

REQUEST FOR PROPOSALS FOR ASSOCIATION MANAGEMENT AND RELATED SERVICES

INTRODUCTION TO THE MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

The Minnesota Government Relations Council (MGRC) is a Minnesota nonprofit organization serving government relations professionals by providing advocacy, professional development, networking, and an enhanced working experience inside and outside the Capitol. We are a network of lobbyists and public relations professionals in Minnesota, whose common goal is to influence the public policy process through ethical representation. Our members are responsible for promoting a public understanding of the governmental process and the proper role of advocacy within that process.

ABOUT THE MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Formed in 1979, the Minnesota Governmental Relations Council is comprised of over 500 members across Minnesota with a wide range of specialties. These specialties include public policy, legislative lobbying, public affairs, government relations, grassroots advocacy, and procurement at the state and local level. Even with this wide spectrum of specialties, MGRC members share the same goal – to stay informed on current legislative issues while promoting a public understanding of these issues, the legislative process, and the role of advocacy in the process affecting these issues.

The MGRC structure consists of a board charged with sharing information among general membership, promoting communication and programs for the continuing education of members, and coordinating MGRC involvement in policy issues specifically related to our industry. MGRC hosts monthly board meetings in order to keep board members informed and engaged with current issues. MGRC has an Executive Committee comprised of the current President, Vice-President, Secretary, Treasurer, and immediate Past President. Additional committees include Ethics, Legislative, Communications, Facilities, Programs, Membership, and Diversity & Inclusion. All board members are expected to serve on at least one committee.

MGRC members receive information through MGRC social media channels, email, and the MGRC [website](#). The website includes a membership directory, a calendar listing of upcoming events, and several other useful resources. MGRC also sends regular email communications to its membership regarding upcoming events, programs, and general information of interest to members.

MGRC is closely tied to the Minnesota Legislative session, which generally runs from early January through mid-May during budget sessions (odd-numbered years) and early February through mid May in election years (even-numbered years). We rent space at the Minnesota Capitol, which serves as a homebase for our members during the legislative session.

MGRC hosts 3-4 events per year, including a spring event during the legislative session, a fall event, and an annual meeting event in December. We also partner with other organizations such as Youth in Government and Capitol Pathways. Recently, we have launched the Eric Hyland Public Policy Scholarship Program.

SCOPE OF SERVICES

MGRC is seeking experienced Association Management Services which will encompass all elements of our association's day-to-day association operations. The scope of services is specifically listed below.

General Administration

- Provide service as MGRC headquarters with the ability to respond to member needs and other requests within 24 hours via email or phone when appropriate.
- Provide telephone service and telephone answering, mail and fax receiving services, records and supplies storage.
- Perform the administrative tasks necessary to conduct business.
- Provide monthly accounting services as requested by the Board.

Board of Directors

- Arrange for meeting facility as directed.
- Send initial meeting notifications and follow-up reminders, prepare agendas and handouts, and attend meetings.
- Take minutes and distribute to Board.
- Prepare action summary and distribute with meeting minutes.
- Prepare necessary correspondence and follow-up on action items, email materials to those who were not at Board meeting.
- Maintain record of Board terms and prepare Board election materials as required by MGRC Bylaws.
- Order plaque for outgoing president.

Capitol MGRC Room

- Coordinate lease arrangements for rented space at Minnesota Capitol
- Perform setup of rented space.
- Purchase or rent equipment, arrange for wireless internet service, and order supplies, as directed by Board.
- Perform or arrange for room caretaking during session.

Committees

- Provide requested support to Committee Chairs, including preparation and distribution of mailings, planning, coordination, etc.

Communications

- Maintain and update schedule for weekly email update to membership.
- Maintain social media sites and posting schedules.

Database/Membership Management

- Respond to all member and prospective member inquiries within 24 hours.
- Process all membership applications and maintain database.
- Prepare membership report in advance of Board meetings
- Prepare and distribute annual membership billings each year.
- Monitor collections and send follow-up billings.
- Per direction of the Board, make personal contact with all delinquent members to encourage payment and continued participation.
- Prepare “final” dues reminder.
- Set date they are to be marked as inactive in the database
- Maintain membership lists, track meeting attendance and analysis as requested.
- Coordinate membership drive with Membership Committee.
- Maintain regular email communication with members regarding association updates.

