



Irene Gomez-Bethke Papers.

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Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

Board of Directors
November 17, 1981
6:30 P.M.

AGENDA

1. Approval of Minutes from September Board Meeting.
2. Chairman's Report
3. Executive Director's Report
4. Administrator's Report *Decision, Communicate Board tabled*
5. Treasurer's Report *Indochinese*
6. Appointment of Committee to deal with numbers 7, 8 & 9
7. Cost of Living Raise for Staff
8. Small fee to Clients for Legal Services
9. Bringing Indo-Chinese aboard

SPECIAL BY-LAWS MEETING TO
AMEND BY-LAWS AT 5:30 P.M.

Attorneys
Douglas Hall
Executive Director
William Gatton
Gail M. Kaba
William E. McGee
Jerod H. Peterson

Community Workers
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
June Redday
Rodolfo Diaz
Trudell Star

Administrator
Ralph L. Crowder

Secretary
Carole Tenbear

Receptionist
Valerie Lambkins

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
William Koenen
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Ramon Rocha
Artley Skenadore
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

*United Way
Feds
Cath Conf
1590 Increase*

LEGAL RIGHTS CENTER
Board Meeting
October 20, 1981

MINUTES

Members Present: Dave Bennett, Kevin Burke, Ike Watkins, Felino de la Pena, Artley Skenandore

Staff Present: Doug Hall, Jerry Patterson

Due to the lack of a quorum the September minutes were not approved.

The bulk of the informal Board discussion revolved around the issue of a cost of living raise for the staff. Ike Watkins presented options to the Board which include a 5%, 8% and 10% cost of living increase. Watkins stressed that this issue has presented some problems in our fundraising efforts. Specific references were made to the United Way and McKnight presentations.

Dave Bennett voiced a concern about the increase and its respective impact upon the Center's budget. It was his position that a budget review should be undertaken by the Administrator before a formal raise can be approved. Artley Skenandore suggested that the cost of living raise should be retroactive from June, 1981. Future discussion with a forthcoming decision should be determined in the November meeting.

Respectfully submitted,

Ralph L. Crowder
Administrator

Légál Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

MEMO

DATE: November 13, 1981
TO: Board of Directors
FROM: Izear (Ike) Watkins

On October 28, 1981, Ralph Crowder and I met with the Indo-Chinese Coordinating Council in the office of Mayor Fraser. We discussed the possibility of bringing this group aboard.

It is very important that this matter be discussed and acted upon. Ralph Crowder has been doing an excellent job on submitting proposals throughout the country to obtain finances to accommodate this addition.

At our November Board Meeting I will appoint a Committee. Members of this committee will include names as follows:

Felino de la Pena, Chairman, Irene Bethke, Ed West, Syl Davis, Clyde Bellecourt, William Koenen, Peter Heegaard and David Nasby.

This Committee will discuss and recommend to full Board their opinions of (1) Cost of living raise for staff, (2) Small charge to client for legal services, (3) Changes (if needed) to bring Indo-Chinese aboard.

Looking forward to seeing you at the meeting, November 17, 1981.

Attorneys
Douglas Hall
Executive Director
William Gatton
Gail M. Kaba
William E. McGee
Jerod H. Peterson

Community Workers
Manuel Guzman
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Harry Moss
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Carolyn Naylor
Norman Newhall
Ramon Rocha
Artley Skenadore
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

LEGAL RIGHTS CENTER, INC.
Financial Report
January 1, 1981 - October 31, 1981

	Month of October '81 Actual	Month of October '81 Budgeted	January October '81 Actual
Revenues			
Contributions:			
Law Firms	1,000.00	3,200.00	32,747.00
Corp/Fndn.	6,500.00	4,375.00	65,690.00
Other:			250.00
Individuals	10.00	-0-	753.00
United Way	12,700.00	7,898.00	31,732.00
Hennepin County	20,000.00	-0-	60,088.00
State of Minnesota		-0-	55,000.00
CPYR		-0-	50,556.83
Misc.	88.35	-0-	(341.44)
Totals	40,298.35	15,473.00	296,225.39
Expenses			
Salaries:			
Attorneys	9,069.90	8,955.00	92,208.23
Community Workers	7,242.90	7,105.00	73,026.90
Adm/Clerical	5,843.90	4,709.00	50,822.87
Law Clerks	480.00	960.00	9,036.00
Other	213.34	213.00	1,987.77
FICA & Empl. Benefits	3,529.49	3,000.00	21,700.28
Travel	1,475.79	1,600.00	11,220.33
Supplies	617.92	500.00	3,544.57
Tel. & Telegraph	1,239.00	675.00	5,987.23
Postage	65.70	60.00	569.02
General Insurance	-0-	-0-	3,340.44
Equipment	66.09	-0-	66.99
Litigation	83.49	100.00	1,392.61
Repairs & Maint.	240.60	-0-	545.97
Legal Education	-0-	50.00	654.75
Rent & Occup.	566.10	566.10	6,536.99
Library Expense	-0-	100.00	668.47
Meetings & Lunch	95.98	100.00	1,045.48
Interest	-0-	52.00	811.98
Bank charges	60.00	50.00	1,646.29
Casual Labor	-0-	100.00	469.54
Misc.	515.57	50.00	1,632.72
Totals	31,405.77	28,995.10	288,914.53
Revenues over Expenses:	8,892.58		7,560.86

motion
60 M. Hennepin County

Balance Sheet
as of 10/31/81

Assets:

CASH LRC General	12,540.58
CASH LRC Saving	1,207.93
CASH TRUST Acct.	221.53
CASH CPYR Savings	606.92
CASH CPYR Checking 6/30 Bal.	2,064.48
CASH CPYR Savings Transaction	19,838.67
A/R CPYR <i>Coming</i>	18,584.80
Salary Advances	1,082.96
Furniture & Fixtures	9,569.38
Total Assets	65,717.25

Liabilities & Fund Balances:

Loan Payable	-0-
Note Payable - Xerox	2,777.42
Account payable CPYR <i>4th</i>	12,000.00
McKnight Revolving Loan	25,000.00
Payroll taxes withheld	(1,017.86)
Other withholding	(1,653.24)
Accrued Payroll taxes 1980 <i>3-31-79</i>	2,995.20
General Fund 1/1/81	(7,170.18)
Revenues over Expenses thru 10/31/81	7,560.86
CPYR Trust Liability 1/1/81	22,694.81
Revenue over Expenses 10/1/81 - 10/31/81	(184.74)
Accumulated Depreciation	2,714.98
Total Liability & Fund	65,717.25

*Thursday,
Dec. 17, 1981
Sheraton Ritz 4-6 P.M.
2nd floor*

*Terry
Simons*

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

From: Izear (Ike) Watkins
Chairman

December 10, 1981

To: Board of Directors

MEMO

In the upcoming meeting we will have some very important decisions to make. I will attempt to explain the method that I feel is best in resolving these matters.

The items on the Agenda listed from 1 thru 5 will be handled as briefly as possible. Item 6; we will hear a report from Committee. There will be 30 to 35 minutes of input from Staff involving suggestions, pro and con, on Said Report. At that time the discussions will then be closed to Board members only. Items 7 & 8 will be discussed next, as I feel these two items will not be as controversial and should not consume too much time in reaching a conclusion. Finally, we will discuss item 9. The discussion on the cost of living increase for Staff may require more time to resolve.

Thank you and I am looking forward to seeing you at the meeting Tuesday, December, 15, 1981.

Izear (Ike) Watkins

Attorneys
Douglas Hall
Executive Director
William Gatten
Jerod H. Peterson
Pamela G. Smith
F. Clayton Tyler

Community Workers
Frank Dickenson
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
Rosa Ruiz

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Ralph L. Crowder

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Harry Moss
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Carolyn Naylor
Norman Newhall
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

Board of Directors
December 15, 1981
6:30 P.M.

AGENDA

1. Approval of Minutes from November Board Meeting.
2. Chairman's Report (Brief)
3. Executive Director's Report (Brief)
4. Administrator's Report (Brief)
5. Treasurer's Report (Brief)
6. Committee Report... Felino de la Pena
7. Bringing Indo-Chinese aboard
8. Small fee to Clients for Legal Services
9. Cost of Living Raise for Staff

SPECIAL BY-LAWS MEETING TO
AMEND BY-LAWS AT 5:30 P.M.

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Ed West

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808 E. Franklin Avenue Minneapolis, Minnesota 55404
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Norman Newhall
Ramon Rocha
Artley Skenadore
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

MEMO

DATE: November 12, 1981

TO: All Board Members

FROM: Ralph L. Crowder, Administrator *RLC*

RE: Special Board Meeting

We will be having a special board meeting on Tuesday, November 17th at 5:30 p.m., immediately following will be regular Board of Director's meeting.

For the special board meeting the agenda will include:

1. Discussion and approval of the modifications by our By-laws.
2. Adjourn.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

Board of Directors
November 17, 1981
6:30 P.M.

AGENDA

1. Approval of Minutes from September Board Meeting.
2. Chairman's Report
3. Executive Director's Report
4. Administrator's Report
5. Treasurer's Report
6. Appointment of Committee to deal with numbers 7, 8 & 9
7. Cost of Living Raise for Staff
8. Small fee to Clients for Legal Services
9. Bringing Indo-Chinese aboard

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~~Jose Gaitan~~
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Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
~~Ramon Rocha~~
Artley Skenadore
~~Sandra Vargas~~
Izear Watkins
Irving Weiser
Ed West

Board Of Directors Meeting
September Board Minutes
September 12, 1978

Board Members: Ike Watkins, Jose Gaitan, Antonio Arellano, Sid Feinberg, Merle Carlson, Pat Bellanger, Dave Nasby, Clyde Bellecourt, Earl Craig and Vince Beyl.

Staff: Doug Hall, Mary Jane Wilson, Joanne Levin and Jerod Peterson.

Visitors: Ms. Owl, Mrs. Watkins and Ms. B. Shumacher.

Approval of Minutes of August 1st meeting. Feinberg moved, Craig seconded and passed.

Juvenile Project (Joanne Levin)

First meeting today passed 10-6 September 12. Next meeting budget & planning committee, September 14.

Joanne reviewed purpose and scope of project each of four centers receive \$50,000 except Duluth at \$25,000 plus administrator \$40,000.

State Grant

Doug Hall to report at next meeting - request \$100,000.

Hennepin County

Joanne "request" \$55,000 through Dale Ackman go direct & not through Public Defender.

Budget

David Nasby commented on reason for reduction in salaries expense projection - Jim Krieger's anticipated resignation- Projected year end deficit is now \$13,450 assuming no new sources of funds. Discussion on McKnight foundation revolving loan fund.

Jim Krieger's departure--implications "hold for discussion when Doug Hall is here"...need to explore implications in terms of:

- a) Level ad quality of services of Legal Rights Center
- b) replacement staffing time table

Doug and staff to respond at next meeting on staffing.

Willie Mae Memorial - \$20.00 received; suggested that staff consider this and work with "The Way" and report to next board meeting. Willie Mae Dixon Report - "scholarship for someone in penal institution" staff to explore, Doug Hall, "funding does not permit replacement for her at this time".

continued board minutes - page 2

Lawyers - Joanne discussed use of the "Dorsey Match" current forms will be on medium sized law firms under signature of Norm Newhall Sid Feinberg, and Dave Bennett.

Lawyers Meeting in November - yearly update. Joanne to coordinate possible hold in judges chambers

Annual Fundraiser (find place) - Nasby suggest we to organize.
200 came last time good P.R. Designate Board Member (Earl Craig).

Report to the contributor's (foundations, corporations) - Joanne & Peter Heegaard to work on this.

By-laws and Articles of Incorporation changes - Irv Weiser - postpone until next meeting.

Building status - Ed West and Peter Heegaard - "report" at next meeting.

Meeting adjourned at 7:00

Respectfully submitted,

Peter Heegaard

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

M E M O R A N D U M

DATE: September 21, 1978
TO: Legal Rights Center's Board Members
FROM: Joanne R. Levin, Administrator
RE: October Board Meeting

The Board of Directors of the Legal Rights Center will be meeting on Tuesday, October 3rd at 5:00 at the Center. Please indicate whether you would like to purchase a lunch. Enclosed please find a copy of the minutes from the September meeting.

Mike Davis and Jim Krieger have taken jobs at the Hennepin County Public Defender's Office. We need to replace these positions and also that of Willie Mae Dixon. This will be a major discussion item at our October meeting.

Community members please plan on staying an additional 45 minutes after the formal meeting as a new personnel committee will be chosen from the board.*

* An open house is being plan for Michael & Jim on Friday, October 13th (place to be announced later). Please save this date and plan on attending.

Attorney
Douglas Ha
Executive Direct
James C. Boor
Michael J. Dav
Linda Gallan
James J. Krieg
Jerod H. Peterso

Community Worker
Frank Dickens
Willie Mae Dix
Jerry S. Patters
Mary Jane Wilso
Administrato
Joanne Levin

Director
Antonio Arellan
Ed Bearha
Pat Bellange
Clyde Bellecou
David Benne
Anita Bethk
Irene Bethk
Vincent Bey
Rev. Merle Carlso
Earl Crai
Syl Dav
Felino de la Pen
Frances Fairbank
Sidney Feinber
Jose Gaita
Sylvia Gonzale
Peter Heegaar
Harry Mos
David Murri
David Nasb
Norman Newha
Morris Sherma
Ralph War
Izear Watkin
Irving Weise

Board of Directors Meeting
Minutes of April 25, 1978

Meeting was called to order at 7:45 p.m.

Present: Izear Watkins, Felino de la Pena, Irv Weiser, Peter Heegaard, Dave Nasby, Irene Bethke, Merle Carlson, Anita Bethke, Eddie West, Frank Levin

Staff Present: Joanne Levin, Douglas Hall, Craig Boone

Minutes of meeting read and approved.

By-Laws - Irv Weiser discussed.

Majority of board are Black, Native American & Chicano-Latino communities.

Proposed changes which he felt were more consistent with nature of a non-profit corporation.

1. Lower quorum from 30% to lower % age.
2. provision for special meetings on less than 3 days notice.
3. proposed to send copies of Articles of Incorporation and of proposed by-law changes to all Board of Director's members with language to be eliminated struck through to new language underlined. This will make changes clear.
4. Discussion of proposed requirement that each ethnic minority must be represented at a Board Meeting or Executive Committee for actions. Pro - insured action not taken without input. Con-boycott could prevent transaction of business.
5. Status of members - Ike will check with Syl Davis, Spike Moss & Earl Craig. Dave Murrin would like to be replaced possibly with Kevin Burke. Dave Bennett, Sid Feinberg, Norm Newhall & Moe Sherman to remain.

Financial Reports

1. Joanne Levin presented audit.
2. 28,000 cash carryover into April.
3. Accountant will prepare spread-sheets requested at last meeting by Merle.
4. Expenses run \pm 6,000.00 per week.
5. Projected that there will not be 10,000 deficit as estimated earlier at end of year. Instead, maybe carryover.

6. Hasn't been necessary to touch 25,000.00 McKnight credit line.
7. Joanne Levin estimates possibly 12M-15M from lawyers fund drive rather than 25M as Jerod had projected. Irv emphasized necessity of follow through to insure solicitors are making their contacts. Irv also suggested addressographed postcard reminding all zip 55402 attorneys of May 5, 1978, KTCA show.

United Way

1. Some members of screening committee spoke out for Legal Rights Center membership over staff objections.
2. United Way had claimed that criminal defense organizations aren't eligible. Backed off from this position. No such precedent.
3. United Way staff may have been raising technicalities to membership.
4. Peter Heegaard says United Way may:
 - a. create an ombudsmany to offer assistance with proposal writing.
 - b. consider whether it should specify target groups in special need of services.
 - c. Peter feels optimistic about chances for next year.
 - d. Joanne Levin is exploring alternate sources for funding Chicano-Latino community worker.

Miscellaneous - Doug reported

1. Linda Gallant is going to Legal Aid and is leaving May 1,
2. Willie Mae has taken six month position with the Department of Corrections. Unsure how long beyond that. Proposed she work 35% as community worker consultant. Proposed is being drawn up.
3. Doug will work with Chicano-Latino board members preparing Spanish brochure on legal rights.
4. Flat mileage allowance eliminated. Now reimbursement for actual expense.
5. Staff request Legal Rights Center fund health insurance program instead of half.
6. Proposal being put in for juvenile advocacy to State Crime Control Planning Board. Delinquency, dependency & neglect termination of parental rights, school (disciplinary), etc. Financed by state-allocated federal funds. Would be cont so long as Congress appropriates the money.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
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R E M I N D E R

DATE: June 7, 1978
TO: All Board Members & Staff
FROM: Dave Nasby
RE: Board Meeting

This is a reminder of the Legal Rights Center's Board of Directors meeting Tuesday, June 13, 1978 at 5:00 p.m. on the 20th floor, Conference Room of the 1st National Bank.

*Please note new time and date, and also call the Legal Rights Center and let us know if you are going to attend, so we will know how many lunch boxes to order.

*Marquette
5th*

Attorneys
Douglas Hall
Executive Director
James C. Boone
Michael J. Davis
Linda Gallant
James J. Krieger
Jerod H. Peterson

Community Workers
Frank Dickenson
Willie Mae Dixon
Jerry S. Patterson
Mary Jane Wilson

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Joanne Levin

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Irene Bethke
Vincent Beyl
Rev. Merle Carlson
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Sylvia Gonzales
Peter Heegaard
Harry Moss
David Murrin
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Irving Weiser

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
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M E M O R A N D U M

DATE: May 30, 1978
TO: Board of Directors & Staff
FROM: David Nasby
RE: June Board Meeting

The next Board Meeting of the Legal Rights Center will be held at 5:00 p.m. on Tuesday, June 13th in the 20th floor Conference Room of the 1st National Bank.* Box lunches will be provided. Items to be covered are:

1. Juvenile Project
2. Staffing
3. By-laws and Articles of Incorporated changes
4. Board Membership
5. Budget

Tune in K.T.C.A. Channel 2, at 11:00 p.m., Friday, June 2nd on People and Causes for a discussion by Legal Rights Center's Community Workers.

*Please note new place and time.

Attorneys
Douglas Hall
Executive Director
James C. Boone
Michael J. Davis
Linda Gallant
James J. Krieger
Jerod H. Peterson

Community Workers
Frank Dickenson
Willie Mae Dixon
Jerry S. Patterson
Mary Jane Wilson
Administrator
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Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Legal Rights Center, Inc.
Board of Directors Meeting
June 5, 1979 5:30 p.m.

