MASS WORKFORCE ASSOCIATION
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Massachusetts Workforce Association
Board of Directors Meeting Minutes
Valerie Sutton, Chair
Tuesday, June 20, 2023, 11:30 a.m.

Attendees (all via Zoom):
Robert Bower, *MA AFL-CIO/CLU*
Robert Corley, *NeighborhoodWorks*
Dave Gadaire, *MassHire Holyoke Career Center*
Charles Gagnon, Volunteers of America-Massachusetts
Maddrey Goode, *MassHire Boston Career Center*
Lisa Gurgone, *Mystic Valley Elder Services*
Karen Pelletier, *Worcester Regional Chamber of Commerce*
Ed O'Sullivan (for Mary Sarris), *MassHire North Shore Workforce Board*
Jim Oliveira, *MassHire Greater New Bedford Workforce Board*
Bobby Tugbiyele, *The Leap Network*

Staff:
Raija Vaisanen, *MWA Executive Director*
Kelly Hanlon, *MWA Associate Director*

Minutes:

Chair's Welcome and Introductions
Bobby Tugbiyele shared that he would be chairing the meeting today as Valerie had an unexpected emergency. He called the meeting to order and invited a round of introductions of board members.

Approval of March Meeting Minutes
Bobby reminded participants that the minutes were in the board packet and invited members to review and invited a motion to approve.

- VOTE: Motion to approve the March 2023 board meeting minutes (Charles Gagnon move, Dave Gadaire second).
    - Unanimous support

Welcome and Introduction of Kelly Hanlon, new MWA Associate Director

Raija introduced Kelly and Kelly shared a little bit about her background and her excitement to work for MWA. Bob Bower shared that she interviewed well and that he and Valerie felt confident she would be a good addition to the team. Bobby welcomed Kelly to MWA.

Treasurer's Report

- Bobby turned the meeting over to Raija who began with a review of the FY2023 financials. We budgeted for YE income of $421,000 and YE expenses of $396,000 with $25,000 in net income (SkillWorks Grant for Advocacy Academy split between FY23 and FY24). With only two weeks left in the fiscal year, income and expenses are tracking at or below budget. We have collected 100% of membership dues and have billed and received all of our WTF (workforce training fund) funding. While our other EOLWD contract has been approved, we are still waiting on the PV. In addition, we budgeted for $2,000 in affiliate member income, $1,500 of which we collected (one prior affiliate member left did not renew/left their organization, and a new affiliate joined). Raija was able to secure some outside contract work, netting an additional $5,000 for MWA.
- Raija then provided an update on the FY24 proposed dues and budget:
    - For FY24 we are estimating income of $394,000 and expenses of $389,600 with $4,400 in net income. This budget includes the second half of the SkillWorks Advocacy Academy Grant and the new Associate Director and Executive Director personnel expenses. Health care costs will be less than previous years as the Associate Director will not need MWA's health insurance coverage. The budget for meetings is increased to reflect the planned Advocacy Academy launch and work toward a statewide conference.
    - FY24 proposed dues include no increase in the total sixteen workforce regional membership dues we are seeking to collect ($190,000). Based on the formula to calculate dues for FY24, 7 regions will see their dues decrease and 9 will see increased dues no more than 4.6%.
- Directors had a discussion about the dues level and requested that MWA staff have 1:1 meetings with the leaders from the 16 regions during the first quarter of the fiscal year. Raija agreed and shared that planning for those meetings had already begun internally, with the new Associate Director having started the week prior.
- VOTE: Motion to accept the FY24 MWA Budget (Rob Corley move, Lisa Gurgone second).
    - Unanimous support.
- VOTE: Motion to accept FY24 MWA Dues Structure subject to any future review that results from the member meetings to be held by staff in the first quarter. (Rob Corley move, Charles Gagnon second).
    - Unanimous support

Year-end Review

Raija shared a few slides regarding the past fiscal year's major accomplishments and the plans for the coming year. Maddrey asked if the plans align with the strategic plan and Raija said they do and she will make sure to make that clearer in the future.

Adjournment

- Before adjourning, Bobby thanked Jim and Maddrey for their years of service and time in the workforce development system, given Jim's retirement and Maddrey's move to become the new Chief of Staff for the Mayor's Office of Black Male Advancement. He asked them to share some of their future plans.
- Michael Weekes will also be retiring this summer and we thank him for his many years of support for MWA, including its coming together.
- Raija reminded participants that the next board meeting would be in person on 9/19, location TBD.
- VOTE: Motion to adjourn (Charles Gagnon move, Lisa Gurgone second).