Directory

- Prepare annual membership directory.
- Arrange and coordinate production and distribution.
- Process directory requests.

Finances

- Work with Treasurer to prepare annual budget.
- Review all invoices, prepare checks, and submit to Treasurer for signature and mailing.
- Prepare deposits in a timely manner and submit to bank.
- Prepare and provide financial information to accountant for preparation of monthly financials statements. Statements should be submitted to Treasurer by the 10th day of the following month.
- Work with accountant to process Audit or Review per direction of Board.

Membership Meetings

- Conduct facility research, coordinate contracts, and work with facility staff on logistics and food/beverage as directed by committee chair.
- Secure necessary continuing education approval.
- Confirm speakers as requested.
- Prepare and distribute marketing materials.
- Take email, online, and phone registrations and prepare registration lists.
- Follow up with invoices and billing requests until paid.
- Provide name badges for all attendees and guests, and provide on-site registration.
- Coordinate registration table. Collect and deposit registration fees.

Sponsorship & Advertising

- Coordinate sponsorship and assist in soliciting participants.

Web Site

- Make and maintain arrangements with website hosting company.
- Develop additions to and update website at least weekly.
- Maintain website directory.

YMCA Youth in Government

- Coordinate with YMCA staff to facilitate MGRC participation in annual Youth in Government conference.
- Coordinate annual youth lobbyist luncheon.

Citizen League Capitol Pathways

- Coordinate with Citizen League staff to facilitate MGRC participation in annual Capitol Pathways internship program and related activities and events.

Eric Hyland Public Policy Educational Scholarship Fund

- Manage the scholarship fund, receive and process donations.
- Distribute scholarship funds as directed by Board.

YOUR QUALIFICATIONS

Please answer the following questions so that we may have a better understanding of your capabilities and the likelihood that you can offer the breadth and scope of services we seek. Feel free to include supporting material.

General Background

Please provide answers to the following questions in your proposal:

- Are you familiar with the Minnesota Governmental Relations Council? If so, please explain.
- Please provide a list of current clients and a short description of the work you provide for them.
- Please list three client and/or professional references.

Administration

- Please describe your association management experience.
- Have you worked with a legal service provider as requested by a client? If so, please explain.
- Please detail how you handle your clients' accounting needs.
- Please detail your experience with database and/or website management.
- Please detail your experience in financial reporting.
- Please describe your experience/computer capabilities.
- What kind of computer hardware and software programs do you own and operate?



Association Management

- Briefly describe your professional background as it related to duties outlined.
- Have you had experience managing an association the size of the Minnesota Governmental Relations Council? If yes, please explain. If no, please detail how your qualifications match the outlined duties.
- Please describe your experience in managing conferences.
- Please describe your experience in collateral production.
- Please describe your experience with publications such as an annual membership directory.
- If you were to accept this contract, what skills/tools would you need to acquire to meet the requirements outlined on the previous page?
- Please provide name(s) of the individual(s) who will work on the contract and their experience, qualifications, and capacity to perform the related functions as outlined in this proposal.
- Please provide your proposed fee and payment structure.

ENCLOSURES

We’ve attached the following documents for your consideration. If the item is on our website we’ve indicated with a * and not attached the document.

- Audit Report* and recent Financial Statement
- Bylaws*
- Copies of Publications (monthly eblast)*

PROCESS AND TIMELINE

April 5, 2024:	MGRC Distributes Request for Proposals
April 30, 2024:	Proposals due by 5:00 PM
May/June 2024:	Interviews
June 2024:	Decision finalized
July 1, 2024:	Contract for services begins, unless an earlier start time is mutually agreed to.

Questions regarding proposal requirements and this process may be directed to:

Michael Karbo
MGRC President
KarboM@api.org



10700 W Highway 55, Suite 275
Plymouth, MN 55441

Phone 952-564-3074
Fax 952-252-8096
Email info@mngrc.org
www.mngrc.org

RESPONSES

To respond to this Request for Proposal, send an electronic version of your proposal to KarboM@api.org

Proposals must be received **by 5 pm on April 30, 2024**, to be considered. Any proposals submitted after the deadline will not be considered.