AGENDA

- I. Approval of May Minutes.
- II. Old Business
 - A. Ratify By-laws - Irv
 - B. Fundraising efforts - Joanne
 - 1. United Way
 - 2. Rockefeller Foundation
 - 3. Bush Foundation
 - C. Status of search for Community Worker
- III. New Business
 - A. Situation arising out of problems at Red Lake - Doug
 - B. Financial Update

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne R. Levin
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Frances Downwind
Frances Fairbanks
Sidney Feinberg
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Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

Legal Rights Center
Board of Directors
Minutes
May 8, 1979

Board Members Present: Clyde Bellecourt, Alberto Miera, Dave Nasby, Stu Rider, David Bennett, Peter Heegaard, Ed West, Izear Watkins, Felino de la Pena, Irene Bethke, Frances Downwind and Syl Davis.

Staff Members Present: Jerry Patterson, Pam Smith, Mary Jane Wilson, Jerod Peterson, Douglas Hall, Joanne Levin, Maria Rios and Frank Dickenson

Guests: Paul Vasque, Linda Gallant, Dennis Renhke, Lyle Christenson, Jackie Huber, Larry Mens, Ken Deere and June Redday.

Minutes: Approval of April minutes - Ike added that we had not approved the quorum changes in by-laws. This will be deleted

Due to our guests late arrival we began with the community workers reports:

Jerry Patterson - Had 102 contacts during April, 27 were criminal charges and referred to attorneys and 75 were referred to other community resources.

Maria Rios - 12 contacts, has had article published in Centro Cultural Newsletter and other agencies serving her community published the work of the Center.

Mary Jane Wilson - 18 criminal cases were handled by lawyers. Other work reflects new directions in working with State Human Rights Department and various community resources used for referrals and support services.

Jerry Patterson reported on the progress in locating a new black community worker. Advertisements were placed in the Courier and Spokesman and to date 18 resumes have been sent to him. He has extended the deadline for resumes until May 15th and hopes to start someone by June 8th. Ike once again voiced concern about someone working on adult cases 1/2 time and juvenile cases 1/2 time as juvenile money is not secure. This will be discussed again when the people are interviewed.

Pastor Kenneth Deere, Executive Secretary of the Commission of Race and Religion for the United Methodist Church asked about the

agency he represents. As the commission is considering the Center for a \$7,500 grant he was here for a site visit. His concerns centered around the actual control of the Center as both the present president and treasurer are white males. Clyde and Ike discussed the formation of the Center in 1970 and that in actuality the Board is controlled by community people. Alberto stated that since we all have the same voting rights who we select as our officers is our right and prerogative. At this point Felino stated that he preferred the term Hispanic rather than Chicano as that left out too many people. It was pointed out that the Center may re-apply next year for additional funds, but these will always be decreased.

Linda Gallant, Administrator of the CPYR spoke about the progress of the juvenile project. There are plans for a wide scale community education program. Police brutality and the school system are just two of the areas where they plan to expand the services outstate. The lobbying effort for this three year project has already begun. Linda issued an invitation to all members of the Legal Rights Center Board of Directors to attend the CPYR board meetings. The next meeting will be on Friday, June 22nd at 2:00 in the offices of Legal Aid of Duluth, 302 Ordean Building, 424 W. Superior Street.

Syl Davis presented the personnel committees recommendation. They were all made into a motion which were seconded and carried. A copy which is enclosed with these minutes.

Joanne Levin presented financial data. She mentioned that she had met with a representative of the Bush Foundation and she and Pam Smith will be meeting with Bruce Williams of the Rockefeller Foundation. The Center has been invited to make a presentation in front of the New Program Sub-Committee of United Way. The time and place are 1:45 on Wednesday, May 23rd at the Citizens Aid Building. Felino made a motion that we also support Centro's application to United Way. This was seconded and passed.

Next meeting will be Tuesday, June 5th at 5:30 when we will ratify the By-laws which have already been mailed out.

Respectfully submitted,

Irene Gomez Bethke
Secretary

Legal Rights Center

Personnel Committee Report - March 20th, 1979

Present: David Nasby, Merle Carlson, Syl Davis, JoAnn

Attention was given to the following:

- A. Should the Personnel Committee be more effectively involved in budget preparation?

Recommendations: That a meeting be scheduled in October to discuss budget preparation and involvement in setting the budget.

- B. Should Personnel Committee be involved in hiring of new staff.

Recommendation: Hiring of new line staff should be completed by community and community workers - Administrative position by Board and staff.

- C. Responsibility for job description:

Recommendations: That the representatives of community and staff workers be responsible to develop the job description for Board and Committee approval (according to policy).

Suggest that staff receive a reprimand for not giving a description of job.

- D. Financial accountability

Recommendations: 1. That a complete audit should be implemented by a CPA firm.

2. That each month a clear and concise statement and report be given to the Board.

3. That statistics on number of cases and disposition be given to the Board each month.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Legal Rights Center, Inc.
Board of Directors Meeting
May 8, 1979 5:30 p.m.

AGENDA

- I. Approval of April Minutes.
- II. Introduction and Presentation by guests
- proposal for funding*
- A. Pastor Kenneth Deere
Executive Secretary
Commission on Race and Religion
United Methodist Church
1980-1984 - 1-7 concerns
- B. Linda Gallant
Administrator
Coalition for the Protection of Youth Rights
justice
- III. Old Business
- A. Personnel Committee Report - Syl Davis
- B. Minority Committee Report - Syl Davis
- C. Status of search for new Community Worker -
Jerry Patterson
- IV. New Business
- A. Community Worker reports on case - contacts.
- B. Status of fundraising efforts
1. United Way
 2. Rockefeller Foundation
 3. Bush
- C. Budget - Joanne Levin

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Joel Thompson

Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson

Administrator
Joanne R. Levin

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Downwind
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Stuart W. Rider, Jr.
Ralph Ware
Izear Watkins
Irryng Weiser
Ed West

We shall have box lunches at this very important board meeting. Please try to attend. If you are unable to be at the meeting please call the Center by Monday, May 7th.

At the June Meeting we will ratify the By-laws which have already been mailed to you.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Legal Rights Center, Inc.
Board of Directors Meeting
May 8, 1979 5:30 p.m.

AGENDA

- I. Approval of April Minutes.
- II. Introduction and Presentation by guests
 - A. Pastor Kenneth Deere
Executive Secretary
Commission on Race and Religion
United Methodist Church
 - B. Linda Gallant
Administrator
Coalition for the Protection of Youth Rights
- III. Old Business
 - A. ~~Personnel Committee Report - Syl Davis~~
 - B. ~~Minority Committee Report - Syl Davis~~
 - C. ~~Status of search for new Community Worker -~~
Jerry Patterson
- IV. New Business
 - A. ~~Community Worker reports on case - contacts.~~
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Please try to attend. If you are unable to be at the meeting
please call the Center by Monday, May 7th.

At the June Meeting we will ratify the By-laws which have already
been mailed to you.

Legal Rights Center
Board of Directors
Minutes
April 3, 1979

Board Members Present: Peter Heegaard, Merle Carlson, Alberto O. Miera, Stu Rider, Irv Weiser, Ed West, Ike Watkins, Kevin Burke, Antonio Arellano and Irene Bethke.

Staff Members Present: Douglas Hall, Joanne R. Levin and Mary Jane Wilson.

Minutes: Reading of the Minutes of the March meeting was waived and the minutes were approved.

First on the order of business was corrections of the new draft of the Legal Rights Center, Inc., by-laws. They will be proposed for final approval at the May, 1979 meeting. A copy of the proposed changes will be sent with these minutes to all board members.

As the next item, Ike agreed to discuss the proposed changes in the by-laws at the next minority committee meeting.

Next on the agenda was whether the quorum at board meetings should be reduced from 50% to 25%. Motion to do so was approved.

Items B, C and D on the printed agenda for this meeting was postponed to the May, 1979 meeting because of Syl Davis' absence.

Doug discussed the Coalition for the Protection of Youth Rights. He reported that Linda Gallant had been selected as administrator of the project. She will be invited to the May, 1979 meeting to discuss the project. A public meeting will be held on April 9th in St. Cloud. This meeting is the first of four meetings which will be held around the state to discuss issues and concerns of outstate residents.

Kevin Burke next raised the issue of opposing the new Pavlak bill which involves status offenses by juveniles and state funds for juvenile programs. A proposal was approved to send a letter opposing the bill to the committee which is considering it.

Next item of business was a discussion of the hiring of a black community worker. It was agreed that the Black caucus would work with Jerry Patterson to screen candidates and propose someone by the next meeting. This position will be a full-time job with one-half of the time spent on juvenile matters and one-half on adult matters.

Next Peter Heegaard proposed that the community workers be requested to present case-contact statistics at the May, 1979 meeting. Joanne was directed to inform each community worker to have his or her statistics available for presentation at the meeting. Both proposals were approved.

Irene Bethke was elected secretary of the Board.

Finally, it was proposed and approved that Board meetings begin at 5:30 p.m. instead of 5:00 p.m. Adjourned.

The next meeting of the board will be Tuesday, May 1, 1979 at 5:30 p.m. This will have to be changed to Tuesday, May 8th at 5:30 p.m. due to the Annual Lawyers Fund Drive meeting.



1536 East Lake ♦ Minneapolis, Minnesota 55407 ♦ 724-2266, 724-2117

David Nasby, Executive Director

Board of Directors
The Legal Rights Center
March 6, 1979

Board Members Present: Syl Davis, Francis Fairbanks, Jose Gaitan, Izear Watkins, Ed West, Merle Carlson, Kevin Burke, David Nasby, Peter Heegaard, Irving Weiser, Clyde Bellecourt, Pat Bellanger

Staff Members Present: Douglas Hall, Pam Smith, Jerry Patterson

Guest: Ann Heegaard

Minutes: The minutes of the February meeting were approved as mailed.

Personnel Committee: Syl Davis reported on Personnel committee meeting of 3/5/79. The following items were identified for board discussion and further examination.

- Personnel committee should be more effectively involved in budget building
- Personnel committee should be involved in hiring new staff
- Personnel committee should have responsibility for recommending job descriptions to the Board
- An accounting firm should be contacted to set out a more efficient manner for the presentation of financial information.

There were additional concerns about the costs of fund raising, securing job descriptions from current staff members along with salary range information. It was further proposed that a grant request be forwarded to the Ford Foundation to recruit post graduates for staff positions at the Center.

Chairman Heegaard requested that Personnel Committee chair Davis summarize the committee meeting in written form for the entire Board to examine and respond.

The personnel committee scheduled its next meeting for March 20, noon, at the Normandy. Nasby will arrange and mail notices.

Minority Committee:

Davis reported on the meeting of LRC minority committee. There seems to be a lack of communication concerning Center policy on hiring, fund raising, representation and operation. (1) The group feels there should have been input at the legislature from the Centers minority Board members. (2) There was also concern about the current staffing pattern particularly as relates to community worker staff. (3) The members of the committee feel a better accounting method should be established which will identify basic LRC program and costs and CPYR costs.

Doug Hall invited community Board members to regular staff meetings as a method of improving communication. Davis volunteered to attend staff meetings. It was also suggested that minutes of staff meetings be taken and made available to Board members.

Davis announced the next meeting of minority Board members on March 21, 1 P.M. at 1800 Olson Highway.

The Coalition for Protection of Youth Rights Board meetings will be held at 5 P.M. on March 12 at the LRC.

Davis' reports were completed. Doug Hall volunteered to gather the requested data from staff including salaries and job descriptions. A report of the personnel committee meeting will be mailed prior to the next Board meeting.

Black Community Worker:

Davis noted the need for another full-time Black community worker. Two resumes have been received but a process for screening and selection has not been determined.

Stillwater:

Hall met with Hartley White (Leech Lake RBC). There have been a number of meetings with Indian inmates and we have had no request for involvement to this time. Clyde Bellecourt indicated that the tribe has decided to play a more active role in the issues facing the Indian inmates.

Bylaws:

Weiser clarified several issues previously raised. M.S.C. to strike the special category for Board membership of "Poverty Community". This motion made on the basis of desiring strong participation from the minority communities being served by the Center. M.S.C. to exclude counting minority lawyers or at large members from the requirement of equal representation of the minority communities.

The revised Bylaws will be made available at the next Board meeting.

State Funds:

Hall reported on the status of State monies. Davis volunteered to participate in securing funding from the legislature.

United Way:

The United Way application has been completed and members of the Board received assignment to contact various committee members to assure our United Way admission.

Bellanger Resignation:

The Board received the resignation from the Board of Pat Bellanger with regret. Pat has been hired as a staff member by the Coalition for Protection of Youth Rights.

Corporate Resolution:

M.S.C. that Heegaard and Levin be authorized as signators of the Corporation.

The meeting was adjourned.

THE NEXT BOARD MEETING IS TUESDAY, APRIL 3, 1979, AT 5:00 p.m.
AT THE LEGAL RIGHTS CENTER, INC.

BYLAWS
OF
LEGAL RIGHTS CENTER, INCORPORATED

1. Fiscal Year.

The fiscal and operation year for the corporation shall be the calendar year, viz: January 1st to December 31st.

2. Board of Directors.

The Board of Directors of the Legal Rights Center, Incorporated, shall consist of not less than three nor more than thirty members. The number of directors shall be established by resolution of the Board of Directors. Each director shall be elected for a term of one year and shall hold office until his successor is elected and qualified. Each director shall be nominated by a nominating committee appointed by the President and shall be elected by the directors at a meeting called for such purpose. Vacancies occurring from time to time on the Board of Directors may be filled by the remaining directors. At all times a majority of the Board of Directors shall be representatives of the Black community, the Indian community and the Latino-Chicano community. The Board members to represent the Black, Indian, Latino-Chicano and legal communities shall be chosen by the current representatives of each of those communities on the Board. There shall at all times be an equal number of Board members selected by each of the Black, Indian, Latino-Chicano and legal communities. The balance of the members of the Board of Directors shall be representatives of financial contributors and supporters of the Legal Rights Center, Incorporated, agencies dealing with poor people, and the Minneapolis metropolitan community at large. Directors need not be residents of the City of Minneapolis.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
Legal Rights Center, Inc.
April 3, 1979 5:00 p.m.

AGENDA

- I. Approval of March Minutes.
- II. Old Business
 - A. Revised By-laws - Irving Weiser
 - B. Personnel Committee Report - Syl Davis
 - C. Minority Committee Report - Syl Davis
 - D. Status of search for new Community Worker
- III. New Business
 - A. Election of new Secretary
 - B. Update on C.P.Y.R. - Doug
 - C. Fundraising Activities - Joanne
 - 1. Corporation/Foundations
 - 2. Law Firms
 - 3. Lawyers Fund Drive
 - 4. United Way
 - 5. Blandin
 - 6. Bush
 - 7. Rockefeller

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson
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Felino de la Pena
Frances Downwind
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Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

The sub-committee that will be screening our proposal is composed of:

Pat Hoven - Chairman, Honeywell
Norby Blake - Luthern Deaconess Family Health Center
Will Bracken - Northern Plains Development
Mary Anne Mullen - General Communications, Inc.

Legal Rights Center, Inc.

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Legal Rights Center, Inc.
April 3, 1979 5:00 p.m.

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 5. * Blandin *Grand Rapids Min.*
 6. * Bush *Law Clerk project*
 7. * Rockefeller *Mar. College*

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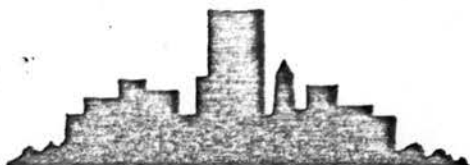
Attorneys:
Douglas Hall
Executive Director:
J. Craig Boone
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Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

*N.W. Foundation
Paul Olson
Memphis
special*

*April
4th*

*Brooks
M. S. C. P. A.
adv.*

*set up
Bks for L.R.C.
total income
basis
② project basis*



THE City INC.

1536 East Lake ♦ Minneapolis, Minnesota 55407 ♦ 724-2266, 724-2117

David Nasby, Executive Director

Board of Directors
The Legal Rights Center
March 6, 1979

Board Members Present: Syl Davis, Francis Fairbanks, Jose Gaitan, Izear Watkins, Ed West, Merle Carlson, Kevin Burke, David Nasby, Peter Heegaard, Irving Weiser, Clyde Bellecourt, Pat Bellanger

Staff Members Present: Douglas Hall, Pam Smith, Jerry Patterson

Guest: Ann Heegaard

Minutes: The minutes of the February meeting were approved as mailed.

Personnel Committee: Syl Davis reported on Personnel committee meeting of 3/5/79. The following items were identified for board discussion and further examination.

- Personnel committee should be more effectively involved in budget building
- Personnel committee should be involved in hiring new staff
- Personnel committee should have responsibility for recommending job descriptions to the Board
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Minority Committee:

Davis reported on the meeting of LRC minority committee. There seems to be a lack of communication concerning Center policy on hiring, fund raising, representation and operation. (1) The group feels there should have been input at the legislature from the Centers minority Board members. (2) There was also concern about the current staffing pattern particularly as relates to community worker staff. (3) The members of the committee feel a better accounting method should be established which will identify basic LRC program and costs and CPYR costs.

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The United Way application has been completed and members of the Board received assignment to contact various committee members to assure our United Way admission.

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The Board received the resignation from the Board of Pat Bellanger with regret. Pat has been hired as a staff member by the Coalition for Protection of Youth Rights.

Corporate Resolution:

M.S.C. that Heegaard and Levin be authorized as signators of the Corporation.

The meeting was adjourned.

THE NEXT BOARD MEETING IS TUESDAY, APRIL 3, 1979, AT 5:00 p.m.
AT THE LEGAL RIGHTS CENTER, INC.

BYLAWS
OF
LEGAL RIGHTS CENTER, INCORPORATED

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Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
Legal Rights Center, Inc.
March 6, 1979 5:00 p.m.

- I. Approval of January minutes.
- II. Personnel Committee Report - Syl Davis
- III. Approval of By-Laws and Articles of Incorporation -
Irv Weiser
- IV. Status of State Appropriation - Doug
- V. United Way Proposal - Joanne

Attorneys
Douglas Hall
Executive Director
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Jerod H. Peterson
Pamela G. Smith
Community Workers
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Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

Board of Directors
The Legal Rights Center Inc.
January 23, 1979

Board Members present: Jose Gartan, Antonio Arellano, Syl Davis, Felino de la Pena, Peter Heegaard, David Nasby, Ed West, Irving Weiser

Staff present: Doug Hall, Joanne Levin (Maria Rio's at end of meeting)

It was recommended that due to the lack of representation from the Native American Community discussion of the Bylaws should be postponed till the next meeting of the Board. Minority/non-minority percentage representation was discussed. The concern of the last meeting seemed to be that the non-minority representation increased under the terms of the new bylaws. This is not the case. The Bylaws will be voted on at the March meeting. It was pointed out that the number of representatives should not be set in the Bylaws, but rather should be determined by the Board itself. The new bylaws merely call for equal representation from the minority communities.

There was discussion regarding application to the United Way. Deadline for submission is March 9, 1979. Prior to our application we will provide a list of admission committee members. Board members will share responsibility for committee member contact. The current application will clearly be directed to social services rather than legal services provided by the Center.

