



www.councilofcollaboratives.org
816 MARIN AVE, SUITE 110 CROOKSTON MINNESOTA 56716

Kevin Ricke, Superintendent
Badger School District
110 Carpenter Ave
Box 68
Badger, MN 56714

DATE: JANUARY 15, 2023

DUE DATE: MARCH 31, 2023

Membership dues for 2023	\$1,350
Total Due	\$1,350

Please make sure that payment is made to the following address:

**NW MN Council of Collaboratives
816 Marin Ave, Suite 110
Crookston, MN 56716**

Payment of this invoice constitutes agreement and consent with the attached
2023 Principles for Cooperation.



Principles for Cooperation 2022
(Updated June 2020)

1. Currently, there are 8 Collaboratives involved in the NW MN Council of Collaboratives, (Kittson, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake and Roseau). All additional Collaboratives who choose to participate will enter into the process with existing financial commitment and guidelines established for pursuing grants.
2. The members of the NW MN Council of Collaboratives Governing Board will set policy, vision and mission.
3. Each county's collaborative partner has two voting representatives at Governing Board meetings. Representatives must be at the CEO/Superintendent level.
4. The Fiscal Host of the NW MN Council of Collaboratives will hold a non-voting seat on the Governing Board of the NW MN Council of Collaboratives.
5. Member agencies/school districts must be current with paid dues in order to participate in grant opportunities. Additionally, members must remain dues-paying members of the NW MN Council of Collaboratives during the duration of awarded grant(s).
6. If special circumstances need to be met in order to submit or participate in grant or other activities, two-thirds of Governing Board members must agree to the special circumstances.
7. When a grant is received, the fiscal host of the grant or the grant executive committee will:
 - Send a letter to all grant partners inviting their participation, and securing their commitment to the grant process, goals and objectives;
 - Provide a brief quarterly programmatic and financial written grant update to the Governing Board of the NW MN Council of Collaboratives.
8. The targeted group for grant applications is youth and families (youth through age 21 years and younger).
9. The Governing Board will hire, negotiate and establish Project Developers and/or Consultants.
10. The Governing Board will be the basis for ongoing maintenance of Consultant Position(s).
11. Regular Governing Board meetings will be held on the 1st Friday of each month. Special meetings may be called by the current Chair.
12. All NW MN Council of Collaborative members (agencies/school districts) are informed of all grant opportunities, via electronic mail.
13. There are no refunds.
14. Individual NW MN Council of Collaborative members will respond to requirements of the funding source and the process of grant management on a timely basis. Those members that do not respond on a timely basis will not be involved in said grant round.
15. Electronic communication is accepted as the standard means of communication. When needed, other methods will be used.
16. If a collaborative member (agency/district) changes personnel involved in the process, said member reviews and brings new representation up to date on process/status thus far.

17. The project Developer/Consultant will sign a "conflict of interest" agreement and will not simultaneously be involved in a conflicting grant opportunity that directly competes with the collaborative grant opportunity.

18. A Quorum for the Governing Board is defined as 5/8 Collaboratives present (including physically, via digital or conference call) at Governing Board meetings and with no fewer than 9 Governing Board members present. The meeting must be called by the current Chair of the organization. Email input on a project will be read at the Governing Board meeting.

19. Voting members shall request their alternate attend the meeting in their absence.

20. All NW MN Council of Collaborative partners shall be notified of all meetings.

21. Current Membership dues for Collaboratives will be \$1,688 and \$1,350 for individual agency partners. Dues must be paid in full by March 31, 2020 to be considered a member of the NW MN Council of Collaboratives.

22. There shall be one at-large family/parent representative on the Governing Board with full voting rights.

Policies and Procedures

Information Request Policy

The Northwest Minnesota Council of Collaboratives anticipates requests for completed grant applications and associated grant reports. Grant applications submitted to the federal and state agencies will be shared if it is required by the receiving governmental agency to do so.

- Full grant applications will be shared with members of the NW MN C/C and the applications and associated reports will be posted on the web site.
- Full grant applications, **if required by the funder** to do so, will be shared with the requestor, but will be shared in a read-only electronic format. Confidential information will be removed. Requesting agency will need to provide documentation listing the funder's requirement that application must be shared.
- Grant reports will be shared, **if required by the funder** to do so, but will be reviewed by the NW MN Council of Collaborative staff to ensure that confidential information is blacked out of the report.
- Exceptions and/or changes to this policy can be made at any time by a majority vote of the NW MN Council of Collaborative Governing Board.

(Adopted July 2005)

Open Meeting Protocol was discussed. Since the NW MN Council of Collaboratives is not covered by open meeting law, the Governing Board decided to set meeting/agenda request protocol:

- If a member or non-member would like to place an item on the Governing Board agenda, they will submit the potential agenda item to staff.
- Staff will work with the Chair and the Board to determine if the item meets our mission, goal and objectives; and will determine if the item should be placed on an upcoming meeting agenda.
- Staff will communicate the Chair and/or Board's response.

(Adopted May 2007)

Grant Voting Process – Non-Meeting

When a grant opportunity is available for the NW MN Council of Collaboratives and the opportunity presents itself when a regularly scheduled Governing Board meeting is not taking place in a timely manner, the following process will be used to determine if the grant opportunity will be pursued:

- Information about the grant will be emailed to all Governing Board members.
- An Ad Hoc Committee consisting of board members, convened either via conference call or in person by contracted staff, will discuss options and develop a recommendation if and how to proceed.
- Updated information will be emailed to Governing Board members. Feedback will be requested with timelines affixed.
- A conference call or email vote will be scheduled to determine if resources should be dedicated to pursue a grant opportunity.

(Adopted May 2008. Amended November 2019)

Payment of 2022 dues constitutes agreement with the above Principles for Cooperation.