This Request for Proposal is subject to the Bylaws of the Minnesota Governmental Relations Council (MGRC) and any and all policies and procedures adopted by the MGRC Board of Directors. The MGRC reserves the right to cancel this RFP at any time prior to the execution of a written agreement if deemed in the best interests of the MGRC. This includes cancellation of the RFP after an award has been made, but prior to the execution of a written contract. Proposer is not entitled to recover any costs related to the preparation of the proposal due to cancellation of the RFP or withdrawal of an award prior to the execution of a written agreement.

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Financial Statements

December 31, 2020

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

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BARNES, GIVENS & BARNES, LTD.

CERTIFIED PUBLIC ACCOUNTANTS
200 EAST EVERGREEN AVENUE, SUITE 117
MOUNT PROSPECT, ILLINOIS 60056-3240
224-764-2442 FAX: 224-764-2448
bgbcpas.com

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Minnesota Governmental Relations Council

Report on the Financial Statements

We have audited the accompanying financial statements of Minnesota Governmental Relations Council (the "Organization"), which comprise of the statement of financial position as of December 31, 2020, and the related statement of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Minnesota Governmental Relations Council as of December 31, 2020, and the results of its operations, its cash flows and functional expenses for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Barnes, Givens & Barnes, Ltd.

Mount Prospect, Illinois
September 22, 2021

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL
Statement of Financial Position
December 31, 2020

ASSETS

Assets		
Cash and cash equivalents	\$	203,181
Certificates of deposit		60,167
Accounts receivable		30
Prepaid expenses		10,615
		<hr/>
Total Assets	\$	<u>273,993</u>

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable and accrued expenses	\$	9,094
Deferred revenue		110,385
		<hr/>
Total Liabilities		119,479
Net Assets		
Net assets without donor restrictions		154,514
		<hr/>
Total Liabilities and Net Assets	\$	<u>273,993</u>

See Accompanying Notes to Financial Statements

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Statement of Activities

For the Year Ended December 31, 2020

Revenue	
Membership dues	\$ 87,855
Registration fees	895
Sponsorship	33,000
Other income	3,580
Investment income	630
	<hr/>
Total Revenue	125,960
	<hr/>
Expenses	
Program expenses -	
Capitol room	19,275
Membership	12,549
Programs and events	2,961
Total program expenses	34,785
	<hr/>
Management and general	77,513
	<hr/>
Total Expenses	112,298
	<hr/>
Change in Net Assets	13,662
Net Assets Without Donor Restrictions - Beginning of Year	140,852
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Net Assets Without Donor Restrictions - End of Year	\$ 154,514
	<hr/> <hr/>

See Accompanying Notes to Financial Statements

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL
Statement of Functional Expenses
For the Year Ended December 31, 2020

	Program Expenses				Total
	Capitol Room	Membership	Programs and Events	Management and General	
Bank and credit card charges	\$ -	\$ -	\$ -	\$ 2,782	\$ 2,782
Bad debt expense	-	-	-	-	-
Charitable contributions	-	-	-	-	-
Communications	2,048	-	-	450	2,498
Contract services	1,200	-	-	16,550	17,750
Equipment rental	4,088	-	-	-	4,088
Facility rental	9,904	-	-	-	9,904
Food and beverage	-	-	2,395	639	3,034
Insurance	-	-	-	3,459	3,459
Management fees	-	2,000	-	45,320	47,320
Miscellaneous	-	-	-	277	277
Postage and shipping	-	2,667	-	57	2,724
Printing and copying	-	7,576	-	738	8,314
Speaker fees	-	-	-	-	-
Supplies	2,020	287	543	-	2,850
Travel	15	19	23	62	119
Website and database	-	-	-	6,907	6,907
Sales and use tax	-	-	-	272	272
Total Functional Expenses	\$ 19,275	\$ 12,549	\$ 2,961	\$ 77,513	\$ 112,298

See Accompanying Notes to Financial Statements

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Statement of Cash Flows
For the Year Ended December 31, 2020

Cash Flows from Operating Activities	
Change in net assets	\$ 13,662
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:	
(Increase) decrease in assets-	
Accounts receivable	55
Prepaid expenses	(5,694)
Increase (decrease) in liabilities-	
Accounts payable and accrued expenses	2,770
Deferred revenue	<u>(3,305)</u>
Net Cash Provided by Operating Activities	<u>7,488</u>
Cash Flows from Investing Activities	
(Purchase) sale of certificates of deposit (net)	<u>(619)</u>
Net Cash (Used in) Investing Activities	<u>(619)</u>
Net Increase in Cash and Cash Equivalents	6,869
Cash and Cash Equivalents - Beginning of Year	<u>196,312</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 203,181</u></u>
* * * * *	
Supplemental Disclosure of Cash Flow Information -	
Cash paid during the year for:	
Interest	<u>\$ -</u>
Income taxes	<u><u>\$ -</u></u>