The job descriptions have not yet been completed by staff but will be ready for review by the Board and personnel committee by March 6, 1979. The staff is currently working on this assignment.

Joanne reported that case load statistics will be mailed with the minutes of this meeting.

Joanne reported that the 7% cost of living increase has been implemented. She then presented budget detail for proposed 1979 income and expenditures. It was moved, seconded, and passed with one negative vote (Davis) to approved the proposed 1979 budget.

An audited year end statement will be provided at the March meeting. Levin reported a cash reserve balance for year end 1978 of approximately \$30,000.

The next meeting of the L.R.C. Board of Directors will be held on March 6, 5 A.M. at the Center.

Legal Rights Center
Board of Directors
Minutes
December 19, 1978

Members present: Irene Bethke, Frances Downwind, Syl Davis, Izear Watkins, Antonio Arellano, Ralph Ware, David Nasby, Fel Harry Moss, Stu Rider, Merle Carlson, Ed West.

Staff Present: Mary Jane Wilson, Douglas Hall, Joanne Levin, Pa Jerry Patterson, J. Craig Boone and Jerod Peterson.

Motion made, seconded, carried to approve the minutes of November meeting of the Board of Directors.

The Native American Community has nominated the following members to the Legal Rights Center Board of Directors; Clyde Bellecourt, Pat Ballanger, Francis Fairbanks, Vincent Beyl, Ralph Ware, Francis Downwind and Bill Means.

Syl Davis reported that the Black Community roster will be filled at the January meeting.

The Chicano/Latino community representatives have been selected and approved.

Joanne Levin reported on the receptions for lawyers and foundation representatives. Justice Wahl provided strong support for the Center at the lawyers meeting citing the code of professional responsibility as relates to community service. A follow-up letter will be sent to law firms not in attendance. The follow-up will include a summary of justice Wahl's remarks.

Syl Davis reported on a meeting held last week for the purpose of identifying current problems and attitudes within and about the Legal Rights Center. The specific concerns were:

1. General direction of the Center?
2. Whether or not the community workers have the final decision in selecting cases.
3. A general lack of communication between members of the Board.
4. The minority community no longer has a majority control of the Board. (It was the assumption of the group that 51% of Board members under the proposed Bylaws will be majority community members. It was pointed out that this is not the case and rather, minority membership exceeds that under the old Bylaws.).

Ralph Ware pointed out how the N.A. community workers are considered the "voice of the people". There is serious concern over issues at Stillwater prison and the community is concerned that the Center has not initiated

an action against the prison. Doug Hall indicated that the Center had requested the gathering of information from the community as a basis for the suit. The information has not been received.

Felino reported on the value of the meeting for the Chicano/Latino Board members as a way of understanding the history and purpose of the Center.

Ralph Ware made a motion, seconded by Izear Watkins that the Legal Rights Center initiate a suit which may require appointing an attorney to look into the Stillwater situation. Motion passed.

The chairman directed that Syl Davis continue the effort begun by the members of the minority communities. Syl was designated as the chairman of this group and will be responsible for convening meetings as they may be needed to enhance communication and establish center direction. This committee will meet prior to the February Board meetings to draft recommendations for Board action.

The February agenda of the Board will be to examine the 1979 work program and Center policies.

Joanne Levin presented the 1979 proposed budget. Following discussion she provided information regarding the Coalition for Youth Rights program.

It was moved seconded and passed that we tentatively approve 1979 salary increments of 7% for all staff.

The full 1979 budget will be reviewed and approved at the January meeting of the Board. It was requested that the budget be presented in the following form.

1978 budget	1978 actual receipts & disbursements	1979 Proposed
-------------	--------------------------------------	---------------

Staffing recommendations will be presented to the January Board meeting.

Irene Bethke reported on the hiring process for Chicano/Latino community worker.

The meeting was adjourned.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
Legal Rights Center, Inc.
January 23, 1979

AGENDA

- I. Approval of December minutes
- II. Director's Report
 - a. job description (progress report)
 - b. case-load statistics (progress report)
- III. Administrator Report
 - a. 1978 budget review
 - b. 1979 budget approval
 - c. State of Minnesota 1979 biennium budget
 - c. other
- IV. Minority Caucus Report
- V. United Way
- VI. Approval By-laws and Articles - Irving Weiser

*Next meeting of the Board of Directors will be held on Tuesday, March 6, 1979 at 5:00 p.m. at the Legal Rights Center.

We presently have had local approval for our proposal for additional Community Workers from the United Methodist Church. Letters of endorsement from local agencies and/or organizations would be helpful. These should be addressed to:

Pastor Kenneth Deere
Executive Secretary
Commission on Race & Religion
United Methodist Church
100 Maryland Avenue N.E.
Washington, D.C. 20002

We would like to welcome Maria Rios to the Legal Rights Center. She will be working as our new Community Worker in the Chicano-Latino community.

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne R. Levin
Directors
Antonio Arellano
Pat Bellanger
Clyde Bellecourt
David Bennett
Irene Bethke
Vincent Beyl
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Downwind
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

Legal Rights Center
Board of Directors Meeting
November Board Minutes
November 14, 1978

Board: Antonio Arellano, Sr., Anita de Lopez, Irene Bethke, Izear Watkins, Ed West, Irving Weiser, Peter Heegaard, Kevin Burke, David Nasby, Harry Moss & Merle Carlson.

Staff: Doug Hall, Joanne Levin, Craig Boone.

The minutes of the October 3, 1978 meeting were approved as mailed.

Due to schedule conflict Syl Davis was unable to attend the meeting but the report of the personnel committee was given by Dave Nasby (copy attached). The four recommendations of the committee were passed with the following revision of recommendation #3. "All personnel and program decisions must be made within the limitations of Board approved annual budgets and any significant revision would be made following Board approval".

Irving Weiser made the report of the nominating committee. The following were nominated and approved for Board membership in 1979.

Native American Community Representatives

Clyde Bellecourt
Pat Bellanger
Francis Fairbanks

Vince Beyl
(2 representatives to be
appointed by community)

Chicano-Latino Community Representatives

Irene Bethke
Antonio Arellano, Sr.
Felino de la Pena

Anita de Lopez
Jose Gaitan
Alberto Meira

Black Community Representatives

Izear Watkins
Earl Craig
Syl Davis

Ed West
Harry Moss
(one member to be selected by the
community)

Law Firm Representatives

Stuart Rider
Sid Feinberg
David Bennett

Norman Newhall
Kevin Burke
Irving Weiser

Other Representatives

David Nasby
Peter Heegaard

Merle Carlson
(one member appointed by Chairperson)

Weiser made motion to establish Board membership total of 28 with 24 elected tonight and 4 to be appointed prior to January 1, 1979. Passed.

Izear Watkins stressed the need for active participation through attendance at meetings. It was determined that each community is encouraged to establish its own requirements for participation.

Weiser proposed the following slate of executive officers:

Chair: Peter Heegaard
Vice Chair: Syl Davis
Secretary: Pat Bellanger
Treasurer: Irving Weiser

Unanimously approved.

Irving Weiser provided copies of the By Laws with proposed revisions. Watkins suggested review and discussion with action postponed until January meeting. Nasby indicated that copies of the proposed By-laws will be mailed to all Board members not in attendance. Examination is encouraged and voting will take place at the January Board meeting. There was some discussion and revision was made to line 15 of (2. Board of Directors) nominated was inserted instead of chosen.

Doug reported on the hiring process for the Juvenile Project.

Joanne Levin presented the 1978 and 1979 budgets. Concern was expressed regarding the uncertainty of some income items and the potential negative impact of entering into 1979 with a deficit budget. Joanne was asked to prepare a 1979 budget with the juvenile project extracted thereby reflecting the "base budget" of the Center's operation. The budget will be acted upon at the December Board meeting.

Kevin Burke suggested laying strategy with the State regarding our grant. Any member with a relationship to political leaders should initiate contact to describe the need at the Center. Burke agreed to contact Perpich and the Quie transition team. Doug will contact Durenberger.

The law firm reception will be held on December 4 or 5 in the judges conference room in the Government Center.

The Foundation/Corporation reception will be held on December 6, 4-6 p.m. at the Legal Rights Center. Board members are encouraged to attend these events.

The next regular meeting of the Board of Directors will be held on December 19 at 5:00 p.m. at the Center.

Personnel Committee Report

The Personnel Committee held two meetings between 10/3/78 and 11/14/78. Committee members were Merle Carlson, Syl Davis, Kevin Burke, Tony Arellano and David Nasby. Discussion revolved around program needs and our ability to provide long term financial resources to meet those needs. The committee makes the following recommendation:

- 1) No personnel be added until January 1, 1979
- 2) Personnel decisions continue to be made by staff with non-voting participation by Board members; particularly the members representing the served communities.
- 3) All personnel decisions must be made within the limitations of Board approved annual budgets regardless of special financial resource assistance.
- 4) A clear statement of personnel policies and job descriptions should be approved by the Board no later than February, 1979.

The committee requests staff to design job descriptions for attorneys, community workers, clerks and office staff. In addition, the staff should discuss the components of personnel policies to include items such as vacation, salary advances, loans, business trips, transportation reimbursement, hiring and termination of staff and whatever else the staff feels should be included. The committee will submit the final draft of the staff initiated job descriptions and personnel policies to the Board for approval.

Included in job descriptions will be proposed salary ranges for each position.

11/14/78

DN:dk

Board Of Directors Meeting
September Board Minutes
September 12, 1978

Board Members: Ike Watkins, Jose Gaitan, Antonio Arellano, Sid Feinberg, Merle Carlson, Pat Bellanger, Dave Nasby, Clyde Bellecourt, Earl Craig and Vince Beyl.

Staff: Doug Hall, Mary Jane Wilson, Joanne Levin and Jerod Peterson.

Visitors: Ms. Owl, Mrs. Watkins and Ms. B. Shumacher.

Approval of Minutes of August 1st meeting. Feinberg moved, Craig seconded and passed.

Juvenile Project (Joanne Levin)

First meeting today passed 10-6 September 12. Next meeting budget & planning committee, September 14.

Joanne reviewed purpose and scope of project each of four centers receive \$50,000 except Duluth at \$25,000 plus administrator \$40,000.

State Grant

Doug Hall to report at next meeting - request \$100,000.

Hennepin County

Joanne "request" \$55,000 through Dale Ackman go direct & not through Public Defender.

Budget

David Nasby commented on reason for reduction in salaries expense projection - Jim Krieger's anticipated resignation- Projected year end deficit is now \$13,450 assuming no new sources of funds. Discussion on McKnight foundation revolving loan fund.

Jim Krieger's departure--implications "hold for discussion when Doug Hall is here"...need to explore implications in terms of:

- a) Level ad quality of services of Legal Rights Center
- b) replacement staffing time table

Doug and staff to respond at next meeting on staffing.

Willie Mae Memorial - \$20.00 received; suggested that staff consider this and work with "The Way" and report to next board meeting. Willie Mae Dixon Report - "scholarship for someone in penal institution" staff to explore, Doug Hall, "funding does not permit replacement for her at this time".

continued board minutes - page 2

Lawyers - Joanne discussed use of the "Dorsey Match" current forms will be on medium sized law firms under signature of Norm Newhall Sid Feinberg, and Dave Bennett.

Lawyers Meeting in November - yearly update. Joanne to coordinate possible hold in judges chambers

Annual Fundraiser (find place) - Nasby suggest we to organize. 200 came last time good P.R. Designate Board Member (Earl Craig).

Report to the contributor's (foundations, corporations) - Joanne & Peter Heegaard to work on this.

By-laws and Articles of Incorporation changes - Irv Weiser - postpone until next meeting.

Building status - Ed West and Peter Heegaard - "report" at next meeting.

Meeting adjourned at 7:00

Respectfully submitted,

Peter Heegaard

Board of Directors Meeting
October Board Minutes
October 3, 1978

Board: Tony Arellano, Syl Davis, Ike Watkins, Merle Carlson, Peter Heegaard, David Nasby, Irene Bethke, Kevin Burke, Frances Fairbanks, Pat Bellanger, Felino de la Pena and Ed West

Staff: Jerry Patterson, Douglas Hall, Jerod Peterson, Joanne Levin and Mary Jane Wilson

Visitors: Lewis Freeman and Pam Smith

Joanne commented that Vince Beyl's last remark at September meeting requesting the monthly caseloads to Board members indicate race of clients. Minutes were corrected and then approved.

Discussion then proceeded to role of the board in staff interviews. Doug commented that he jealously guarded the right of the staff to solely make personnel decisions. When the Legal Rights Center was started the Black and Indian members of the staff would make the decisions about their own communities. Syl Davis who attended the interviews felt that board members were always welcome at staff meetings. He moved to ratify the position that all members should be invited and encouraged to attend interview sessions. This was passed. Ike Watkins felt there was need for better communication as he would hear things on the street regarding the Center. The staff agreed to keep the board abreast of all issues not only financial.

Joanne then discuss the budget which she pointed out is running a bit higher than the budget that was passed on in January. Considerable care will be taken to making sure that the budget that is passed on in November is more realistic for 1979. We have a clear understanding now of the money that comes in and how each month runs. Ike raised the issue of why Willa Mae's job was not refunded and another staff person hired. Joanne explained that the budget was higher with her job then was anticipated when she went on the consultant salary. Jerry Patterson commented that he could handle the work load himself and when he indicated that he wouldn't be able to he would let the staff know. The budget in November will be a clear budget for 1979 and a projection and expenses incurred to date.

Pam Smith was introduced as a new staff member. The question was then raised about how her salary was figured, Joanne commented that the Public Defender and the Attorney General's office were contacted and what their salary range was for new attorneys and it was based on that. Presently there is no salary ranges or personnel procedures for the

center. A committee was then selected to deal with personnel, that committee was Merle Carlson, Syl Davis, Kevin Burke, Joanne Levin, Tony Arellano and David Nasby. They will bring to the meeting in November their recommendations. One of the last things to be dealt with was staff must now be selected for the Coalition for Youth Rights, an Administrator must be hired and the deadline for that position is October 16. The project cannot start until an administrator is hired. One and a half community workers will be paid out of that budget, so then Doug raised the issue that the Chicano-Latino community members should start looking around for a community worker.

At the November meeting a budget will be submitted for 1979, end of the year projection and the issue of Mike Davis's job and Willa Mae's job will be firmed up as to if we can afford to fill those positions. Presently the recommendation was raised and seconded that a moratorium be placed on hiring until after the November meeting. This was passed. September minutes will be mailed out with the October minutes. The last discussion was the dates for the supporters dinner, the lawyers meeting and the foundation/corporations event. A nominating committee was named to deal with the elections of officers this was Ike Watkins, Irene Bethke, Pat Bellanger and Irv Weiser, the meeting was adjourned and the November meeting was set for November 14th at 5:00 p.m. at the Center, due to the election on November 7th.

Respectfully submitted,

Irene Bethke

Minutes of Legal Rights Center
Board of Directors

August 1, 1978

Members present: Kevin Burke, Peter Heegaard, Dave Nasby
Irv Weiser, Felino De La Pena and Rev. Merle Carlson, Ed
West.

Staff Present: Douglas Hall, Joanne Levin, Frank Dickenson,
Pat Bellanger and visitors present: Joe Big Bear and Dennis
Harper.

The Native American Chemical Dependency Diversion Project requested assistance with a budget deficit of \$865.20 for their grant contract with the State Department of Drug Abuse. Joe Big Bear of the program and Dennis Harper of the State Department of Drug Abuse made it clear that as soon as the item was cleared, the contract could be implemented. The starting date would be September 1st.

Motion: To contribute \$865.20 to Native American Indian Chemical Dependency Diversion Project for payment to be taken from miscellaneous with an explanation.

Amendment: as an anonymous contribution. Passed.

Suggestion from Rev. Merle Carlson to include an item of expenditures to date and the annual budget in monthly reports to the Board of Directors to clarify our financial position.

Administrator Joanne Levin gave the budget report which was handed out to the Board Members and answered any questions of the budget and fundraising. The Minneapolis City Administrator, Dale Ackman is considered a good contact for assistance to the Legal Rights Center activities. The legislative support for the Legal Rights Center at State Capitol looks strong and continued contacts with both local and state level government should bring results.

The Judicial Planning Committee of the State is examining the Public Defender system and it was suggested that Legal Rights Center look into and make recommendations to that committee.

The status of the CDBG proposal was discussed and that the staff needed assistance from the board and friends of Legal Rights Center to help the proposal be explained to each committee necessary.

Motion: Irv Weiser and Felino de la Pena agreed to help with a group that would identify friends of Legal Rights Center and to assist efforts to contact our councilman. Passed.

The Kaplan property was discussed. Peter Heegaard and Ed West will meet with staff regarding Kaplan property.

Rev. Merle Carlson asked if Community Workers get contact visits with Hennepin County prisoners; Only if attorneys are present. Merle said that clergy could not get in for contact visits either. The feasibility of an effort to correct that rule was discussed. No action taken.

Felino de la Pena asked for a support for a decision from H.R.A. for Centro Cultura to get a building that was promised them on 1800 Olson Highway.

Motion: That Legal Rights Center support by letter to HRA the El Centro Cultura get their building on 1800 Olson Highway or another building for human services. Passed.

The letter to Mr. Bracken of United Way from Legal Rights Center's board of directors was read. There has been no response from United Way.

A committee to recruit law firms who have never contributed to Legal Rights Center will be established by Dave Bennett, Sid Feinberg and Norm Newhall.

September 5th at 5:00 p.m. next board meeting will be either at First National Bank Building or Dave Nasby's home.

Pat Bellanger
Secretary

LEGAL RIGHTS CENTER, INC.
Board Meeting Minutes
March 20, 1978

Present:

Board Members: Dave Nasby, Peter Heegaard, Tony Arelleno, Felino da la Pena, Irene Bethke, Merle Carlson

Staff Members: Douglas Hall, Joanne Levin, Jim Krieger

1. Reading of Minutes:

Minutes for November 29, 1977 and January 31, 1977 Board Meetings read and approved.

2. Communications

Letter read from Centro Cultural Chicano asking for establishment of bilingual community worker. Letter of resignation from Earl Craig discussed. Letter tabled. Hope expressed we can persuade Earl to reconsider. Ratification of by-laws discussed. They have not been completed as yet.

3. Finances

\$27,000 carryover in April
A \$64,000 income received March. \$20,179.99 carryover from February. Accountant will regularly do books, audit in two weeks monthly thereafter. \$25,000 outright grant and 25,000 credit line received from McKnight Foundation. *28, in April*

25, 000 \$25,000 deposited Northwestern National Bank three months deposit (certificate) 2% - 4% savings. (Helps with cash flow) \$25,000 must be repaid by end of year to be used again next year.

70 foundations and corporations sent letters to solicit funds for the Legal Rights Center. Hopes to generate \pm 50,000.

