal

HOPE 4 Youth provides the Board of Directors with a secure, central repository for board information and document storage. Every Board Member is provided with their own username and password, which is provided at their onboarding.

Should there be any difficulty accessing and using the Board Portal, please email Brooke Limanen at [blimanen@hope4youthmn.org](mailto:blimanen@hope4youthmn.org) for assistance.

### Login to Board Portal

1. Open a new web browser (preferably Google Chrome).
2. Type <https://www.hope4youthmn.org/login> in the address bar.
3. You'll be taken to the following screen:



The screenshot shows a login page with a blue circular logo containing a white 'W' at the top center. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: 'Username or Email Address' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a checkbox labeled 'Remember Me' and a blue button labeled 'Log In'. Below the form, there is a link that says 'Lost your password?' and a link that says '← Back to HOPE 4 Youth in Anoka, MN'.

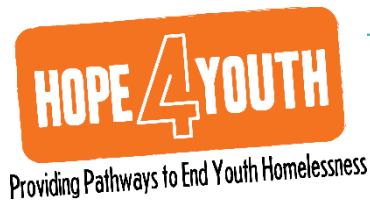
4. Enter the username and password provided to you at your onboarding.
  - If you have forgotten your username, please email Brooke Limanen at [blimanen@hope4youthmn.org](mailto:blimanen@hope4youthmn.org).
  - If you have forgotten your password, please select “Lost your password?”.
5. Select “Log In” and you’ll be taken to the Board Portal.

### Board Portal - Repository

You'll find the following in the repository:

- Board Packets
- Meeting Minutes
- Committee Files
- General Board Documents
- Calendar





**HOPE 4 Youth, Inc.**  
Acknowledgement Conflict-of-Interest Policy

The standard of behavior at HOPE 4 Youth, Inc. is that all board members, staff, and volunteers scrupulously avoid conflicts of interest between the interests of the HOPE 4 Youth, Inc. on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the HOPE 4 Youth, Inc.'s decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of board members, staff, and volunteers.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and that I will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

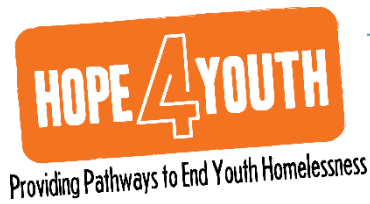
Disclosure of expressed conflict:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Witness Date





## Board of Directors Confidentiality Statement

Respecting the privacy of our donors, clients, volunteers, staff, and of HOPE 4 Youth itself is a basic value of HOPE 4 Youth.

Board Members of HOPE 4 Youth will be exposed to information which is confidential and/or privileged and proprietary in nature.

Board Members will hold in strict confidence all confidential information, and will not directly or indirectly divulge, disclose, or make use of for any purpose whatsoever confidential and proprietary information of HOPE 4 Youth, except as expressly authorized by HOPE 4 Youth to carry out Board Member duties and responsibilities. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

This includes information pertaining to donors, clients, volunteers, staff members, and your fellow Board Members.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal from role as board member.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Executive Director**  
LaChelle Williams - FT

**Director of Programs**  
Mark McNamer - FT

**Director of Advancement**  
Julie Orlando - FT

**Finance & Data Specialist**  
Brooke Limanen - FT

**Facilities Specialist**  
John Marchiniak PT

**Drop-In Ctr Manager**  
Casey Snaza - FT

**Hope Place Manager**  
Mica Whiteley - FT

**Contracts:  
Facilities**

**Manager of Community  
Engagement**  
Nikki Kalvin - FT

**Contract: Website/Mrktg**

**Admin Coor**  
Danielle Snider - FT

**Financial Controller**  
Tanya Bacigalupo - Contracted

**Youth Services Coordinator-  
Vol Specialist**  
Allison Kanyetzny - FT

**Hope Place Front Desk Assoc**  
Linda Burt - PT

**Contract: Grant Writing**

**Youth Services Coordinator -  
Outreach Specialist**  
Delfina Acre - FT

**Hope Place Front Desk Assoc**  
Cathy Marie - PT

**Contract: Soc Media**

**Youth Services Coorinator -  
Hope Homes Specialist**  
Brenda Pritchard - FT

**Hope Place Front Desk Assoc**  
Open - PT

**Youth Services Intern-**  
Bria Hanson

**AC Housing Navigator -**  
Open

**Hope Place Front Desk Assoc  
ON CALL**  
Alton Brown - PT

**Youth Services Intern -**  
Asma Salah

**Hope Place Front Desk Vols**