See Accompanying Notes to Financial Statements

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Notes to Financial Statements

December 31, 2020

Note A – Organization and Nature of Activities

Minnesota Governmental Relations Council (the “Organization”) serves Government Relations Professionals by providing advocacy, professional development, networking, and enhanced working experience inside and outside the Capitol because we believe in the importance of ethical representation in the public policy process.

Note B—Summary of Significant Accounting Policies

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains and losses during the reporting period. Actual results may differ from those estimates.

Cash and Cash Equivalents

Cash equivalents are considered to be highly liquid depository accounts with a maturity of less than one year. Deposits held in all non-interest bearing transactional bank accounts and interest-bearing accounts are aggregated by entity and are fully insured up to \$250,000.

Receivables and Allowance for Doubtful Accounts

Receivables are uncollateralized customer obligations. Payments of accounts receivable are allocated to the specific invoices identified on the customer’s remittance or, if unspecified, investigated to identify the appropriate invoice to which to apply the payment.

Management reviews all individual customer accounts receivable balances that exceed ninety (90) days from invoice date and based on the assessment of current creditworthiness, estimates the portion, if any, of the balance that will not be collected. Based upon these reviews management believed all accounts receivable to be fully collectible and, accordingly, no allowance for uncollectible accounts receivable is reflected in the accompanying financial statements.

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Notes to Financial Statements

December 31, 2020

Note B—Summary of Significant Accounting Policies (continued)

Certificates of Deposit

Certificates of Deposit are comprised of the following certificates of deposit as of December 31, 2020:

<u>Account</u>	<u>Interest %</u>	<u>Maturity</u>	<u>Amount</u>
Community Bank	0.035%	03/21	\$ 32,472
Premier Bank	0.1%	07/21	<u>27,695</u>
Total Certificates of Deposit			<u>\$ 60,167</u>

Deferred Revenue

Dues revenue received in advance is classified as deferred dues and recognized over the applicable membership period. Deferred revenue represents other revenues that benefit future periods.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. If the governing board were to designate from net assets without donor restrictions, net assets for an operating reserve and board-designated endowment, those funds would also fall under this category.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Notes to Financial Statements

December 31, 2020

Note B—Summary of Significant Accounting Policies (continued)

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Expenses which are easily and directly associated with a particular program or supporting service are charged directly to that functional area. Certain other costs have been allocated among the program and supporting services benefited based on time devoted to the functional areas by the management company.

New Accounting Standards

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, Revenue from Contracts with Customers, as amended by ASU No. 2015-14, which supersedes or replaces nearly all USGAAP revenue recognition guidance. This standard establishes a new contract and control-based revenue recognition model, changes the basis for deciding when revenue is recognized over time or at a point in time, and will expand disclosures about revenue. ASU No. 2014-09, as amended, is effective for nonpublic companies for annual reporting periods beginning after December 15, 2018 and interim periods within the annual period beginning after December 15, 2019. The Organization has adopted this ASU for the year ended December 31, 2020.

COVID-19 Impact

Management has evaluated the impact of the COVID-19 pandemic and have concluded that the net effect on the Organization's financial position, results of its operations and cash flows were not adversely affected. Due to the COVID-19 pandemic, the Organization did not hold any in-person events as of March 2020. Any events held were virtual and free for members to participate. Overall, Management considers the membership base to be strong and dedicated, which allowed the Organization to adapt and manage through the COVID-19 pandemic.

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Notes to Financial Statements

December 31, 2020

Note C - Income Taxes

The Organization is exempt from federal and state income taxes under Section 501(c)(6) of the Internal Revenue Code.

The Organization files Form 990, Return of Organization Exempt from Income Tax with the Federal government. The Organization, however, generates revenue from advertising and other activities that are considered unrelated to its exempt functions. The income from these activities less related costs are subject to tax. Management has determined that the Organization has no income tax liability as of December 31, 2020. The Organization has evaluated its tax positions and determined it has no uncertain tax positions at December 31, 2020. The Organization's 2018-2020 tax years are open for examination by the IRS. Should the Organization's tax-exempt status be challenged in the future, all years since inception could be subject to review by the IRS.