John & Mary Financial situation looks better than last year. February - same as projection. March - cash carryover of \$28,000 into April.

Estimate \$10,000 deficit at the end of the 4th quarter. Merle requested a full spread sheet for the next meeting. Peter sent proposal for foundations and corporations to double previous donation.

For lawyer's Fund Drive Doug spoke of Fund Drive. Stu Rider heads committee.

1. Brochure has caused some problems so it will be redone after discussions with Bill Kennedy.
2. Orientation program for Captains done in Judge Barbeau's courtroom.
3. Slide show kicked it off. Two judges spoke, Barbeau and Amdahl.

4. Speech was very effective. Kennedy situation rectified. Each captain has 5-6 solicitors. Each solicitor has 5-6 lawyers. Contribution card ask \$50.00 per lawyer. April 6 is solicitors meeting.
5. Recommendation for addition of staff attorney tabled.
6. Native American community contingent on Board is filled. Black caucus of Board met and will present recommendations at next Board meeting.
7. Juvenile Delinquency and Prevention Act proposal by Legal Rights Center discussed. Proposal is for a state wide pilot project on juvenile advocacy to be funded through Crime Control Planning Board. Includes the areas to be served:
 - a. Hennepin County
 - b. Ramsey County
 - c. Brainerd Area

Proposal - United Way - has been approved to date, committee will meet in early April.

A report was given on Criminal Justice Services for Spanish speaking people by Irene Bethke. She served on a Metro Council task force.

Emphasized the point that there are no services in Hennepin County. She along with Felin and Tony volunteered to assist Doug in drafting a brochure in Spanish on the Legal Rights Center to be distributed at Neighborhood locations.

United Way

turned down

proposal from Legal Center

for Chic Lat Com. worker

2 other agencies are being solicited for funds -
Leaflet to be worked in Spanish

juvenile court program -

proposal do include Legal aid

assistance

Carver County

Advocacy Program Juv. field

criminal rights welfare

metro/Rural areas to do

Studies on quality -

ongoing program state/federal

funding - opportunity to apply for

federal funds \$ One of the areas to involve

Chic Lat - community

United
Way

target
areas

not deal with

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

R E M I N D E R

DATE: April 21, 1978

TO: All Board Members & Staff

FROM: Dave Nasby

This is a reminder of the Legal Right Center's Board of Directors meeting Tuesday, April 25, 1978 at 7:30 p.m. at the Center.

We shall discuss the: 1) Revision of the By-laws; 2) Financial up-date; 3) Further development of United Way proposal; 4) Bar solicitation.

Attorneys
Douglas Hall
Executive Director
James C. Boone
Michael J. Davis
Linda Gallant
James J. Krieger
Jerod H. Peterson

Community Workers
Frank Dickenson
Willie Mae Dixon
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne Levin

Directors
Antonio Arellano
Ed Bearhart
Pat Bellanger
Clyde Bellecourt
David Bennett
Anita Bethke
Irene Bethke
Vincent Beyl
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Sylvia Gonzales
Peter Heegaard
Harry Moss
David Murrin
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Irving Weiser

LEGAL RIGHTS CENTER, INC.
Board Meeting Minutes
November 29, 1977

Present:

Board Members: Peter Heegaard, Earl Craig, David Nasby, Izear Watkins,
David Murrin, Merle Carlson, Clyde Bellecourt

Staff Members: Doug Hall, Mary Jane Wilson, James Krieger, Joanne Levin,
Jerod Peterson

Visitor: Frank Levin

David Nasby called the meeting to order and introduced Joanne Levin, the new fundraiser/administrator at the Center. David explained that the special Dayton-Hudson grant would cover only her first three months of employment at \$900/month. Earl Craig made the motion, seconded by Peter Heegaard, that the Center guarantee Joanne's salary for three additional months. The motion was passed unanimously.

The board then voted to ratify decisions made by the staff during the previous summer and fall to reduce certain of their salaries and to lay off, then re-hire, Jerod Peterson and Douglas Hall, all actions taken as economy measures.

The board then voted the following resolution: (attached)

The board then voted to demand that in the future, the board be made aware of financial crisis at the Center and be involved in steps taken to resolve the crisis.

Earl Craig volunteered the possibility of a loan from the Urban Coalition at the beginning of the calendar year to help avert a cash flow crisis at the Center.

Frank Levin suggested the Center inquire into federal monies available for legal assistance to the Minneapolis Chicano community.

Board Meeting minutes continued

page 2

The question of whether or not to allow the staff to decide whether to use excess 1977 income to pay themselves back for salary cuts and layoffs or to put the money away for 1978 was left unresolved at the end of the meeting.

RESOLVED:

That the Legal Rights Center, Inc., enter into a contract in 1978 with Hennepin County whereby the Center undertakes representation of indigent adults and juveniles charged with offenses in Hennepin County Courts, and the county pays the Center \$30 per attorney hour to a maximum of \$50,000.

That David Nasby and Joanne Levin be authorized to negotiate this contract and bind the Center to the contract.

Resolution passed November 29, 1977.

Dated: _____

DAVID NASBY
Chairman

LEGAL RIGHTS CENTER, INC.
Board Meeting Minutes
January 31, 1978

Present:

Board Members: Peter Heegaard, Frances Fairbanks, Irene Bethke, Felino de la Pena, Vince Beyl, Clyde Bellecourt, David Nasby, Irving Weiser, Izear Watkins, Antonio Arellano, Sr.

Staff Members: Mary Jane Wilson, Douglas Hall, James Boone, Joanne Levin

Visitors: Antonio Salinas, Frank Levin, Samuel Verdeja

Motion made to allow six members of Chicano/Latino community on board.

Motion made to ammend by-laws to show the passage of previous motion.

To ammend references in by-laws that pertain to minority groups to include Chicano/Latino members. Represent on Northside as well as Southside.

Representatives should include all of Hennepin County, expecially if you hire only one community worker. Observed that some problems never come before the Legal Rights Center because the people have troubles due to language barrier.

Sam Verdeja of Neighborhood Justice Center request for two para-legal, two lawyers,

- A. Seniors are single language and not aware of benefits they aren't naturalized citizens so the term senior citizen doesn't fit.
- B. Chicano Centro to serve as base for Chicano/Latino community they don't know where to go or who to call for help if they are arrested.

Should community workers be employed at Chicano Centro or at the Legal Rights Center? Should legal services be available at Legal Rights Center or at Chicano Centro?

Space is the problem with workers at Centro. What has Legal Rights Center done to do outreach in Latino Community? Community has come together around a problem and asked the Legal Rights Center to help. Are statistics available that show how many Latinos have been thru Legal Rights Center?

Doug Hall commented, Legal Rights Center set up to deal with criminal law not civil law. Latino organizations to nominate person to be hired as community worker, recommend six members of the board. Those present can serve as committee to meet with Joanne to deal with problems of resources and direction.

Joanne has a list of board members. Ike made motion, 2nd by Clyde to accept the recommendations of six Board Members. Earl and Ike will get together to discuss new Black members.

CETA proposal - lost 2 Southside Community Enterprises gained 1 position Legal Assistant.

April 15th to May 15th

Minneapolis Communications
Center \$700.00

- | | |
|------------------------------|-----------------------|
| 1) Brochure | |
| 2) Redesign letterhead ----- | will design and print |
| 3) Slide show presentation | everything including |
| | 2000 brochures, 2000 |
| | sheets of letterhead |

Discussion pro and con expense. Motion made by Heegaard seconded by Weiser to let Minneapolis Communication Center do brochures. New check singer - Clyde moved to add Joanne's name as check signer, 2nd by Vince

page 2
passed. Fundraising - good response from McKnight Foundation will be meeting on this.

Joanne meets with United Way tomorrow. CDBG due in March. Waiting on Honeywell, Tennant, and IDS. Copy of Budgets for 1977, and 1978 hand out to board members.

The issue is whether Legal Rights Center can raise money to cover 1978 budget. Staff should get full pay as of 1978 January - forget 20% reductions.

Irv made motion to restore staff to full salary as of January 1978 including 7.8% across the board increase. Peter made motion to approve budget as submitted, 2nd by David Bennett.

Ike commented again, that staffing addition must fall within the established constraints of the budget, If line item shifts are to occur they must be shifted by the board. Staff should make recommendations but responsibility is with Board of Directors.

RECEIVED JAN 30 1978

LEGAL RIGHTS CENTER INCORPORATED

OFFICERS

DAVID NASBY
Chairman

SYL DAVIS

Vice President

PAT BELLANGER

Secretary-Treasurer

808 E. FRANKLIN AVENUE
MINNEAPOLIS, MINNESOTA 55404
(612) 871-4886
A Minnesota Non-Profit Corporation

ATTORNEYS
DOUGLAS HALL
Executive Director

JEROD H. PETERSON
Administrator

JAMES J. KRIEGER
Attorney

JAMES C. BOONE
Attorney

MICHAEL J. DAVIS
Attorney

COMMUNITY SERVICE WORKERS

WILLIE MAE DIXON
JERRY S. PATTERSON
MARY JANE WILSON
FRANK DICKENSON

DATE: January 27, 1978

FROM: David Nasby, Chairman

TO: Board Members and Guests

This is a reminder of our Board of Directors meeting Tuesday, January 31, at 7:30 p.m. at the Center.

Agenda Items include:

1. Discussion with Chicano Central Re: Bilingual Community Worker and Board Member. *(2) — (2) paralegal aide (2) lawyers*
2. Status report Re: CETA Personnel.
3. Approval of Budget for redesign of letter head, brochure, slide presentation and related communications.
4. Giving check writing authority to Joanne Levin.
5. Status of fund raising efforts.
6. Approval of 1978 budget.

DIRECTORS: Carol Batsell, Ed Bearheart, Clyde Bellecourt, David Bennett, Vincent Beyl, Merle Carlson, Earl Craig, Frances Fairbanks, Sidney Feinberg, Peter Heegaard, Raymond Johnson, Bill Means, Harry Moss, David Murrin, Norman Newhall, Ralph Ware, Izear Watkins, Irving Weiser.

LEGAL RIGHTS CENTER INCORPORATED

OFFICERS

DAVID NASBY
Chairman

SYL DAVIS

Vice President

PAT BELLANGER

Secretary-Treasurer

808 E. FRANKLIN AVENUE
MINNEAPOLIS, MINNESOTA 55404

(612) 871-4886

A Minnesota Non-Profit Corporation

ATTORNEYS

DOUGLAS HALL
Executive Director

JEROD H. PETERSON

Administrator

JAMES J. KRIEGER

Attorney

JAMES C. BOONE

Attorney

MICHAEL J. DAVIS

Attorney

COMMUNITY SERVICE WORKERS

WILLIE MAE DIXON
JERRY S. PATTERSON
MARY JANE WILSON
FRANK DICKENSON

M E M O R A N D U M

DATE: January 6, 1978

FROM: David Nasby, Chairman

TO: All Board Members

Please note that our next Board of Directors Meeting will be held Tuesday, January 31, at 7:30 p.m. at the Center.

Agenda Items include:

1. Negotiate with Chicano Central.
2. Status report re: CETA Personnel.
3. Approval of Budget for redesign of letter head, brochure, slide presentation and related communications.
4. Giving check writing authority to Joanne Levin.
5. Status of fund raising efforts.
6. Approval of 1978 budget.

DIRECTORS: Carol Batsell, Ed Bearheart, Clyde Bellecourt, David Bennett, Vincent Beyl, Merle Carlson, Earl Craig, Frances Fairbanks, Sidney Feinberg, Peter Heegaard, Raymond Johnson, Bill Means, Harry Moss, David Murrin, Norman Newhall, Ralph Wore, Ima Watkins, Irving Weiner.

Bishop Roach

1. Petition

Commission

sp. esp. board to Mayor

people's adv. com. to Mayor

Sunday -

Paul Salinas

Friday

7: P.M.

LEGAL RIGHTS CENTER INCORPORATED

OFFICERS

DAVID NASBY
Chairman

SYL DAVIS

Vice President

PAT BELLANGER

Secretary-Treasurer

808 E. FRANKLIN AVENUE
MINNEAPOLIS, MINNESOTA 55404

(612) 871-4886

A Minnesota Non-Profit Corporation

ATTORNEYS

DOUGLAS HALL
Executive Director

JEROD H. PETERSON

Administrator

JAMES J. KRIEGER

Attorney

JAMES C. BOONE

Attorney

MICHAEL J. DAVIS

Attorney

COMMUNITY SERVICE WORKERS

WILLIE MAE DIXON

JERRY S. PATTERSON

MARY JANE WILSON

FRANK DICKENSON

3/13/78

REMINDER NOTICE

TO: Board Members

FROM: Dave Nasby

RE: March Board Meeting

Our next Board Meeting will be Monday, March 20, at 7:30 p.m. at the Center. Items to be considered:

1. Ratification of the by-laws.
2. Budget up-date.
3. Recommendation regarding addition staff attorney.
4. Recommendation for additional Board Members from Isear Watkins.

Please try and attend this important meeting.

DIRECTORS: Carol Batsell, Ed Bearheart, Clyde Bellecourt, David Bennett, Vincent Beyl, Merle Carlson, Earl Craig, Frances Fairbanks, Sidney Feinberg, Peter Heegaard, Raymond Johnson, Bill Means, Harry Moss, David Murrin, Norman Newhall, Ralph Ware, Isear Watkins, Irving Weiser.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

M E M O R A N D U M

DATE: April 5, 1978
TO: All Board of Directors and Legal Rights Staff
FROM: Dave Nasby
RE: Board of Directors Meeting

There will be a Board of Directors meeting of the Legal Rights Center on Tuesday, April 25, at 7:30 p.m. at the Center.

We will discuss the revised By-Laws and Articles of Incorporation. A spread sheet on the budget for the rest of the year will be available.

Enclosed please find minutes from the last three meetings.

Attorneys
Douglas Hall
Executive Director
James C. Boone
Michael J. Davis
Linda Gallant
James J. Krieger
Jerod H. Peterson

Community Workers
Frank Dickenson
Willie Mae Dixon
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne Levin

Directors
Antonio Arellano
Ed Bearhart
Pat Bellanger
Clyde Bellecourt
David Bennett
Anita Bethke
Irene Bethke
Vincent Beyl
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Sylvia Gonzales
Peter Heegaard
Harry Moss
David Murrin
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Irving Weiser

Board of Directors
The Legal Rights Center
June 13, 1978
5 P.M.

Members present: David Nasby, Ralph Ware, Felino de la Pena, Earl Craig, Merle Carlson, Peter Heegaard, Izear Watkins, Ed West, Antonio F. Arellano, David Bennett, Jose A. Gartain, Anita Marie Bethke de Gomez, Irene Bethke, Irv Weiser

Staff present: Larry Jones, Frank Dickenson, Pat Bellanger Douglas Hall, Joanne Levin, Jerry Peterson

The Minutes of the April 25 meeting were approved as mailed.

Izear Watkins reported his progress on Board participation. His recommendations are as follows: Izear Watkins, Earl Craig Jr., Syl Davis, Harry Moss and Ed West. Moved, seconded and approved.

David Murrin has requested that Kevin Burke of the Public Defenders office serve as his replacement on the Board. Moved, seconded and approved with letter to David Murrin.

Joanne Levin reported on Legal Rights Center rejection by the United Way. Earl Craig suggested that the Legal Rights Center meet with United Way Board to indicate our sense of outrage concerning the entire process. This will be initiated by the Chairman of the Board by letter to Will Bracken. The Chicano community will also respond to the Admissions committee of The United Way on behalf of the Center.

Doug Hall reported on a number of staffing decisions. Pat Bellanger has been hired as a community worker replacing May Jane Wilson. Doug also reported on the Juvenile Justice project.

Larry Jones presented a detailed financial report including projections through 1978.

Joanne Levin reported on the law firm solicitations. To date the solicitation of new firms has produced \$1,600.

Joanne Levin reported on the progress of the Internship Program being considered by the Northwest Area Foundation.

State award - (Joanne, provide details)

The next meeting of the Legal Rights Center Board of Directors was set for August 1, 1978.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
Legal Rights Center, Inc.
November 14, 1978 5:00

AGENDA

- ✓ I. Approval of October minutes
- ✓ II. Personnel Committee Report - Syl Davis
- ✓ III. Nominating Committee Report - Irv Weiser
- ✓ IV. Revision of By-Laws and Articles - Irv Weiser
- ✓ V. Up-date on Juvenile Project - Doug Hall
- ✓ VI. 1978 Budget Conclusion)
1979 Budget Projection) Joanne Levin
Staffing Recommendations)
- ✓ *Important dates: November 27 or 28th at 4:30 p.m.
Law Firm Reception - Judges Conference Room, Government Center
- December 6th, 4:00 to 6:00 p.m.
Foundation/Corporation Reception - Legal Rights Center

Attorneys
Douglas Hall
Executive Director
James C. Boone
Michael J. Davis
Linda Gallant
James J. Krieger
Jerod H. Peterson

Community Workers
Frank Dickenson
Willie Mae Dixon
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne Levin

Directors
Antonio Arellano
Ed Bearhart
Pat Bellanger
Clyde Bellecourt
David Bennett
Anita Bethke
Irene Bethke
Vincent Beyl
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Sylvia Gonzales
Peter Heegaard
Harry Moss
David Murrin
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Irving Weiser

get
Chin. com. to
get a com. worker -

Board of Directors Meeting
October Board Minutes
October 3, 1978

Board: Tony Arellano, Syl Davis, Ike Watkins, Merle Carlson, Peter Heegaard, David Nasby, Irene Bethke, Kevin Burke, Frances Fairbanks, Pat Bellanger, Felino de la Pena and Ed West

Staff: Jerry Patterson, Douglas Hall, Jerod Peterson, Joanne Levin and Mary Jane Wilson

Visitors: Lewis Freeman and Pam Smith

Joanne commented that Vince Beyl's last remark at September meeting requesting the monthly caseloads to Board members indicate race of clients. Minutes were corrected and then approved.

Discussion then proceeded to role of the board in staff interviews. Doug commented that he jealously guarded the right of the staff to solely make personnel decisions. When the Legal Rights Center was started the Black and Indian members of the staff would make the decisions about their own communities. Syl Davis who attended the interviews felt that board members were always welcome at staff meetings. He moved to ratify the position that all members should be invited and encouraged to attend interview sessions. This was passed. Ike Watkins felt there was need for better communication as he would hear things on the street regarding the Center. The staff agreed to keep the board abreast of all issues not only financial.

Joanne then discuss the budget which she pointed out is running a bit higher than the budget that was passed on in January. Considerable care will be taken to making sure that the budget that is passed on in November is more realistic for 1979. We have a clear understanding now of the money that comes in and how each month runs. Ike raised the issue of why Willa Mae's job was not refunded and another staff person hired. Joanne explained that the budget was higher with her job then was anticipated when she went on the consultant salary. Jerry Patterson commented that he could handle the work load himself and when he indicated that he wouldn't be able to he would let the staff know. The budget in November will be a clear budget for 1979 and a projection and expenses incurred to date.

