*Chaffee County Community Foundation*

**May 11, 2018**

**Board of Directors Meeting 3:00 – 4:00**

**Introduction of new Advisory Board members 4:00 – 5:00**

Participating Board Members:

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| Ed Cooper | Lisa Martin |
| Wendy Hall | Gordon Schieman |
| Michael Hannigan | Sydney Schnurr |
| Rick Hum | Cindy Williams |
|  |  |

Guests: Keith Baker, Greg Felt, PT Wood

Discussion: Gordon Schieman was invited to join the Board; long-standing attorney and resident of Chaffee County for over 50 yrs.

Action: Board voted by acclimation to bring Gordon on as a member of the Board.

Discussion: Review and approval of governing documents.

Action:

 ▪ Bylaws – Minor revisions suggested. Motion to accept Bylaws with revisions and suggest proceed with re-filing with Secy of State. Unanimously approved. Rick will file.

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 ▪ Conflict of Interest/Confidentiality Agreement – Motion to accept as written. Unanimously approved.

 ▪ Minutes from last meeting – Motion to accept; unanimously approved.

 ▪ Mission Statement / Case Statement – these are intertwined messages.

Agreement that Mission Statement should be simple, concise, grab a reader’s attention. There was enthusiasm for the Case Statement tag line “Our valley. Our mountains. Our river. Our future.” Greg Felt encouraged the Board to consider adding a human aspect to the tag line. Discussion to link CCCF brand and logo with Envision, although as separate entity from CCCF.

No changes to Case Statement. Syd also has FAQs prepared and those will be posted.

After discussion about the Mission Statement the Board approved: “***The Chaffee County Community Foundation is a philanthropic community catalyst that inspires ideas and ignites action.***”

Gordon asked if there will be competition with Envision raising money for projects at the same time that CCCF will also be raising money. Different targets, different types of funding needed. Cindy said the time may come once CCCF is fully established that projects may move under the CCCF umbrella for funding instead of Envision.

Discussion: Project management software. The Envision Team has selected “Meistermind” as the project management software that best serves their need. Since members are already logged onto Meistermind for Envision work, Board decision to also use it as the project management tool for CCCF for the time being. It will serve as the repository for documents going forward instead of sending around via e-mail.

Action: All members need to be on Mestermind. Documents will be uploaded / posted to Meistermind for team review, work and storage.

Discussion: Branding and logo. Ed asked Michael DiLillo a local website developer to help the Foundation develop a website pro bono and he agreed to provide the structure. Ed will ask him to begin working on the graphics/layout for the CCCF website using the approved Mission and Case Statements, as well as incorporating some of the graphics from the Envision website.

Workgroup created for branding/logo: Cindy, Michael, Syd and Keith. Jordan Brown, an Advisory Team member, was suggested for helping with this subgroup.

Discussion: Bylaws require officers be elected.

Action: Board voted for the following slate: Chair – Ed Cooper, VP – Rick Hum, Secretary – Wendy Hall, Treasurer – Gordon Schieman.

Discussion: Need to begin the development of fiscal policies and procedures as well as the account structure in order to accept donations, write checks, etc. Finance Committee needs to be established. Will require determination for bank accounts, a Fiscal Policy, need Treasurer.

Action: Suggestion that two accounts be established, one at Collegiate Peaks and the other at High Country Bank because both have a local presence. Michael will forward Pikes Peak Community Foundation’s Fiscal Policy for CCCF to use as a template.

A Resolution is required by the Board to set-up financial accounts with authorized signers. Resolution was suggested: Treasurer move forward with obtaining accounts at the two banks, two signatures required on all expenditures (Chair and Treasurer), all four members of Executive Board can also sign when necessary. Board vote and unanimous approval of Resolution. Physical location for office/location for records will be determined as needed.

Discussion: An ad hoc 1-year budget needs to be done in order to determine levels of donation for founding members/pillars of CCCF. Michael will prepare a budget projection for the first year. Ed stated that the budget and financial projections should be part of the business-strategic plan that needs to be developed.

Discussion: Next steps

* Foundation will need seed money to get started / founding members and level of donation determination / who to talk to
* Timeframe for hiring Executive Director
* Conversations for insight from community members

Submitted by Wendy Hall.

**Next meeting is Wed. June 20th at 9 AM at Michael’s house; he will send directions.**

# **Chaffee County Community Fund**

# **Second Team Meeting Agenda**

## **May 11, 2018 ▪ 3 – 4 PM**

1. Introduction of new member
2. Approval of April meeting minutes
3. Executive Committee appointments
4. Documents for approval: Bylaws, Conflict of Interest/Confidentiality Policy, Mission Statement, Case Statement
5. Building the CCCF umbrella: short- and long-term items, strategic and business plans, fundraising, policies, procedures, people, agents.
6. Advisory Teams

VII. Next steps

Framework for action (form for planning and mapping our social interaction). Including future milestones for the CCCF (discussion)

 Short-term resource needs

VIII. Next meeting(s)

Advisory Team members meet-and-greet to follow.