Note D—Management Contract

Beginning in 2014, the Organization engaged the services of IntrinXec Management Inc. (“IntrinXec”), an association management company. The Organization pays IntrinXec a monthly fee for facilities, management services and information technology infrastructure. In addition, IntrinXec was paid for services related to meetings, membership, publications and administrative support. The contract is cancelable by either party after giving 60 days written notice.

Note E – Operating Leases

In February 2017 the Organization entered into an agreement to rent office and meeting space at the Minnesota State Capitol Building that expires on June 30, 2023. Rent expense for 2020 was \$9,904. Future rent commitments are as follows:

<u>Year Ended December 31,</u>	
2021	\$ 13,383
2022	13,383
2023	<u>7,801</u>
	<u>\$ 34,567</u>

MINNESOTA GOVERNMENTAL RELATIONS COUNCIL

Notes to Financial Statements

December 31, 2020

Note F—Liquidity and Availability of Financial Assets

The following reflects the Organization's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor restricted amounts that are available for general expenditure in the following year. Amounts not available include amounts with donor-imposed purpose and time restrictions.

	<u>2020</u>
Financial assets, at year-end:	
Cash and cash equivalents	\$ 203,181
Certificates of deposit	60,167
Accounts receivable	30
Less contractual or donor-imposed restrictions:	
Board designated for specific purposes	<u>-</u>
 Financial assets available to meet cash needs for general expenditure within one year	 <u>\$ 263,378</u>

Note G – Donated Services

No amounts have been reflected in the statements for donated services inasmuch as no objective basis is available to measure the value of such services; however, a substantial number of volunteers have donated significant amounts of their time in the Organization's program and support services.

Note H – Subsequent Events

The Organization's operations may be affected by the recent and ongoing outbreak of the coronavirus disease (COVID-19), which was declared a pandemic by the World Health Organization in March 2020. The ultimate disruption which may be caused by the outbreak is uncertain; however, it may result in disruption to the Organization's members and revenue streams (including attendance of future conferences and events), and a decline in value of the Organization's marketable securities.

Other than the matters noted above, the Organization has determined that no material events or transactions occurred subsequent to December 31, 2020 and through the date of the independent auditor's report, the date the financial statements were available for issuance, that would require adjustments to and/or additional disclosure to the financial statements.



MGRC

Minnesota Governmental
Relations Council

TO: MGRC Board of Directors

FROM: Jaffe Management, Inc.

RE: February 2024 Financials

Balance Sheet

- Total cash & investments as of February total 203k, which is 3% lower than this time last year.
- Prepaid expenses include (billed in advance) insurance, directory/job board (Voice Hive) and MemberClicks annual fees/policies, which are being expensed one month at a time. The current total of prepaid expenses is \$5k.
- Deferred revenue includes membership dues and sponsorships, which are recorded as revenue one month at a time. Total deferred revenue as of February is \$108k, which is a 15% increase from this time last year.

Profit & Loss Statement

Through February, there is a loss of \$21k which is \$5k more than the loss this time last year.

- Total income of \$12k is flat compared to this time last year.
- Total expenses of \$43k are up \$5k from last year driven primarily by Postage & Shipping (\$2k), facility rental (\$2k), Management fees (\$3k) and Charitable Contributions (\$2k).

Budget

Compared to the budget there are no significant variances to report with the exception of postage & shipping that has reached the budgeted amount, \$3k.