Pam Smith was introduced as a new staff member. The question was then raised about how her salary was figured, Joanne commented that the Public Defender and the Attorney General's office were contacted and what their salary range was for new attorneys and it was based on that. Presently there is no salary ranges or personnel procedures for the

center. A committee was then selected to deal with personnel, that committee was Merle Carlson, Syl Davis, Kevin Burke, Joanne Levin, Tony Arellano and David Nasby. They will bring to the meeting in November their recommendations. One of the last things to be dealt with was staff must now be selected for the Coalition for Youth Rights, an Administrator must be hired and the deadline for that position is October 16. The project cannot start until an administrator is hired. One and a half community workers will be paid out of that budget, so then Doug raised the issue that the Chicano-Latino community members should start looking around for a community worker.

At the November meeting a budget will be submitted for 1979, end of the year projection and the issue of Mike Davis's job and Willa Mae's job will be firmed up as to if we can afford to fill those positions. Presently the recommendation was raised and seconded that a moratorium be placed on hiring until after the November meeting. This was passed. September minutes will be mailed out with the October minutes. The last discussion was the dates for the supporters dinner, the lawyers meeting and the foundation/corporations event. A nominating committee was named to deal with the elections of officers this was Ike Watkins, Irene Bethke, Pat Bellanger and Irv Weiser, the meeting was adjourned and the November meeting was set for November 14th at 5:00 p.m. at the Center, due to the election on November 7th.

Respectfully submitted,

Irene Bethke

Board Of Directors Meeting
September Board Minutes
September 12, 1978

Board Members: Ike Watkins, Jose Gaitan, Antonio Arellano, Sid Feinberg, Merle Carlson, Pat Bellanger, Dave Nasby, Clyde Bellecourt, Earl Craig and Vince Beyl.

Staff: Doug Hall, Mary Jane Wilson, Joanne Levin and Jerod Peterson.

Visitors: Ms. Owl, Mrs. Watkins and Ms. B. Shumacher.

Approval of Minutes of August 1st meeting. Feinberg moved, Craig seconded and passed.

Juvenile Project (Joanne Levin)

First meeting today passed 10-6 September 12. Next meeting budget & planning committee, September 14.

Joanne reviewed purpose and scope of project each of four centers receive \$50,000 except Duluth at \$25,000 plus administrator \$40,000.

State Grant

Doug Hall to report at next meeting - request \$100,000.

Hennepin County

Joanne "request" \$55,000 through Dale Ackman go direct & not through Public Defender.

Budget

David Nasby commented on reason for reduction in salaries expense projection - Jim Krieger's anticipated resignation- Projected year end deficit is now \$13,450 assuming no new sources of funds. Discussion on McKnight foundation revolving loan fund.

Jim Krieger's departure--implications "hold for discussion when Doug Hall is here"...need to explore implications in terms of:

- a) Level ad quality of services of Legal Rights Center
- b) replacement staffing time table

Doug and staff to respond at next meeting on staffing.

Willie Mae Memorial - \$20.00 received; suggested that staff consider this and work with "The Way" and report to next board meeting. Willie Mae Dixon Report - "scholarship for someone in penal institution" staff to explore, Doug Hall, "funding does not permit replacement for her at this time".

continued board minutes - page 2

Lawyers - Joanne discussed use of the "Dorsey Match" current forms will be on medium sized law firms under signature of Norm Newhall Sid Feinberg, and Dave Bennett.

Lawyers Meeting in November - yearly update. Joanne to coordinate possible hold in judges chambers

Annual Fundraiser (find place) - Nasby suggest we to organize. 200 came last time good P.R. Designate Board Member (Earl Craig).

Report to the contributor's (foundations, corporations) - Joanne & Peter Heegaard to work on this.

By-laws and Articles of Incorporation changes - Irv Weiser - postpone until next meeting.

Building status - Ed West and Peter Heegaard - "report" at next meeting.

Meeting adjourned at 7:00

Respectfully submitted,

Peter Heegaard

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
Legal Rights Center, Inc.
November 14, 1978 5:00

AGENDA

- I. Approval of October minutes
- II. Personnel Committee Report - Syl Davis
- III. Nominating Committee Report - Irv Weiser
- IV. Revision of By-Laws and Articles - Irv Weiser
- V. Up-date on Juvenile Project - Doug Hall
- VI. 1978 Budget Conclusion)
1979 Budget Projection) Joanne Levin
Staffing Recommendations)

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Harry Moss
David Murrin
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Irving Weiser

Please note next board meeting Tuesday, June 5th at 5:30 p.m.

Legal Rights Center
Board of Directors
Minutes
May 8, 1979

Board Members Present: Clyde Bellecourt, Alberto Miera, Dave Nasby, Stu Rider, David Bennett, Peter Heegaard, Ed West, Izear Watkins, Felino de la Pena, Irene Bethke, Frances Downwind and Syl Davis.

Staff Members Present: Jerry Patterson, Pam Smith, Mary Jane Wilson, Jerod Peterson, Douglas Hall, Joanne Levin, Maria Rios and Frank Dickenson

Guests: Paul Vasque, Linda Gallant, Dennis Renhke, Lyle Christenson, Jackie Huber, Larry Mens, Ken Deere and June Redday.

Minutes: Approval of April minutes - Ike added that we had not approved the quorum changes in by-laws. This will be deleted

Due to our guests late arrival we began with the community workers reports:

Jerry Patterson - Had 102 contacts during April, 27 were criminal charges and referred to attorneys and 75 were referred to other community resources.

Maria Rios - 12 contacts, has had article published in Centro Cultural Newsletter and other agencies serving her community published the work of the Center.

Mary Jane Wilson - 18 criminal cases were handled by lawyers. Other work reflects new directions in working with State Human Rights Department and various community resources used for referrals and support services.

Jerry Patterson reported on the progress in locating a new black community worker. Advertisements were placed in the Courier and Spokesman and to date 18 resumes have been sent to him. He has extended the deadline for resumes until May 15th and hopes to start someone by June 8th. Ike once again voiced concern about someone working on adult cases 1/2 time and juvenile cases 1/2 time as juvenile money is not secure. This will be discussed again when the people are interviewed.

Pastor Kenneth Deere, Executive Secretary of the Commission of Race and Religion for the United Methodist Church asked about the

agency he represents. As the commission is considering the Center for a \$7,500 grant he was here for a site visit. His concerns centered around the actual control of the Center as both the present president and treasurer are white males. Clyde and Ike discussed the formation of the Center in 1970 and that in actuality the Board is controlled by community people. Alberto stated that since we all have the same voting rights who we select as our officers is our right and prerogative. At this point Felino stated that he preferred the term Hispanic rather than Chicano as that left out too many people. It was pointed out that the Center may re-apply next year for additional funds, but these will always be decreased.

Linda Gallant, Administrator of the CPYR spoke about the progress of the juvenile project. There are plans for a wide scale community education program. Police brutality and the school system are just two of the areas where they plan to expand the services outstate. The lobbying effort for this three year project has already begun. Linda issued an invitation to all members of the Legal Rights Center Board of Directors to attend the CPYR board meetings. The next meeting will be on Friday, June 22nd at 2:00 in the offices of Legal Aid of Duluth, 302 Ordean Building, 424 W. Superior Street.

Syl Davis presented the personnel committees recommendation. They were all made into a motion which were seconded and carried. A copy which is enclosed with these minutes.

Joanne Levin presented financial data. She mentioned that she had met with a representative of the Bush Foundation and she and Pam Smith will be meeting with Bruce Williams of the Rockefeller Foundation. The Center has been invited to make a presentation in front of the New Program Sub-Committee of United Way. The time and place are 1:45 on Wednesday, May 23rd at the Citizens Aid Building. Felino made a motion that we also support Centro's application to United Way. This was seconded and passed.

Next meeting will be Tuesday, June 5th at 5:30 when we will ratify the By-laws which have already been mailed out.

Respectfully submitted,

Irene Gomez Bethke
Secretary

Legal Rights Center

Personnel Committee Report - March 20th, 1979

Present: David Nasby, Merle Carlson, Syl Davis, JoAnn

Attention was given to the following:

- A. Should the Personnel Committee be more effectively involved in budget preparation?

Recommendations: That a meeting be scheduled in October to discuss budget preparation and involvement in setting the budget.

- B. Should Personnel Committee be involved in hiring of new staff.

Recommendation: Hiring of new line staff should be completed by community and community workers - Administrative position by Board and staff.

- C. Responsibility for job description:

Recommendations: That the representatives of community and staff workers be responsible to develop the job description for Board and Committee approval (according to policy).

Suggest that staff receive a reprimand for not giving a description of job.

- D. Financial accountability

Recommendations: 1. That a complete audit should be implemented by a CPA firm.

2. That each month a clear and concise statement and report be given to the Board.

3. That statistics on number of cases and disposition be given to the Board each month.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Legal Rights Center, Inc.
Board of Directors Meeting
~~June 5, 1979 5:30 p.m.~~

AGENDA

- I. Approval of May Minutes.
- II. Old Business
 - A. Ratify By-laws - Irv
 - B. Fundraising efforts - Joanne
 - 1. United Way
 - 2. Rockefeller Foundation
 - 3. Bush Foundation
 - C. Status of search for Community Worker
- III. New Business
 - A. Situation arising out of problems at Red Lake - Doug
 - B. Financial Update

DUE TO LACK OF A QUORUM THE JUNE 5TH BOARD MEETING WAS
ADJOURNED AND IT IS RESCHEDULED FOR:

TUESDAY, JUNE 26TH AT 5:30 P.M.

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne R. Levin
Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Vincent Beyl
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Downwind
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

BOARD OF DIRECTORS
MINUTES
AUGUST 7, 1979

Members Present: David Nasby, Alberto Miera, Irene Bethke, Irv Weiser, Peter Heegaard, and Stu Rider.

Staff Present: Joanne Levin, Pat Ballanger, and Mary Jane Wilson.

Guests Present: Susan Heegaard, Emily Peak, and Noreen Smith.

The meeting was called to order at 5:30 p.m. The minutes of June 26, 1979 were approved.

The bylaws were returned with the exception of six members. All were affirmative. We shall now operate on the revised bylaws. Joanne gave an overview on foundation/corporation contributors. A special grant has been requested. Bush Foundation- \$65,000.00 for minorities - 2 interns (2 part time) 1st year, 1 attorney, 1 intern 2nd year, and 3rd year. This was approved.

State funding - \$55,000.00 - County funding- \$50,000.00
Public Defenders Office.

The Board suggested that Joanne take another look at Augusts forecast and make recommendations to more accurately reflect cash flow -(how to replenish McKnight)

Report on Red Lake by Pat Ballanger was very informative concerning the war on energy and how it is affecting the reservations. Request by Urban Indian: support of Legal Rights (needs attorney). Special mailing to the board with all the information concerning the issues.

Joel Thompson is leaving the Center and will stay at the Center until a replacement is found.

Joanne Levin has resigned effective October 1st. Hopefully a candidate will be able to start by September 15th. The chairman appointed Irv Weiser to chair a search committee. The members are to be; David Nasby Earl Craig, Irene Bethke, and Frances Fairbanks.

Irene Bethke, Secretary

Next Board Meeting: Tues. Sept.4, at 5:30

Legal Rights Center, Inc.
Board of Directors
October 2, 1979

Minutes

Board Members: Peter Heegaard, David Nasby, Irene Bethke, Felino de la Pena, Jose Gaitan, Kevin Burke, Frances Fairbanks, Sidney Feinberg, David Bennett, Harry Moss, Clyde Bellecourt, Syl Davis and Vikki Howard.

Staff present: Douglas Hall and Mary Jane Wilson.

Guest: Joe Bressette.

Minutes: The meeting was called to order at 5:45 on October 2nd by Chairman Heegaard.

The CPYR Grant for December 1, 1979 - November 30, 1980 was ratified and signed.

The next issue was present and future budgets. Felino requested a staff breakdown of brief job descriptions with current and increased salaries. This will be done and mailed to each board member for the Legal Rights Center and the Juvenile Project prior to the next board meeting.

Jose Gaitan requested that the Chicano-Latino board members meet with Doug and Joanne to evaluate Maria's progress. Dave Nasby added that this should be done prior to United Way funding as the recommendations must be made as to how the money should be spent - hire a new community worker or move the current community worker from part-time to full-time.

Doug Hall commented that two new attorneys had been hired. Bill Gatton will be employed full time by the Juvenile Project and Fred Tyler will be doing adult misdemeanors and felonies for the Legal Rights Center. They will both be introduced to the board at the November meeting.

Dave Nasby moved that Pam Smith be awarded a \$500.00 stipend for her work supervising the minority law clerks.

Sid Feinberg felt that a follow up is needed with the major law firms to insure that the projections for 1979 income will be met. No formal action was taken but the issue will be discussed with Joanne R. Levin.

It was decided that meetings will continued to be held the first Tuesday of the month.

Respectfully submitted,

Irene Bethke
Recording Secretary

NEXT BOARD MEETING IS TUESDAY,
NOVEMBER 6, 1979 at 6:00 P.M.
AT THE CENTER.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

AGENDA

Board of Directors
October 2, 1979 5:30 p.m.

- I. Approve ratification of CYPR Grant for 1980.
- II. Approve bonus for Pam Smith supervising Law Clerks.
- III. New Staff Attorneys - Doug
- IV. Discussion of Board of Director's attendance.
- V. Approve 1980 budget.

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson
Administrator
Joanne R. Levin
Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Vincent Beyl
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Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Morris Sherman
Ralph Ware
Izear Watkins
Ed West
Irving Weiser

Board of Directors
Minutes
November 6, 1979

Board Members Present: Peter Heegaard, David Nasby, Felino de la Pena, Alberto Miera, David Bennett, Clyde Bellecourt, Izear Watkins, Vicki Howard, Ed West

Staff Present: Joanne R. Levin, Douglas Hall, Jerod Peterson, Fred Tyler and Bill Gatton.

Guest: Marilyn Miera

Peter Heegaard introduced Bill Gatton and Fred Tyler, new staff attorneys on the staff.

Minutes of the October meeting were read and approved.

Next on the agenda was discussion of the 1980 budget. Doug Hall suggested that his salary reflect a 5% increase and that Fred Tyler's salary reflect an 8% increase due to Tyler's lower starting pay. Motion was made, seconded and passed that this be done. Jerod Peterson suggested that Valerie Smith, the receptionist, salary reflect an actual cost of living, or 12%, raise rather than the 8% increase paid to all other staff. Alberto Miera and David Nasby spoke against this suggestion. It was also suggested that the staff discuss this and report back to the Board. Nasby also commented on the large travel expense. Motion was made, seconded and passed that staff be required to turn monthly travel vouchers, that only actual travel be paid and that the travel budget not exceed 12,220, or 100.00 per lawyer and 150.00 per community worker per month. This will be effective retroactive to November 1, 1979. It was agreed that mileage be paid consistent with the juvenile project scale.

Alberto Miera next commented that any office or miscellaneous expenses in the budget that are more than 500.00 for the year be itemized and explained in a memo to Board members by Joanne R. Levin. Levin pointed out that the 1980 office item in the budget appears to be low. This will be investigated and reported on to members by mail. Before approving the budget, itemization of the salaries of all staff members was requested by Watkins. This will also be reported by Levin with the written November minutes. The budget was then approved as submitted subject to the report on the office expense item.

Next on the agenda, Levin reported that she had spoken with Norman Newhall who suggested that this year a letter by Heegaard and Hall be sent to the major law firm supporters in lieu of the annual lawyer's meeting. There was much discussion of this proposal, including the fact that it had been done once before and not raised as much money.

It was then moved, seconded and passed that the annual lawyers meeting be combined with the annual corporation and foundation meeting. Heegaard agreed to call Newhall and discuss the subject with them.

Hall next mentioned that an evaluation of Maria Rios will be submitted to the Chicano-Latino board members. This will be a report reviewing her caseload and outreach activities. Nasby commented that perhaps the role of the community worker in the Chicano community needs to be different than in the Black or Indian communities, as these positions arose out of previously established agencies, i.e. The Way and A.I.M. He suggested that this evaluation be done within the next two weeks as a Chicano-Latino community worker must be hired before January 1st or the Center will not receive United Way funds.

Next, Heegaard submitted resignation letters from Stuart Rider and Merle Carlson. The resignations were accepted.

Felino de la Pena commented that Arellano had a new work schedule and would be missing the board meetings for the next few months. However, he wishes to remain on the board. This was acceptable to the board.

Finally, the Administrator Search Committee reported it would interview candidates on Friday, November 9th. All Search Committee members are to be notified of the meeting. Ike Watkins agreed to serve on the committee in place of Earl Craig.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Joanne R. Levin
Administrator

REMINDER

Legal Rights Center Inc.

Annual Meeting

Tues. Dec. 11, 1979

4:30 to 6:00

<u>Expenses</u>	<u>1980 Budget</u>
Attorneys (4)	96,830.00
Community Workers (4.5)	74,913.00
Law Clerks	15,360.00
Secretary	11,801.00
Receptionist	9,545.00
Janitor	2,765.00
Administrator	19,980.00
Total	<u>231,194.00</u>

Health	3,368.00
F.I.C.A.	9,772.00
U.C.	1,643.00
Worker Compensation	1,094.00
Travel	12,220.00
Total	<u>259,291.00</u>

Office	6,707.00
Phone	6,831.00
Answering Service	1,073.00
Postage	639.00
Rent	8,525.00
Water	177.00
Xerox	2,874.00
Miscellaneous	6,975.00
Total	<u>293,092.00</u>

INCOME

Law Firms	70,000.00
Foundation/Corporation	95,000.00
United Way	21,000.00
Hennepin County	55,000.00
State of Minnesota	55,000.00
Cash carryover 12/31/79	3,000.00
Total	<u>299,000.00</u>

AGENDA

LEGAL RIGHTS CENTER

DEC. 11, 1979

I. Approval of Nov.'79 minutes

II. New Business

- A. Search Committee Report ✓
- B. Report on new sources of funding

III. Old Business

- A. Final approval of 1980 budget ✓
- B. United Way requirements and search for Chicano-Latino Community Worker
- C. Other (concerns, issues, business)

LEGAL RIGHTS CENTER, INC.
Board Meeting
December 11, 1979

Members Present: Irene Bethke, Peter Heegaard, Clyde Bellecourt, Vicki Howard, Felino de la Pena, Ed West, Ike Watkins, Syl Davis and Alberto Miera.

Staff Present: Doug Hall, Mary Jane Wilson and Joanne Levin.

Guests: Ron Petite, Hartly Skinadore, and Ms. Watkins.

The first item on the agenda was the approval of the November, 1979 minutes.