Minnesota Governmental Relations Council
Balance Sheet
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	% Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · Checking-Associated Bank	82,492	88,161	-6%
1020 · Savings - Associated Bank	60,264	60,258	0%
1100 · CD Community Bank	32,724	32,626	0%
1101 · CD Premier Bank	27,759	27,745	0%
Total Checking/Savings	203,239	208,790	-3%
Other Current Assets			
1300 · Prepaid Expenses	4,949	4,533	9%
Total Other Current Assets	4,949	4,533	9%
Total Current Assets	208,188	213,323	-2%
Fixed Assets			
1500 · Furniture and Equipment	6,532	6,532	0%
1510 · Accumulated Depreciation	-6,532	-6,532	0%
Total Fixed Assets	0	0	0%
TOTAL ASSETS	208,188	213,323	-2%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	3,949	1,571	151%
Total Accounts Payable	3,949	1,571	151%
Credit Cards			
2030 · Elan Fin. Services-CrCardX8385	1,303	0	100%
Total Credit Cards	1,303	0	100%
Other Current Liabilities			
1050 · Due To	300	0	100%
2200 · Deferred Revenue			
2210 · Def. Membership Dues	80,032	73,899	8%
2230 · Def. Sponsorships	25,237	19,371	30%
2240 · Def. Locker Rental	2,408	0	100%
Total 2200 · Deferred Revenue	107,677	93,270	15%
Total Other Current Liabilities	107,977	93,270	16%
Total Current Liabilities	113,229	94,841	19%
Total Liabilities	113,229	94,841	19%
Equity			
3000 · Retained Earnings	116,302	134,420	-13%
Net Income	-21,342	-15,938	-34%
Total Equity	94,960	118,482	-20%
TOTAL LIABILITIES & EQUITY	208,189	213,323	-2%

Minnesota Governmental Relations Council Profit & Loss Budget Overview

January through February 2024

	Admin		Capitol Room		Membership		Programs & Events		TOTAL	
	YTD 24	Budget	YTD 24	Budget	YTD 24	Budget	YTD 24	Budget	YTD 24	Budget
Income										
4000 · Directory Sales_	0		0		90	200	0		90	200
4200 · Locker Rental_	0		392	2,750	0		0		392	2,750
4300 · Membership Dues_	0		0		15,938	91,530	0		15,938	91,530
4400 · Misc. Income	0		0		0	500	0		0	500
4500 · Registration Income	0		0		0		820	11,400	820	11,400
4600 · Sponsorship Income_	0		0		5,048	35,200	0		5,048	35,200
Total Income	0		392	2,750	21,076	127,430	820	11,400	22,288	141,580
Expense										
5000 · Bank-Credit Card Charges	494	2,000	0		0		0		494	2,000
5025 · Charitable Contributions_	2,500	5,000	0		0		0		2,500	5,000
5050 · Communications	382	932	146	2,420	0		0		528	3,352
5075 · Contract Services_	5,000	31,000	0		0		0	1,770	5,000	32,770
5100 · Equipment Rental	0		1,895	4,000	0		0	500	1,895	4,500
5125 · Facility Rental	0		2,735	16,410	0		0	1,000	2,735	17,410
5150 · Food & Beverage	769	5,400	0	150	0	500	0	14,000	769	20,050
5175 · Insurance	609	3,700	0		0		0		609	3,700
5200 · Management Fees	8,488	50,928	0		2,500	4,000	0		10,988	54,928
5225 · Misc. Expense	0	1,000	0		0		1	100	1	1,100
5250 · Postage/Shipping	73	200	0		3,056	2,600	0		3,129	2,800
5275 · Printing/Copying	613	900	4	300	11,584	11,500	0		12,201	12,700
5350 · Supplies	0		542	1,000	394	450	0	250	936	1,700
5375 · Travel	46	150	39	250	198	50	0	60	283	510
5400 · Website/Database	1,351	8,660	0		0		0		1,351	8,660
5425 · Sales/Use Tax	212	100	0		0		0		212	100
Total Expense	20,537	109,970	5,361	24,530	17,732	19,100	1	17,680	43,631	171,280
Net Income	-20,537	-109,970	-4,969	-21,780	3,344	108,330	819	-6,280	-21,343	-29,700

Minnesota Governmental Relations Council

Profit & Loss by Class

January through February 2024

	Admin		Capitol Room		Membership		Programs & Events		TOTAL	
	YTD 24	PYTD 23	YTD 24	PYTD 23	YTD 24	PYTD 23	YTD 24	PYTD 23	YTD 24	PYTD 23
Income										
4000 · Directory Sales_	0	0	0	0	90	140	0	0	90	140
4100 · Investments_	0	87	0	0	0	0	0	0	0	87
4200 · Locker Rental_	0	0	392	2,700	0	50	0	0	392	2,750
4300 · Membership Dues_	0	0	0	0	15,938	14,621	0	0	15,938	14,621
4500 · Registration Income	0	0	0	0	0	0	820	580	820	580
4600 · Sponsorship Income_	0	0	0	0	5,048	3,874	0	0	5,048	3,874
Total Income	0	87	392	2,700	21,076	18,685	820	580	22,288	22,052
Expense										
5000 · Bank-Credit Card Charges	494	519	0	0	0	0	0	0	494	519
5025 · Charitable Contributions_	2,500	1,000	0	0	0	0	0	0	2,500	1,000
5050 · Communications	382	100	146	948	0	0	0	0	528	1,048
5075 · Contract Services_	5,000	4,000	0	250	0	0	0	666	5,000	4,916
5100 · Equipment Rental	0	0	1,895	1,920	0	0	0	0	1,895	1,920
5125 · Facility Rental	0	0	2,735	1,300	0	0	0	0	2,735	1,300
5150 · Food & Beverage	769	383	0	112	0	83	0	1,613	769	2,191
5175 · Insurance	609	600	0	0	0	0	0	0	609	600
5200 · Management Fees	8,488	8,488	0	0	2,500	0	0	0	10,988	8,488
5225 · Misc. Expense	0	557	0	0	0	0	1	0	1	557
5250 · Postage/Shipping	73	137	0	0	3,056	1,136	0	0	3,129	1,273
5275 · Printing/Copying	613	18	4	0	11,584	12,258	0	0	12,201	12,276
5350 · Supplies	0	0	542	81	394	420	0	0	936	501
5375 · Travel	46	0	39	7	198	67	0	0	283	74
5400 · Website/Database	1,351	1,253	0	0	0	0	0	0	1,351	1,253
5425 · Sales/Use Tax	212	74	0	0	0	0	0	0	212	74
Total Expense	20,537	17,129	5,361	4,618	17,732	13,964	1	2,279	43,631	37,990
Net Income	-20,537	-17,042	-4,969	-1,918	3,344	4,721	819	-1,699	-21,343	-15,938



MGRC Spring Fling



As the 2024 legislative session enters the homestretch, the Minnesota Governmental Relations Council (MGRC) is excited to announce our spring event on Monday, April 29 at CHS Field from 5:00 - 7:00 pm. This grand slam event will highlight MGRC's Eric Hyland Public Policy Educational Scholarship Fund, honor retiring legislators and provide unique networking opportunities for members. All legislators and staff

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sponsorship opportunities to support the scholarship fund:

[Register Now!](#)

Sponsor MGRC Eric Hyland Public Policy Educational Scholarship Fund

MGRC recently announced the creation of the Eric Hyland Public Policy Educational Scholarship Fund. This fund will support the next generation of public policy professionals and provide a pipeline of opportunity to the Capitol. Eric Hyland was a long-time MGRC member, MGRC Board Member, former MGRC President and represented MGRC as lobbyist. Eric was a pillar in St. Paul and embodied the importance of ethical and professional government affairs representation. MGRC is honored to name our newly created scholarship fund after Eric and support Minnesota's future public policy leaders. All donation proceeds will go to the educational fund and will be highlighted at the Spring Fling networking event in April.

MGRC is accepting donations for this scholarship fund. If you are interested in donating, please click the button below.

[Donate Now!](#)

MGRC Volunteer Opportunities Still Available

High School Page Program

There are still spots available to volunteer in the High School Page Program. Click the button below to sign up and volunteer today!

The program is looking for 3-4 lobbyists to meet every week in-person

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and the legislature. This is something MGRC did pre-pandemic and was always a highlight for participants. The time commitment is 30-45 minutes on Thursdays at 11:15 am. Students are usually juniors in high school from all different parts of the state. This is a great and rewarding opportunity for us to interact with young minds as they think about future careers.

The group meets in G24 (the Sergeant's Office space) on the ground floor of the Capitol building.

High School Page Sign Up

2024 MGRC Member Room

A reminder to all members that MGRC has set up the member room (B700 in the Capitol building) for members to access. Members will have access to Wi-Fi & printers that are set up in the room. Below is the capitol room address.

MGRC Member Room
Minnesota State Capitol Building
75 Reverend Dr. Martin Luther King Jr. Blvd.
Room B700
St. Paul, MN 55115

Please note: print driver instructions for both printers are available on the member room resource webpage via the button below.

The most up-to-date information on the member room (keycards, Wi-Fi codes, parking information, etc.) can be found by clicking the button below.