Ike Watkins made the report regarding the search for a new administrator. Three candidates were interviewed and Dave Nasby and Ike were the only ones in attendance. Clyde Bellecourt raised the issue that no one should be offered the job until those members of the committee not attending the interviews would be able to participate. Levin was asked to call a meeting for Thursday, December 13th.

The 1980 budget was approved at \$293,092.00.

The final discussion revolved around the search for a Chicano community worker. Since the full-time employee will be paid with the United Way grant it was hoped someone would be on board by January 15th. Doug was questioned regarding the effectiveness of Maria Rios and he commented that the work she has done has not generated the juvenile cases we had originally anticipated. It was felt that the job announcement should advertise for a full-time bilingual community worker to handle only adult cases and a part-time worker to deal solely with juveniles.

The last item was the presentation of a book to Joanne Levin for her two years at the Center. Heegaard thanked her and had all the board members sign it.

Respectfully submitted,

Irene Bethke

NEXT MEETING

Tuesday, January 8th at
5:00 p.m. at Legal
Rights Center

LEGAL RIGHTS CENTER, INC.
Board Meeting
February 5, 1980

Minutes

Members Present: Peter Heegaard, Ike Watkins, Ed West, Irene Bethke, Jose Gaitan

Staff Present: Ralph Crowder

Also Present: Sandra Vargas

The January minutes were approved as mailed out. Ralph Crowder presented the Board with a resolution to approve the Hennepin County contract for 1980. Chairman Heegaard called for approval of the resolution. The Board gave its unanimous approval. The resolution was passed in its original form.

Irene Bethke introduced Sandra Vargas to the Board and presented her name in nomination for Board Membership. Irene stated that Sandra Vargas was nominated to replace Anita Lopez. Ike Watkins moved for acceptance of Sandra Vargas. Irene Bethke seconded the motion. The motion carried by unanimous approval.

Ralph Crowder then led a discussion on current status of the search for Chicano staff positions. Four people were identified for the full-time community worker. These included: John Pacheco, Jr., Albert Garcia, Jr., Debra Owen and Manuel Guzman. Rosa Ruiz was the only person identified as a candidate for the part-time community worker position. The resumes of the respective applicants were passed out for all Board members to review. Jose Gaitan commented that the applicants appear to be all well qualified. Interviews of all applicants were to be carried out by staff during the coming week. These positions were to be filled as soon as possible, due to United Way expectations.

Crowder also presented a brief presentation on the Center's financial picture for 1980. The month of February will be very tight but the long range financial projection for the center appear very bright.

The 1980 Funding Proposal was presented to the Board. Everyone felt that it reflected an organized and effective statement of the Center's position. The Director's Report was held off for next month in light of Doug Hall's absence.

The only old business presented was the necessity to elect new Board members. Chairman Heegaard appointed a sub-committee of Clyde Bellecourt, Jose Gaitan and Ike Watkins to represent the minority communities. David Nasby was appointed as the convener of the committee. They will report during the March meeting.

Respectfully submitted,

Irene Bethke

LEGAL RIGHTS CENTER
March 4, 1980
AGENDA

I. Approval of February, 1980 minutes

II. New Business

- March report*
- A. Introduction of Rosa Ruiz and Manuel Guzman -
New Community Workers
 - B. Current Financial Status
 - C. Lawyers Drive Committee
 - D. Personnel Policy Committee
 - E. Director's Report
 - F. Nominations Committee Report

III. Old Business

M. Guzman

to

*Industrial
opportunities*

Centers of America

*Mr. Sullivan
Chicago area*

*Call Center
1st Sunday
March 21
April 1*

LEGAL RIGHTS CENTER, INC.
Board Meeting
March 4, 1980

MINUTES

Members Present: Peter Heegaard, Syl Davis, Irene Bethke, David Bennett, Clyde Bellecourt, Vikki Howard, Jose Gaitan, Sandra Vargas, Felino de la Pena, Carolyn Naylor, Ed West and Kevin Burke.

Staff Present: Manuel Guzman, Pam Smith, Frank Dickenson, Ralph Crowder, Doug Hall and Fred Tyler.

The February minutes were approved without alternations. Jose Gaitan raised a question regarding the hiring procedure of the two new Chicano staff members, Rosa Ruiz and Manuel Guzman. Jose's primary concern was the participation and role of the Chicano/Latino Board representatives in the hiring process. Ralph Crowder informed the Board that it was their responsibility to hire only two positions directly, i.e. the Executive Director and the Administrator. It is the staff's responsibility to hire all other employees of the Center. The two final selections for the Chicano positions were directly identified and recommended by members of the Chicano/Latino caucus. The Board agreed that this was the correct procedure and the input of the Chicano community was appropriately solicited. Crowder stated that the Board was an important resource for the recruitment of qualified staff, funding sources and the general support of Center activities.

Manuel Guzman, the new Chicano Community Worker, was introduced to the Board by Doug Hall. Manuel's responsibilities will be solely in the adult program. Rosa Ruiz was unable to attend the board meeting. Her activities at the Center will be restricted to the juvenile program. Irene Bethke raised the possibility of Chicano staff spending a portion of their time at Centro Cultural Chicano. Manuel stated that he had established contact with the staff of Centro and would continue to work closely with them. Irene also volunteered to coordinate a reception for Manuel and Rosa at Centro. She will contact Ralph Crowder with an appropriate date and time. Peter Heegaard congratulated Manuel on behalf of the Board.

Ralph Crowder informed the Board of the Center's financial status during the month of February. He stated that the first quarter of the year was quite difficult due to cash flow problems and the pending status of funding proposals. However, the accounting records for February indicate a cash carryover with the addition of the Hennepin County service contract and selected contributions of the Bar. The exceptional

cooperation of First Plymouth National Bank was also cited by Crowder.

Clyde Bellecourt informed the Board of Mary Jane Wilson's resignation. He requested a hearing on behalf of Mary Jane to find out the reasons why she resigned. Kevin Burke cautioned the Board about its role in the hiring of the staff and indicated that the Board should allow staff to conduct its internal operations. Jose Gaitan raised a concern about the community's demand upon Mary Jane's time and the responsibility of the Center's staff to general community issues. Ralph Crowder stated that Mary Jane's resignation was internal matter accepted by the staff. Peter Heegaard suggested that Doug, Clyde and Ralph organize a hearing for Mary Jane, if she desires to inform the Center of her reasons for resigning.

Ralph Crowder informed the Board of the formation of 3rd Annual Lawyers Fund Drive Committee. A progress report would be given to the board at the March meeting. Crowder also called for Board volunteers to serve on a Personnel Policy Committee. Ed West, David Bennett and Jose Gaitan stated they would participate on the committee. Crowder stressed the importance of the Center to draft a written personnel policy.

Doug Hall stressed the high case load of the Center and problems confronting the Center in Juvenile Court. Considerable discussion revolved around Judge Oliesky's reponse to status offenses. Crowder stated that he would mail out to Board members a recent article on this important topic.

The Nominations Committee report was delayed until the March meeting.

Clyde Bellecourt informed the Board of the efforts to establish an Indian O.I.C. Porgram in Minneapolis . The Board unanimously agreed to draft a letter of support and draft a resolution stating Legal Rights Center's approval of the Indian OLI.C. program.

Respectfully submitted,

Ralph L. Crowder

Legal Rights Center
Board Meeting

April 1, 1980

AGENDA

- I. Approval of March, 1980 Minutes.
- II. New Business
 - A. Status of Lawyers Fund Drive
 - B. Current Financial Status
 - C. Caseload Report
 - D. Director's Report
 - E. Nominations Committee Report

*1st. Nat. Bank Bldg -
April 7, - Ninth floor at 4:30
Conf. Room*

- III. Old Business

one carry over on Mary Jane —

Note Business Meeting for C.R.C. will Begin promptly
at 6:00 Tues. Dec. 11th.

Board of Directors
Minutes
November 6, 1979

Board Members Present: Peter Heegaard, David Nasby, Felino de la Pena, Alberto Miera, David Bennett, Clyde Bellecourt, Izear Watkins, Vicki Howard, Ed West

Staff Present: Joanne R. Levin, Douglas Hall, Jerod Peterson, Fred Tyler and Bill Gatton.

Guest: Marilyn Miera

Peter Heegaard introduced Bill Gatton and Fred Tyler, new staff attorneys on the staff.

Minutes of the October meeting were read and approved.

Next on the agenda was discussion of the 1980 budget. Doug Hall suggested that his salary reflect a 5% increase and that Fred Tyler's salary reflect an 8% increase due to Tyler's lower starting pay. Motion was made, seconded and passed that this be done. Jerod Peterson suggested that Valerie Smith, the receptionist, salary reflect an actual cost of living, or 12%, raise rather than the 8% increase paid to all other staff. Alberto Miera and David Nasby spoke against this suggestion. It was also suggested that the staff discuss this and report back to the Board. Nasby also commented on the large travel expense. Motion was made, seconded and passed that staff be required to turn monthly travel vouchers, that only actual travel be paid and that the travel budget not exceed 12,220, or 100.00 per lawyer and 150.00 per community worker per month. This will be effective retroactive to November 1, 1979. It was agreed that mileage be paid consistent with the juvenile project scale.

Alberto Miera next commented that any office or miscellaneous expenses in the budget that are more than 500.00 for the year be itemized and explained in a memo to Board members by Joanne R. Levin. Levin pointed out that the 1980 office item in the budget appears to be low. This will be investigated and reported on to members by mail. Before approving the budget, itemization of the salaries of all staff members was requested by Watkins. This will also be reported by Levin with the written November minutes. The budget was then approved as submitted subject to the report on the office expense item.

Next on the agenda, Levin reported that she had spoken with Norman Newhall who suggested that this year a letter by Heegaard and Hall be sent to the major law firm supporters in lieu of the annual lawyer's meeting. There was much discussion of this proposal, including the fact that it had been done once before and not raised as much money.

It was then moved, seconded and passed that the annual lawyers meeting be combined with the annual corporation and foundation meeting. Heegaard agreed to call Newhall and discuss the subject with them.

Hall next mentioned that an evaluation of Maria Rios will be submitted to the Chicano-Latino board members. This will be a report reviewing her caseload and outreach activities. Nasby commented that perhaps the role of the community worker in the Chicano community needs to be different than in the Black or Indian communities, as these positions arose out of previously established agencies, i.e. The Way and A.I.M. He suggested that this evaluation be done within the next two weeks as a Chicano-Latino community worker must be hired before January 1st or the Center will not receive United Way funds.

Next, Heegaard submitted resignation letters from Stuart Rider and Merle Carlson. The resignations were accepted.

Felino de la Pena commented that Arellano had a new work schedule and would be missing the board meetings for the next few months. However, he wishes to remain on the board. This was acceptable to the board.

Finally, the Administrator Search Committee reported it would interview candidates on Friday, November 9th. All Search Committee members are to be notified of the meeting. Ike Watkins agreed to serve on the committee in place of Earl Craig.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Joanne R. Levin
Administrator

REMINDER

Legal Rights Center Inc.

Annual Meeting

Tues. Dec. 11, 1979

4:30 to 6:00

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

REMINDER

DATE: February 29, 1980
TO: All Board of Directors
FROM: Ralph Crowder, Administrator
RE: Board of Directors Meeting

This is a reminder of our next Board of Directors Meeting which is scheduled for March 4th, at 5:30 p.m. here at the Center. Minutes will be handed out at the meeting.

Attorneys
Douglas Hall
Executive Director
J. Craig Boone
Jerod H. Peterson
Pamela G. Smith
Joel Thompson

Community Workers
Frank Dickenson
Jerry S. Patterson
Mary Jane Wilson

Administrator
Joanne R. Levin

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Rev. Merle Carlson
Earl Craig
Syl Davis
Felino de la Pena
Frances Downwind
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Anita Lopez
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Norman Newhall
Stuart W. Rider, Jr.
Ralph Ware
Izear Watkins
Irving Weiser
Ed West

LEGAL RIGHTS CENTER, INC.
Board Meeting
January 8, 1980

Members Present: Harry (Spike) Moss, Clyde Bellecourt, Irving Weiser, Antonio Arellano, Syl Davis, Peter Heegaard and David Nasby.

Staff Present: Ralph Crowder, Doug Hall and Joanne Levin.

The December minutes were approved as mailed out. Ralph Crowder was introduced by Chairman Heegaard as the new Administrator of the Legal Rights Center. The next item of business was discussion of the Administrator's salary. The Steering Committee had recommended \$17,500 to start with \$18,500 after six months. Mr. Crowder requested \$19,000; staff recommending the same. After much discussion, it was approved at \$19,000 with Clyde Bellecourt abstaining, and finances will be carefully looked at each quarter before any six-month increase is offered.

*

Mr. Crowder thanked the Board and proceeded to explain that he will be interviewing each staff member to now develop job descriptions and get at people's perception of the Center. He feels that he would eventually like to institute a form of merit review for staff members.

The next discussion revolved around the search for Chicano staff. Joanne commented that two job announcements were sent out. These are one full-time person for the Center and one half-time person to work on the juvenile project. Antonio commented that based on personal experience, Maria Rios has not been visible in the community or responsive to community people. Suggestions were then made about possible people. Spike offered to talk to two people, as did David Nasby.

Crowder next raised the issue that in dealing with staff members, the Executive Director and Board Members must move urgently so that situations which are potentially damaging to the Center do not become legitimized. Everybody agreed.

Before the meeting was adjourned, David Nasby thanked Joanne as the Center's first Administrator. He commented that these are the first two years the Center has not been in the "red". He proposed a Staff/Board reception be held at his home within the next two weeks.

Respectfully submitted,

Joanne Levin

*Nasby commented that with the new By-Laws, community representation is essential on ALL committees. Minority Board members should chair all committees.

GET-TOGETHER

Friday, January 25
5-7 P.M.
at NASBY'S
1200 Nicollet Mall

NEXT MEETING

Tuesday, February 5
5:00 P.M. at
Legal Rights Center

LEGAL RIGHTS CENTER, INC.

Board Meeting

May 6, 1980

Members Present: Vikki Howard, William Koenen, Ike Watkins, Irving Weiser, Jose Gaitan, Dave Nasby, Antonio Arellano, Carolyn Naylor, Kevin Burke.

Staff Present: Jerry Patterson, Ralph Crowder.

The April minutes were approved without alterations. The Indian OIC support letter was submitted to the Board for the formal record. This action was approved in the March meeting and drafted by President Heegaard.

The current caseload data for the first quarter was presented by Ralph Crowder. Present statistics indicate a significant increase in new cases. February(63) and March(79) were record months for the Centers. Data for the first quarter, 1980, represents a 68% increase in Total cases for the same period in 1979. Irving Weiser and Ike Watkins raised questions regarding the reasons for the increase and the impact upon the staff. Jerry Patterson discussed the impact upon staff and some of his observations on the nature and manner for the increase in caseload. It is apparent that the Center needs an additional lawyer. Weiser also suggested that staff must begin to be more objective in new cases accepted. This procedure should be worked out by staff.

Ralph Crowder reported on the current financial status of the Center. Although the April spread sheet shows a cash carryover our current bank balance reflects a deficient. This situation exists because the CPYR expenses are not reflected in the spread sheet. Crowder stated that forthcoming funds have been confirmed for May. These sources include the Hennepin County Bar Foundation, Hennepin County Service Contract, Pillsbury Foundation, Dayton-Hudson Foundation, CPYR, Northwestern and National Bank.

Dave Nasby made a motion that Pam Smith be granted a \$500 stipend for supervising the law interns. This notion was seconded and approved unanimously by the Board.

Vikki Howard nominated Bill Koenen as a board member from the Indian community. Irving Weiser seconded the nomination. The nomination was approved unanimously.

Crowder reported that eleven applications have been received for the current Indian Community Worker position. Bill Koenen requested on behalf of Clyde Bellecourt that the discussion of this agenda item be tabled until 7:00 P.M.

Bellecourt was in Wisconsin and should arrive by this time. Koenen also stated on behalf of Bellecourt that it was the charge of the Indian community to select the Community Worker. Ike Watkins stated that Board members could submit resumes but the first decision rested with staff. Kevin Burke stated that other communities have followed this procedure. Crowder reported that this hiring process would be open and the Indian community will provide constructive input into the process. The final decision for hiring all positions, except Executive Director and the Administrator, is a staff responsibility. Irving Weiser moved to Table this discussion until Bellecourt's arrival.

Crowder presented background information on the proposed Women's Offender grant proposal. This is an effort to identify funds for a lawyer and community worker to handle criminal cases related to women. A community group of concerned groups and professionals in the field have been contacted to serve as a resource pool.

The Director's Report was delayed until the June meeting. The Nomination Committee decided to keep the present state of officers through 1980.

Respectfully submitted,

Ralph L. Crowder

LEGAL RIGHTS CENTER

CASH RECEIPTS---May 1980

FIRMS/FOUNDATIONS

Piper, Jaffrey, and Hopwood	500.00
Dayton Hudson Foundation	5000.00
Pillsbury Foundation	<u>5000.00</u>
	10500.00

HENNEPIN COUNTY	10000.00
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- Additional Sources of Support

CPYR Reimbursements	17140.28
Anoka County Reimbursement	<u>195.31</u>
	17335.59

TOTAL MAY CASH RECEIPTS	37835.59
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NONDISCRIMINATION CERTIFICATE

At a meeting of the governing board of _____
on _____, the board () adopted a policy, () affirmed its
policy of nondiscrimination as follows:

1. *No person is excluded from service* because of race, color, national origin, religion, sex, handicap or age.
2. *There is no segregation of persons served* on the basis of race, color, national origin, religion, sex, handicap or age.
3. *There is no discrimination in hiring, assigning or promoting* on the basis of race, color, national origin, religion, sex, handicap or age.
4. The agency has *a written plan* for positive action to achieve equal employment opportunity for all persons in the filling of its staff positions including such elements as contacts with various organizations in the community including minority group organizations regarding the agency's employment needs; recruitment advertisements in minority group news media when advertising in the general media; self identification as an equal employment opportunity employer in recruitment advertisements, and the use of employment agencies which do not discriminate on the basis of race, color, national origin, religion, sex, handicap or age in making referrals.
5. *There is no discrimination* on the basis of race, color, national origin, religion, sex, handicap or age in membership on the agency's governing body.
6. The agency has established a review system which incorporates complaints or grievances based on discrimination by staff or clients served.

I certify that the practices of this organization conform to the policy of nondiscrimination stated above and have attached hereto copies of our written plan (item 4) and our review system (item 6).

Date

President or Other Authorized Official

LEGAL RIGHTS CENTER, INC.
Board Meeting
February 3, 1981

MINUTES

Members Present: Spike Moss, Felino de la Pena, Artley Skenandore, Ed West, Ike Watkins, Sly Davis, Vikki Howard, Peter Heegaard, Clyde Bellecourt, and Bill Koenen

Staff Present: Doug Hall, Jerry Patterson, Ralph Crowder and Rosa Ruiz

The January minutes were reviewed and approved.