MGRC Online Member Directory

Don't forget to use the MGRC online member directory as a resource to access the most up to date and current information on MGRC members.

The MGRC is a network of over 500 of the most well-connected lobbyists in Minnesota, whose common goal is to influence the public policy process through ethical representation.

[MGRC Online Member Directory](#)

Upcoming Legislative Events

After hearing from some of our membership, MGRC will now be sharing legislator-hosted events happening throughout the legislative session. These events are great opportunities for the Minnesota Legislature, MGRC, and other community members to co-mingle in a more relaxed fashion. Events will be posted as details are received and featured in the MGRC newsletter. This does not apply to fundraisers outside of legislative session.

- Wednesday, April 17th: The Ranger Party at Mancini's from 5:00 - 7:00 pm.

2024 Important Legislature Dates

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Legislators and the public generally know the timeline for getting bills through the House committee process during the upcoming 2024 session.

Here are the two deadlines for the 2024 session:

- Friday, March 22: Committees in both bodies must act favorably on bills that are not major appropriation or finance bills.
- Friday, April 19: Committees in both bodies must act favorably on major appropriation and finance bills.

Per [House Rule 2.03](#), the deadlines do not apply to the House Capital Investment Division; the House Taxes, Ways and Means, or Rules and Legislative Administration committees; nor the Senate Capital Investment, Finance, Taxes or Rules and Administration committees.

The Legislature must complete its work by May 20.

Recess Dates:

The legislature will recess for the observance of Easter, Eid, and Passover during the 2024 regular session. Both the Senate and House will remain open but no committee meetings or floor sessions will take place during these times.

Easter recess

- Begins on Wednesday, March 27 at 5:00 pm
- Legislative activities resume on Tuesday, April 2 at 12:00 noon

Eid recess (*may change based on religious practice and the lunar calendar*)

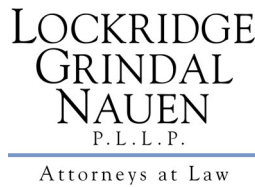
- Begins on Tuesday, April 9 at 5:00 pm
- Legislative activities resume on Thursday, April 11 at 12:00 noon

Passover recess

- All day on Monday, April 22 and Tuesday, April 23

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Lobbyist 101 Recap

On Friday, Lauryn Schothorst moderated MGRC's first "Diversity & Inclusion At the Capitol" Panel Discussion featuring Whitney Harvey, Senior Director of Workforce Diversity and Inclusion at the MN Chamber of Commerce, and Shay Marlowe, DEI Training Specialist at the Minnesota Child Welfare Training Academy. The MGRC D&I statement states that we "...strive to create an inclusive environment within our membership and at the Capitol, where diverse voices are active in all aspects of our organization, where all individuals are treated fairly, and different viewpoints, opinions, thoughts, and ideas are encouraged. We recognize that differences and diverse backgrounds bring richness to our work environment, and we are committed to making the profession more inclusive while cultivating a diverse pipeline of government relations professionals."

Questions answered during this 1-hour session include: Where does someone start regarding this process? What are some basics that I

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what training, education opportunities are available? What are the best practices and opportunities that exist? We hope that you find this resource opportunity timely and helpful. For your convenience, this panel was recorded and can be downloaded by [clicking here](#).

MGRC Eric Hyland Public Policy Educational Scholarship

Last week, MGRC announced the creation of the Eric Hyland Public Policy Educational Scholarship Fund. This fund will support the next generation of public policy professionals and provide a pipeline of opportunity to the Capitol. Eric Hyland was a long-time MGRC member, MGRC Board Member, former MGRC President and represented MGRC as lobbyist. Eric was a pillar in St. Paul and embodied the importance of ethical and professional government affairs representation. MGRC is honored to name our newly created scholarship fund after Eric and support Minnesota's future public policy leaders. Our initial fundraising for the scholarship fund will be at MGRC's spring event (details coming soon!), which will look to honor retiring legislators. All donation proceeds will go the educational fund and will be highlighted at the event.

MGRC is now accepting donations for this scholarship fund. If you are interested in donating, please click the button below.

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Passover recess

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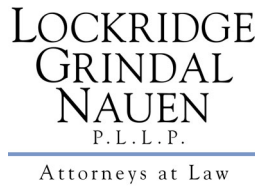
Legislative activities resume on Wednesday, April 24 at 12:00 noon

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