Ralph Crowder reported on the current financial status of the Center. January was a difficult month due to the early payroll (January 2) and delayed arrival of contributions. The first half of the year will be tight with law firm contributions playing an important role during the first quarter of 1981. Dave Nasby inquired about the projected total cash disbursement figure for 1981. This figure was approximately \$9000 under the approved budget for 1981. Crowder indicated that this total reflected areas of actual expenditures for 1980 (e.g. Travel) rather than adjusted projections for 1981. In addition, a pro-rated expenditure for the Bush lawyer was not included since this attorney has not been hired. This area of the monthly expenditure report will be adjusted to meet the aforementioned concerns.

A lengthy discussion on June Redday's salary was the next agenda. Doug Hall reported that he has approved a six month increase of \$1000. Bill Koenen stressed that this increase should be interpreted as a salary adjustment rather than a six month increase. Spike Moss spoke to the difficulties of justifying a \$2000 salary increase in less than six months. This matter was referred back to the Executive Director to solicit staff evaluation of the merits of the request.

The next agenda item was a discussion of the direction, historical mission of the Center and the role of the administrative role of the Executive Director. Several Board members spoke to the necessity for the Executive Director to take a larger role in administrative leadership and direct accountability to the Board. Doug Hall stressed that historically the Center has been collectively ran by the staff rather than one person initiating or enforcing policy. It was the Board's position that this procedure should change.

A select committee consisting of Ike Watkins, Sly Davis, Felino de la Pena and Clyde Bellecourt was established to evaluate the mission, purpose and Board/staff relationships of the Center.

The election of 1981 officers was postponed until the March meeting.

Respectfully submitted

Ralph L. Crowder
Administrator

THE NEXT BOARD MEETING WILL BE HELD
TUESDAY, MARCH 3, 1981, 5:30 PM

LEGAL RIGHTS CENTER, INC.
Board Meeting
December 9, 1980

MINUTES

Members Present: Peter Heegaard, Felino de la Pena, and Kevin Burke

Staff Present: Doug Hall, Ralph Crowder, Tim Condon

The November minutes were delayed for approval until January due to the lack of a quorum.

Ralph Crowder announced that the United Way was holding a funding and orientation for the year of 1981. Kevin Burke and Doug Hall will represent the Center on Friday, December 11 at the United Way. Peter Heegaard stressed that the administrative report requested by the United Way must be submitted by January 1981.

Crowder reported that June Redday will receive her performance review. Upon successful completion of the review her salary will be adjusted by the standard \$1000 step move. This report was requested by the grievance presented to the Board by Clyde Bellecourt and Bill Koenen.

1981 Budget projections were presented to the Board reflecting the impact of 1%, 5% and 8% salary increases and appropriate increases in overhead expenses. The Budget Committee will meet during the last week of December to approve a 1981 Budget for the Center. The current financial status indicates that the Center will finish the calendar year with approximately a \$4000 cash carryover. It was a difficult year but the Center managed to generate enough funding to cover the largest Budget in its ten year history. All financial projections indicate that the Center must raise additional funding to meet rising costs for 1981.

Doug Hall reported that the prospects for federal funding looks poor if not non-existent. The respective communities of color must participate in a funding effort. Crowder stated that a benefit concert has been arranged with the cooperation of a band from New Orleans. The projected benefit will be held sometime during the first half of 1981.

Respectfully Submitted,

Ralph L. Crowder
Administrator

THE NEXT BOARD MEETING
WILL BE HELD TUESDAY,
JANUARY 21, 5:30PM

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Attorneys
Douglas Hall
Executive Director
William Gatton
Jerod H. Peterson
Pamela G. Smith
F. Clayton Tyler

Community Workers
Frank Dickenson
Manuel Guzman
Jettie Ann Hill
Darlene Jackson
Jerry S. Patterson
Rosa Ruiz

Administrator
Ralph L. Crowder

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

DATE: January 14, 1981

TO: Legal Rights Center Board of Directors

FROM: Ralph L. Crowder, Administrator

RE: January Board Meeting

The January meeting of the Board of Directors will be held Tuesday, January 21, 1981 at 5:30 p.m.

The December minutes, 1981 Board roster and the recommendations for 1981 Executive Officers are enclosed for your review.

If you are unable to attend, please notify the office.

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

MEMO

DATE: January 27, 1981
TO: Legal Rights Center Board of Directors
FROM: Ralph L. Crowder, Administrator
RE: February Board Meeting

The February meeting of the Board of Directors will be held Tuesday, February 3, 1981 at 5:30 p.m.

The January minutes and the correct report of the Nominations Committee are enclosed for your review.

The February meeting has been designated the Annual Meeting by the Board. All members are encouraged to attend. Those who have schedule conflicts are encouraged to contact the office at the earliest convenience.

Attorneys
Douglas Hall
Executive Director
William Gatton
Jerod H. Peterson
Pamela G. Smith
F. Clayton Tyler

Community Workers
Frank Dickenson
Manuel Guzman
Jettie Ann Hill
Darlene Jackson
Jerry S. Patterson
Rosa Ruiz

Administrator
Ralph L. Crowder

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

LEGAL RIGHTS CENTER
Board Meeting
January 20, 1981

MINUTES

Members Present: Spike Moss, Syl Davis, Kevin Burke, Felino de la Pena, Ike Watkins, Ed West, Kevin Burke and Antonio Arellano.

Staff Present: Ralph Crowder

The November and December minutes were approved without alternations.

An error in Nominations Committee Report mailed to Board Members was corrected by Ike Watkins. The recommended nomination for Vice-President should be Felino de la Pena.

The December financial report was presented by Ralph Crowder. 1980 was a difficult year but the Center managed to generate total cash receipts of \$376,542 and left 1980 with a cash carryover of \$2,991.00.

A revised 1980 budget of \$387,670 was approved by the Board. Crowder stressed that a cost of living increase would be presented for the Board's approval after a clear picture of the Center's efforts to increase its income targets was developed. Ed West raised concerns about the travel line for 1980 and requested a brief report on the Center's travel expenditures during the past year.

Crowder announced that the Center's 1981 Hennepin County contract was approved for \$60,000. This represents a \$5,000 increase over the 1980 allocation from the County.

Crowder informed the Board that Louisiana Purchase & Swiss Movement, a New Orleans based band, has agreed to perform a benefit concert for the Center. This group has made several successful appearances in the Twin Cities. The Board will be informed when the necessary arrangements and a concert date are confirmed.

Tuesday, February 3rd, was designated as the annual meeting date for the Board.

*	NEXT BOARD MEETING	*
*	Tuesday, February 3, 1981	*
*	5:30 p.m.	*
*		*

Respectfully submitted,
Ralph Crowder
Administrator

Legal Rights Center, Inc.
Board Meeting
March 3, 1981

AGENDA

- I. Approval of February Minutes
- II. New Business
 - A. Current Financial
 - B. Caseload Data
 - C. Director's Report
 - D. Election of 1981 Officers
- III. Old Business

LEGAL RIGHTS CENTER, INC.
Board Meeting
February 3, 1981

MINUTES

Members Present: Spike Moss, Felino de la Pena, Artley Skenandore, Ed West, Ike Watkins, Sly Davis, Vikki Howard, Peter Heegaard, Clyde Bellecourt, and Bill Koenen

Staff Present: Doug Hall, Jerry Patterson, Ralph Crowder and Rosa Ruiz

The January minutes were reviewed and approved.

Ralph Crowder reported on the current financial status of the Center. January was a difficult month due to the early payroll (January 2) and delayed arrival of contributions. The first half of the year will be tight with law firm contributions playing an important role during the first quarter of 1981. Dave Nasby inquired about the projected total cash disbursement figure for 1981. This figure was approximately \$9000 under the approved budget for 1981. Crowder indicated that this total reflected areas of actual expenditures for 1980 (e.g. Travel) rather than adjusted projections for 1981. In addition, a pro-rated expenditure for the Bush lawyer was not included since this attorney has not been hired. This area of the monthly expenditure report will be adjusted to meet the aforementioned concerns.

A lengthy discussion on June Redday's salary was the next agenda. Doug Hall reported that he has approved a six month increase of \$1000. Bill Koenen stressed that this increase should be interpreted as a salary adjustment rather than a six month increase. Spike Moss spoke to the difficulties of justifying a \$2000 salary increase in less than six months. This matter was referred back to the Executive Director to solicit staff evaluation of the merits of the request.

The next agenda item was a discussion of the direction, historical mission of the Center and the role of the administrative role of the Executive Director. Several Board members spoke to the necessity for the Executive Director to take a larger role in administrative leadership and direct accountability to the Board. Doug Hall stressed that historically the Center has been collectively ran by the staff rather than one person initiating or enforcing policy. It was the Board's position that this procedure should change.

A select committee consisting of Ike Watkins, Sly Davis, Felino de la Pena and Clyde Bellecourt was established to evaluate the mission, purpose and Board/staff relationships of the Center.

The election of 1981 officers was postponed until the March meeting.

Respectfully submitted

Ralph L. Crowder
Administrator

THE NEXT BOARD MEETING WILL BE HELD
TUESDAY, MARCH 3, 1981, 5:30 PM

The Next Board
Meeting is Scheduled for
Tuesday, May 12th
at 5:30 P.M.

LEGAL RIGHTS CENTER
Board Meeting
April 21, 1981

MINUTES

Members Present: Peter Heegaard, Ike Watkins, Ed West and Felino de la Pena.

Staff Present: Doug Hall, Jerod Peterson, Manuel Guzman, Gail Kaba, Ralph Crowder, Jettie Ann Hill and Darrell Davis.

Meeting was not officially opened for business due to a lack of quorum.

Ralph Crowder opened the discussion by reporting that March was a good month for gifts at the Center, \$40,653 total. Crowder generally discussed the Schedule of Salaries and General & Administrative Expenses for 1981.

Crowder introduced Gail Kaba, the new Bush Attorney, to the Board. This is Kaba's second week at the Center.

Ike Watkins questioned the accuracy of projections on the 1981 spread sheet. Crowder attributed the fluctuations (i.e. deviations from projections) to unexpected monies coming in, expected money not coming in, etc. Crowder noted that the projections are not "locked in".

Accuracy and effectiveness of present bookkeeping system was discussed. Watkins stated that he was concerned about maintaining or establishing a more accurate financial accounting system. Watkins expressed concern also that under the present accounting system it is difficult to understand the statements due largely to inaccuracies in the calculations.

Heegaard questioned budget situation for the Center in 1982. Doug Hall noted that the state budget will affect both 1981 and 1982. The House recommended \$55,000 rather than the requested \$65,000. The federal budget for the Center is stable for 1981.

Watkins raised the point of the profitability of writing letters of concern to Representatives lobbying against the cuts in legal services. Heegaard noted it would probably be more beneficial to express concerns to "targeted representatives" i.e. those who are sensitive to the issue. This issue arose relative to ways the Center can hopefully encourage and increase future funds for the Center.

Crowder suggested that it might be beneficial to the Board members to have a financial accounting seminar, as a means to better understand the Center's accounting reports. Heegaard noted that possibilities may lie at the University of Minnesota.

Hall stated that he would get a reading from both Houses and try to determine where the Center stands financially in terms of the budget for 1982. Hall will also get a list of Committee members in State Congress, contact Senator Skip Humphrey regarding strategy for communicating with Congress, and mail information of advice to Board.

Syl Davis' Proposal was tabled until next meeting due to a lack of a quorum.

Hall reported on the Staff situation at the Center. The Center has filled one of two attorney positions. Kaba was hired under the Bush Foundation at \$17,000 per year. Crowder stated that within the next week interviews should be conducted for the second attorney position. Hall reported that Frank Dickenson, a community worker, is temporarily on leave of absence for one month, after a staff vote. The staff will consider Dickenson's request for a second month extension at Friday's staff meeting. The staff's recommendation will then go to the Indian Board Members for their reaction. June Redday, community worker, will be on maternity leave next month and the staff will negotiate a settlement for her. Staff will probably recommend that the Center hire a temporary Community Worker to replace her.

Watkins reinstated his concern for wanting to know the nature of cases that Staff Attorneys handle and how they were disposed of. Watkins also expressed concern about the Center's image in the community, particularly North. Heegaard suggested that Watkins, as Chairman of the Board, periodically have lunch with Hall, Director of the Center, to keep in touch with community/Center relationship. Watkins did not see the need for this arrangement because his primary concern is what the community responses are relative to the Center. Felino de la Pena also stated that the Board needs more information concerning the disposition of cases. Hall expressed his opposition to extra paper work that distracts from client attention. Peterson brought out the State dispositional report as a remedy to informing Board members of the disposition of cases. Watkins responded that the Board needs more than just numbers and what is provided to the State.

The next Board Meeting will be held on the second Tuesday of May. Heegaard recommended that more direct communication with Board members is needed to remind them of upcoming meetings. (e.g. phone call and/or post-card, a couple of days before the scheduled meeting.)

Submitted by,
Darrell Davis
Law Clerk

"THE NEXT BOARD OF DIRECTOR'S MEETING IS SCHEDULED FOR TUESDAY, MAY 12TH, AT 5:30 P.M. PLEASE INFORM THE OFFICE IF YOU ARE UNABLE TO ATTEND.

Legal Rights Center, Inc.
Board Meeting
May, 12, 1981

AGENDA

- I. Approval of the Minutes
- II. New Business
 - A. Financial Report
 - B. Committee Report - Syl Davis
 - C. Presentation from Indian Board Members
 - D. Report on United Way
 - E. Directors Report
- III. Old Business
- IV. Adjourn

Comments: As you may note the Board Of Directors of Legal Rights Center will be taking action on recommendations that will be discussed pertaining to the structure of the Legal Rights Center.

It is my understanding that all Board members have the information that is necessary for such a discussion.

Such as: (a) Proposed changes of Committee Report
(b) Legal Rights By-Laws
(c) Minutes of the 2/4/81 meeting held at the HEART OF THE EARTH SURVIVAL SCHOOL

As a Board we have 3 options; accept, reject, or amend. We should set an attendative date to impliment.

Please review the enclosed agenda and minutes.

The Board Meeting will be Tuesday, May 12th, 5:30 p.m.
Look forward to your participation.

The next Board
Meeting is Scheduled for
Tuesday, June 16
at 5:30 P.M.

LEGAL RIGHTS CENTER
Board Meeting
May 12, 1981

10

MINUTES

Members Present: Peter Heegaard, Ike Watkins, Ed West, Felino de la Pena, Bill Koenen, Dave Nasby, Ed West, Spike Moss, Syl Davis and Irene Bethke

Staff Present: Ralph Crowder and June Redday

Ike Watkins pointed out the following changes in the April minutes: 1) Second paragraph from the bottom of the first page would read Heegaard suggested and not Crowder. 2) Second paragraph, last sentence, second page; strike ... and what is provided to the state.

MOTION: Felino de la Pena moved that the April minutes be accepted with the above corrections. Peter Heegaard seconded the motion. The Board voted unanimous approval.

Ralph Crowder reported that the Center received \$24,163 in cash receipts for April. The Schedule of Salaries and General & Administrative Expenses was generally discussed by Crowder.

Irene Bethke and Felino de la Pena introduced a prospective Board member named Remon Rocha. Rocha briefly shared with the Board his personal background and those issues of community concern which were priorities for him. Some of the areas identified included: police brutality in the Hispanic community, the need for effective representation for Hispanics in the court system, bilingual assistance in the judicial process and affirmative action in the grocery business. Bethke commented that she has known Rocha for many years and verified his record of community service.

MOTION: Irene Bethke moved the Remon Rocha be accepted as a member of the Board of Directors. Felino de la Pena seconded the motion. The Board approved the motion.

Bill Koenen inquired about the election of the Board officers and his position of treasurer. Watkins indicated that new Board officers were approved in March and Clyde Bellecourt recommended Koenen for the treasurer slot at The Way meeting. Koenen stated that he accepted the role of treasurer and that he was pleased that the Board approved. He also commented upon his inability to understand the present spread sheet. He also inquired about the origin of the present financial spread sheet. Crowder indicated that this form was developed by the Board budget committee in June, 1980. Koenen suggested that a committee of the Board should review the financial reporting process. Irene Bethke stated that technical assistance was available if desired by the Center. De la Pena indicated that he also had difficulty understanding the present financial format.

MOTION: Bill Koenen moved that the Treasurer, volunteers from the Board and a representative from the Center's CPA firm meet to evaluate and review the financial reporting process. The motion was seconded by Felino de la Pena. During discussion of the motion, Ike Watkins stated that the Center should stay away from the United Way and pursue technical assistance from the University or another resource. Heegaard stated that the United Way deals with similar problems in non-profit

agencies. Heegaard also indicated that the present spread sheet was developed to avert future financial problems and alert the Board to difficult periods of the year. Crowder stressed that the Board should use consistency and retain some form of the present financial system due to the difficulty of changing in the middle of the year. Koenen stressed that he was not talking about the system but simply preparing something the Board could understand. Ed West indicated that a computerized system has specific advantages. Ike Watkins stressed that a bookkeeper should be indentified and brought on board at the earliest date. The motion passed the Board.

Koenen inquired about the status of Frank Dickerson. Crowder reported that Dickerson was approved a one month leave of absence by the staff. Dickerson also requested a second leave of absence, this request has not been approved by the Staff. The first month's leave terminated on May 10. Watkins stressed that all communities must be covered by a full load of community workers.

MOTION: Bill Keonen moved that Frank Dicerson be called 'back to work immediately and that his request for a second leave of absence be denied. Peter Heegaard seconded the motion. Keonen suggested three days to respond and ten working days to inform the Indian Board member of Dickerson's status. The Board approved the motion.

Sly Davis opened a discussion of the report from the Special Committee. Davis stressed that the Special Committee has convened several times and has developed a list of suggestions which should be implemented to improve the operation of the Center.

MOTION: De la Pena moved that the Board accept the entire report of the Special Committee. Ed West seconded the motion. In discussion of the motion, Dave Nasby stressed that the move to develop a more accountable Board must consist of a review of the current membership. Davis responded that this issue would be addressed in the Board/Staff retreat. Remon Rocha stated that often Board members get burnt out without sufficient work and direction. Be the stressed that the retreat should be a time for clarification and/or recommitment for all Board members. Davis stated that we request the presence of all Board members at the retreat. The motion was approved by the Board.

Syl Davis suggested that the Board/Staff retreat should be held sometime between June 26-30. Dave Nasby volunteered to organize the arrangements for the retreat. Ralph Crowder will work together with Nasby to clarify a compatible date for the Staff and Board. Davis, Nasby and Crowder will work together to develop an appropriate agenda for the retreat.

Davis opened a discussion on the role of the Community Workers. These staff members are totally responsible to the community. Davis indicated that he was not satisfied with their performance, their responsibility to the community and their accountability to the Board. He stressed that the Community Workers should meet on a regular basis with their Board representatives.

MOTION: Syl Davis moved that the Staff be mandated to attend the retreat. The motion was seconded by Felino de la Pena. The motion was accepted by the Board.

MOTION: Felino de la Pena made a motion that the Community Workers meet with their respective community Board representatives every 30-45 days. The motion

was seconded by Syl Davis. During discussion Irene Bethke stated that she appreciated the concept of the motion but it would be more important for the Community Workers to participate in the discussion. De la Pena stressed that a Board member should have the right to call in the Community Worker whether he or she likes it or not. Davis stated that the respective communities have the right and privilege to call in the Community Workers and discuss issues of concern. Bethke stated that this was practice of the Board and the above motion was unnecessary. Ike Watkins stated that it was important to make this responsibility clear for everyone to understand. June Redday stated this procedure would keep Community Workers on their toes and prevent slack in their schedules. The motion was approved by the Board.

MOTION: Syl Davis moved that the Center's Board meet every third Tuesday. Irene Bethke seconded the motion. The motion was approved by the Board.

Watkins and De la Pena commented upon the United Way's response to the Center's Hispanic program. Both stressed the difficulty with numbers and the misleading interpretations of the data. Irene Bethke commented that some potential cases were turned down because of the lack of available legal representation. Watkins stated that the Board really did not mandate Manuel Guzman to limit himself to Hispanic casework. Crowder commented that additional interpretations of the data could clarify this concern by the United Way. These areas included time allotment, client counts vs case counts, etc.

MOTION: Peter Heegaard moved that the Chair communicate with the United Way to clarify their concerns on the time allotment of the Hispanic Community Worker. Remon Rocha seconded the motion. The motion was approved by the Board.

MOTION: Felina de la Pena moved that the Center write a letter to the Governor supporting a specific social welfare program. The motion was seconded by Peter Heegaard. The Board approved the motion.

Respectfully submitted,

Ralph L. Crowder
Administrator

LEGAL RIGHTS CENTER
Board Meeting

June 16, 1981

memo

Members Present: Ike Watkins, Syl Davis, Dave Nasby and Antonio Arellano.

Staff Present: Ralph Crowder

Due to a lack of a quorum, the May Minutes were not approved.

Dave Nasby reported that Willis Bright, the Facilitator for the retreat, had a schedule conflict on June 27th. Syl Davis stressed that the meeting could continue without Bright's assistance. Davis also indicated that he had a meeting with Jerry Patterson to discuss some concerns for the retreat.

Ike Watkins made an inquiry into the nature of the concerns. Davis responded that the issues were related to staff moral, time management, negotiations, and administration of the Center.

It was agreed upon to mail Dave Nasby's prospective agenda to the Board with a cover letter from the President, Ike Watkins. Nasby also indicated that he would send Ralph Crowder a map of the directions to Spring Hill to be included in the mailing.

A committee composed of Ike Watkins, Syl Davis, Dave Nasby, Antonio Arellano and Bill Koenen will meet Thursday, June 25th at the Perkins Restaurant, 6920 Wayzata Blvd. (Highway 12), to nail down final arrangements for the retreat.

Ralph Crowder reported that the Center received \$26,520 in cash receipts for the month of May. Watkins inquired about the change in the projected total for Corporations/Foundations. Crowder stated that general expenses of the Center have been reduced from the initial projections in January. At this time, \$88,275 would amply satisfy the Center's income needs from the Corporate/Foundation community.

Syl Davis made an inquiry into the status of the Benson case. Crowder indicated that he would follow-up with the appropriate community worker to gather the necessary information.

Respectfully submitted,

Ralph L. Crowder
Administrator

LEGAL RIGHTS CENTER
Board Meeting
July 7, 1981

AGENDA

III Memo

- I. Approval of Minutes May and June
- II. Financial Report
- III. Reschedule of Retreat — *memo - Communications*
- IV. Cost of Living Proposal
- V. Directors Report

V1

June 24

Process

Memo / Interviews
staff

Target Date

Procedure
announcements
↓
interviewed
↓

1/2 Juvenile

LEGAL RIGHTS CENTER, INC.
Board Meeting

July 7, 1981

MINUTES

Members Present: Ike Watkins, Irene Bethke, Felino de la Pena, Clyde Bellecourt, Syl Davis and Antonio Arellano

Staff Present: Ralph Crowder, June Redday

The May and June minutes were approved with the following corrections: the spelling of Felino de la Pena and Ramon Rocha will be ammended when appropriate.

Ike Watkins opened a brief discussion voicing his concerns about the length of time required to hire community workers or attorneys. Felino de la Pena expressed concerns about the cancellation of the retreat. Clyde Bellecourt also indicated his concerns regarding the hiring process for the Indian Community Worker. Watkins stressed the Board must exercise its right to create policy and ensure that policy decisions are carried out.

Felino de la Pena stated the community board members must work hard to get their respective board members to attend board meetings. This would always assure a working quorum for each meeting. Bellecourt stressed that if the Board is not in control of the program a quorum will not exist.

Irene Bethke inquired about the composition of the Executive Committee. Watkins stated that it included Irving Weiser, Bill Koenen, Felino de la Pena, Kevin Burke and himself. Bethke asked if the By-laws allowed the Executive Committee to meet and conduct business. Watkins indicated it was possible for the Executive Committee to call special meetings. However, it was his position that the structure of the Center be clearly understood by the Board and if necessary, the Board must change the structure.

Ralph Crowder introduced Terry Lindall, the new bookkeeper to the Board. Crowder indicated that the new financial spread was developed in conjunction with the Center's CPA representative and a board committee. Lindall stated that the present spread is only a suggested format subject to change if the Board so desired. He also indicated that he is putting together a complete set of record books and attempting to simplify the system. Syl Davis inquired if it is possible to break the spread down to this specific items identified in the budget. Lindall indicated that this was certainly possible. An additional column could be added to indicate the total budget to date.

Motion - Irene Bethke moved to approve the present financial spread subject to the review of the Treasurer. The motion was seconded by Felino de la Pena. Syl Davis made an ammendment to the motion that the present spread include a comparison to last year's expeditures in the appropriate budget lines. Lindall indicated that information could be added to the present spread. The Board moved to approve the ammended motion unanimously.

Ralph Crowder indicated that Springhill is holding the following possible dates for the retreat: August 8th, 15th or the 22nd. Syl Davis suggested that August 22nd be established as the tentative date for the retreat.

Motion - Felino de la Pena moved that the retreat be held, Saturday, August 22nd. Clyde Bellcourt seconded the motion. The board voted to approve the motion.

Felino de la Pena expressed concern for the confusion surrounding the cancellation of the retreat and emphasized that all future notices should give the Board adequate lead time. Davis expressed his concern about the direction of the Center and the role of the Executive Director. It was his view that the Executive Director must attend all Board Meetings. Davis also stressed that he has received complaints from the community regarding client treatment and the role of the community workers. The community workers must work harder to communicate with each client and clearly inform them of all procedures related to their cases. Watkins also stressed the By-laws mandate the Executive Director to attend all Board Meetings.

Motion - Syl Davis moved to hold a special meeting to discuss the leadership and direction and policies of the Center. The motion was seconded by Felino de la Pena. The Board approved the motion and scheduled the meeting for Thursday, July 30th at 5:30 p.m.

Motion - Syl Davis moved to establish a By-laws Committee to review the By-laws and pass on recommendations to the Board. The motion was seconded by Felino de la Pena. The Board voted to approve the Motion. Ike Watkins appointed Syl Davis, Clyde Bellecourt, Kevin Burke, Irene Bethke and Felino de la Pena to serve on the committee. The meeting will convene on Monday, July 27th at The Way at 12:00 a.m.

Motion - Clyde Bellecourt moved that all resumes and applications for the Indian Community Worker be forwarded to the Indian Board members for review. A recommendation will then be forwarded to the staff. Syl Davis seconded the motion. The Board voted to approve the motion.

Motion - Syl Davis moved to suspend the rest of the agenda and adjourn the meeting. Clyde Bellecourt seconded the motion. The motion was approved by the Board.

Respectfully submitted,

Ralph L. Crowder
Administrator

LEGAL RIGHTS CENTER
Board Meeting
July 30, 1981

AGENDA

- I. Approval of July 7th Minutes
- II. Treasurer Report and Recommendations
- III. Committee Report - Syl Davis
By-Laws Committee

IV. Director's Report

V. Old Business

VI. New Business

Hispanic Presentation

*Bienvenido
United Way - Detalen*

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board Meeting
September 22, 1981

AGENDA

- I. Approval of Minutes of July, 1981
- II. Financial Report
- III. Recommendations from August Committee Meeting
- IV. Appointment of Committees
 - (a) Personnel Committee
 - (b) Fund Raiser
- V. Update Board of Directors
- VI. Executive Director's report
- VII. Old Business
- VIII. Adjournment

Note: Refer to the letter inside which explains the postponing of the September 15th meeting.

Attorneys
Douglas Hall
Executive Director
William Gatton
Jerod H. Peterson
Pamela G. Smith
F. Clayton Tyler

Community Workers
Frank Dickenson
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
Rosa Ruiz

Administrator
Ralph L. Crowder

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

Legal Rights Center, Inc.
Board Meeting
October 20, 1981
6:30 P.M.

AGENDA

1. Approval of Minutes from September Board Meeting.
2. Chairman's Report
3. Executive Director's Report
4. Administrator's Report
5. Treasurer's Report
6. Discussion of the structure of the Legal Rights Center, Inc.
7. Discussion of Lease Agreement - American Indian Chemical Dependency Program
8. Discussion of Cost of Living Raise for staff of Legal Rights
9. Old & New Business
10. Adjourn

Attorneys
Douglas Hall
Executive Director
William Gatton
Gail M. Kaba
William E. McGee
Jerod H. Peterson

Community Workers
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
June Redday
Trudell Star

Administrator
Ralph L. Crowder

Secretary
Carole Tenbear

Receptionist
Valerie Lambkins

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
William Koenen
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Ramon Rocha
Artley Skenadore
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404
(612) 871-4886

Board of Directors
January 19, 1982
5:30 P.M.

AGENDA

1. Approval of Minutes from November Board Meeting.
2. Chairman's Report
3. Executive Director's Report
4. Administrator's Report
5. Treasurer's Report
6. Committee Report... Felino de la Pena
7. Bringing Indo-Chinese aboard
8. Small fee to Clients for Legal Services
9. Cost of Living Raise for Staff

Attorneys
Douglas Hall
Executive Director
William Gatton
Gail M. Kaba
William E. McGee
Jerod H. Peterson

Community Workers
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
June Redday
Rodolfo Diaz
Trudell Star

Administrator
Ralph L. Crowder

Secretary
Carole Tenbear

Receptionist
Valerie Lambkins

Directors
Antonio Arellano
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
Jose Gaitan
Peter Heegaard
Vikki Howard
William Koenen
Alberto O. Miera, Jr.
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
Ramon Rocha
Artley Skenadore
Sandra Vargas
Izear Watkins
Irving Weiser
Ed West

Legal Rights Center, Inc.

808 E. Franklin Avenue Minneapolis, Minnesota 55404

(612) 871-4886

Executive Director
William F. Patton
Jerod H. Peterson
Pamela G. Smith
F. Clayton Tyler

Community Workers
Frank Dickenson
Manuel Guzman
Jettie Ann Hill
Jerry S. Patterson
~~Rose R...~~

AGENDA

Administrator
~~Ralph L. G...~~

Directors
~~Antonio Arellano~~
Clyde Bellecourt
David Bennett
Irene Bethke
Kevin Burke
Earl Craig
Syl Davis
Felino de la Pena
Frances Fairbanks
Sidney Feinberg
~~Jose Galtan~~
Peter Heegaard
Vikki Howard
~~Alberto G. Miera, Jr.~~
Harry Moss
David Nasby
Carolyn Naylor
Norman Newhall
~~Charles M...~~
Izear Watkins
Irving Weiser
Ed West

1. Chairman Report

2. Executive Director's Report — *Attlys / Com. Workers*

3. Financial Report

(a) Discuss investing \$100,000.00 (one hundred thousand dollars)

(b) Discuss deposit for leasing

(c) Discuss \$25,000.00 revolving loan

4. Discussion of Chairman Report

5. Discussion of re-leasing of 808 East Franklin Ave.

LEGAL RIGHTS CENTER
Board Minutes

March 30, 1982

Board Members Present: David Bennett, Ed West, Kevin Burke, Francis Downwind, Bill Koenen, Syl Davis, Izear Watkins, Artley Skenandore, Irene Gomez Bethke and Clyde Bellecourt.

Staff Present: Douglas Hall and Jerry Peterson.

Chairman Watkins opened the meeting at 6:15 P.M.

The first order of business before the agenda was a motion made by Bill Koenen to ratify Francis Downwind as a new board member for the Indian Community. Irene Gomez Bethke second to the motion. Motion carried.

Irene Gomez Bethke moved to ratify David Rivera and Sonja Nieves-Burton as new board members for the Hispanic community. Syl Davis second to the motion. Motion carried.

Syl Davis moved to have Doug Hall assume fundraising responsibilities without additional caseload from April through June. David Bennett second to the motion. Motion carried.

The Chairman appointed Kevin Burke, Syl Davis, Felino de la Pena, Clyde Bellecourt, Doug Hall, Irene Gomez-Bethke and the chairman to set up a meeting with the Indochinese after April 8, 1982. Irene to contact Indochinese.

I. The Chairman's Report

At our last Board Meeting, which was held Tuesday, February 16th, I was informed that I should call for an Executive Board Meeting which I complied. The topic to be discussed was the leasing of the said building located at 2110 Nicollet Avenue South, Minneapolis.

The Executive Board Meeting was held Friday, February 19th. The purpose of this meeting was to authorize placing a deposit of \$1,227.09 as a showing of "good faith money" to negotiate further. The Executive Directors arrived at a conclusion that the request of \$1,227.09 should be deposited with the stipulations that the full Board of Directors would have to agree on the leasing of said building. If the full Board of Directors could not agree, then said "good faith money" would be returned to Legal Rights Center, Inc.

Concerns of Board of Director Members:

Some of said Board members were not aware of any intentions of any type of move until February 19th, the date said meeting was called. Other Board members were concerned that there was no copies of the said lease available to them, and others felt that staff had ample time to notify all Board members of said intentions.

Instructions the Executive Committee laid out for the Chair.

- (a) Meet with the owner of said building now occupied by Legal Rights Center at 808 E. Franklin Avenue, Minneapolis, MN 55404 to determine lease arrangements that Legal Rights Center has had in the past.
- (b) Call a Special Meeting of full Board of Directors to make the final decision of this matter. The Special Meeting is set for Thursday, February 25, 1982 at 6:00 P.M. The FINAL decision must be made by March 1, 1982 in order to comply with said arrangements.

Opinion

It is my feelings that this matter was not handled in a proper manner. It is also my feeling that each person on the Board could have and should have been supplied with a Lease of Said Building a week or 10 days prior to our meeting of Tuesday, February 16, 1982 and given the opportunity to study and form an opinion in this matter. Also it is my feelings that Legal Rights Center should move to a different location and I feel that any Board member who attends meetings at Legal Rights Center can understand why a move is necessary. That is not to say that the Board should be pressured into a move. I happen to feel that there is enough expertise, dedication and concern to make the proper decision. I, as one person with one vote, intend to see that such an important matter as this is not handled in this manner in the future.

I might add that the staff was under the impression that the Executive Board could make a final decision on this matter. I would like to refer to the Staff to Page 2, Section 3 of the By-Laws.

Persons attending February 19th meeting were: Felino de la Pena, Syl Davis, Clyde Bellecourt, Irene Gomez Bethke, Frances Fairbanks and Izear(Ike) Watkins, Chair.

II. Executive Directors Report

Doug reported on the resignation of Ralph Crowder. Board requested a report on number of case work done by attorneys and the community workers. The report should include what the results were, what referrals and what community served (if possible).

III. Financial Report

A. Peter Heegaard recommendations:

Here are my recommendations for the investment of the \$150,000 McKnight grant.

First \$50,000 for 1982 keep in savings or spend.

Second \$50,000. Buy U.S. Treasury Bills due December, 1982 with a 15 1/8% coupon priced at \$100.24 to yield 14.07% to maturity in December of 1982.

Third \$50,000. Buy U.S. Treasury Bills due December, 1983 with a 13% coupon priced at \$98.8 to yield 14.14% to maturity in December of 1983.

These investments would maximize the yield, give us maximum security and have funds available for the beginning of each year recognizing that January is our toughest month.

I hope the Board will approve these recommendations. The Treasury Bills should be purchased from a bank bond department where we have a checking account so that interest and the proceeds can be transferred to our checking account at maturity.

Clyde Bellecourt motioned to approve Peter Heegaard's recommendations. Kevin Burke second to the Motion. Motion carried.

B. Deposit for leasing

Kevin Burke motioned to have Bill Koenen negotiate for "good faith money." (1. if that does not work Kevin Burke's firm to send a letter; 2. L.R.C. retaining to sue for money; 3. last resort conciliation court.) Irene Gomez-Bethke second to the motion. Motion carried.

Kevin Burke and Clyde Bellecourt to negotiate lease of present building.

D. Treasurer's Report

- 1) ~~It is my recommendation that check signing authority be only granted to Administrator Crowder in amounts of \$100.00 or less or in emergency situations with prior concurrence from Hall and the Treasurer.~~
- 2) That Terry Lindall retain full responsibility for the management of financial activity.
- 3) That pencil entries in the cash disbursement journal or any financial records at Legal Rights Center, Inc., cease.
- 4) That salary advances be eliminated except in severe emergency situations with concurrence by Hall and the Treasurer and then to be reported to the Board for confirmation at a regular monthly meeting.
- 5) That any L.R.C. bills, invoices or receipts not be attached to the white carbon check copies and attached only to an approved voucher by Hall.
- 6) That staff luncheons be reduced and/or eliminated and any or all receipts be attached to an approved voucher. If receipts are lacking, the person claiming reimbursement loses claim and subject to possible account reimbursement. Further that when possible, a check for staff lunches should be issued to the vendor directly and receipt attached.

- 7) That the line of credit or bank overdraft does not exceed \$10,000 at any one time, and the McKnight money be placed on "hold" at \$30,000. until such time the issue Lindall raised has been investigated.

Irene Gomez-Bethke motioned to approve Treasurer's report and the treasurer's recommendations from 2-7.

Kevin second to the motion. Motion carried.

Bill Koenen stated that \$30,000 has already been spent and that we have \$20,000 left of McKnight money.

Bill Koenen motioned that the Legal Rights Center not spend more than \$50,000 per year of McKnight money. Syl Davis second to the motion. Motion carried.

Motion to adjourn the meeting was carried.

Respectfully submitted,

Irene Gomez-Bethke