*Chaffee County Community Foundation*

**July 23, 2018**

**Board of Directors Meeting 3:00 pm**

Participating Board Members:

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| Ed Cooper | Lisa Martin |
| Wendy Hall | Gordon Schieman |
| Michael Hannigan | Cindy Williams |
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Point of information: Ed has been in contact with Patti Arthur, who is *Of Counsel* with Anderson-Hughes Salida office; lives here. She is skilled in nonprofit corporations and offered her services pro bono. Ed has the retention form needed to connect CCCF with her. Board approved by acclamation retaining Ms. Arthur.

**Old Business**

Discussion: Bank accounts: Collegiate Peaks account is opened. Ed Cooper provided $500 to open the account. signature card remains to be filed. That is a savings account. High Country is requiring that all signers be present at the same time to open the account. The paperwork will finalized as soon as the officers are present at the bank. Gordon provided $500 to open the checking and savings accounts.

Action: Ed will organize a time for all four signers to meet at High Country in Salida to open checking account.

Discussion: Michael and Cindy met with Program Officer at Gates Family Foundation. Went very well. The ask was for $100K. Gates liked the idea about Michael’s involvement b/c of his experience with Pikes Peak. The formal application has been submitted, Michael signed it. Gates decision will be made in Sept. Gates is most interested in conservation and CCCF because of its connection to Envision. Cindy said another project that has “asks” from Gates are *People for Chaffee* for protection of healthy forests, waters, and agricultural lands.

Discussion: P.O. Box is needed. Note that people will not get the full CCCF name right, so bank needs to be aware of “CCCF,” “Chaffee Community Fund,” and other a/k/a.

Action: Gordon will open P.O. Box in Salida and discuss the name variables.

**New Business**

Minutes from the June meeting were approved.

Discussion: Fundraising – A pledge form has created. CCCF needs $$$, need to get to ~$50K in order to hire Exec Dir and purchase software. Note that initial budget did not list any part-time staff. Looking to Board and Advisory members for donations.

Action: Ed to send out pledge form. Needs to be revised so it can be filled out as a form on the computer.

Discussion: Michael said CCCF will need to start preparing acknowledgement letters for all donations; said he is happy to do it. But, this requires a logo, refinement of the Case Statement, which needs to look really professional and precise. Michael’s son is a good designer, and said he could draft logo(s) for review, refine the Case Statement.

Action: Approval to utilize Michael’s son Ryan for logo and artwork development; price not to exceed $500.

Discussion: Suggestion that $5,000 over two years be the level for Founders Fund. Protocol for asking -- If $5,000 is the level for Founders Fund, everyone needs to be clear how to answer what we are asking the dollars for. Question how to respond to people who say, “I already give to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” Also, some Founders will want recognition, others will want to be anonymous. Michael said Founders will be invited to special VIP events, names published in CCCF’s reporting, announced at events.

Action: Michael says one response is “Give to everyone you can. Also know that foundations cause giving to go deeper and impact the community further.” Language on how to ask will come out in Michael’s “Foundations 101” classes he will teach. **UPDATE 7/26:**  **Michael was in touch with Jed Selby; Jed said they can host that activity in the ballroom at The Surf Hotel, minor charges for refreshments. Need to coordinate weeknight dates that might work.**

Discussion: Michael said LWV has already connected with him to do a program about the Foundation. Gordon suggested that Michael do the program for the Humanists. Cindy did a podcast with KHEN Radio about Envision. Suggestion that Michael’s “101” class be recorded and KHEN would probably replay it.

Action: On hold - contact with radio stations.

Discussion: How to approach new and part-time homeowners.

Action: Lisa said she will try to do some in-depth searching/sorting from the Assessor’s office to look at home purchases in [at least] 2017. Will also sort via selling price.

Discussion: CCCF needs a brokerage account.

Action: Michael knows Pete Gabriel at Cambridge Financial. Will ask Pete is they would host CCCF’s brokerage account for no fees. Other suggestion is Schwab b/c fees are very low. **UPDATE 7/26: Pete Gabriel at Cambridge has agreed to host the investment account pro bono. Ed will interview and Michael will complete forms.**

Discussion: Advisory Team – Ed said there are 24 names on the list now. Ed suggested the Foundation form four committees/teams and that every Advisory member be assigned to a committee, with one or more Board members also on each committee. His recommendations were:

* Promotion & marketing
* Fundraising – with Syd leading this effort
* Education and Training
* Long-range planning

Action: Decision that at the “101” class for Board and Advisory Team, Michael advise everyone about participation on committee(s).

Discussion: Michael said he offered to Ed that he would serve as Interim Exec Dir through 2019 in order to get CCCF moving forward in all aspects. Will not be Exec Dir on a permanent basis.

Action: Agreement and support for this; tabled decision pending funding.

Discussion: Ed has suggested expanding the Board by 1 – 3 members, but several question why expand, saying Boards get very difficult to work through issues with too many people, believing it should not grow at this point and should be kept small. In addition, one or two members may be replaced at the end of 2018. Related to the Board, there will be one spot open automatically if Michael assumes the Exec Dir position. Ed’s belief is that the agricultural component is not represented; also, he believes we still need representation for the generational families and someone from the medical community, perhaps a retired doctor. Question if representation from the schools is important.

Action: More discussion needed.

Action: Initiate the Nominating Committee is necessary. As Chair of the Board, Ed will create and lead the nominating committee. He will determine other members.

**Action Items**

1) Need county nonprofits list and begin interviews to for introduction and to determine needs **(Wendy getting .CSV list Lisa provided into Excel and clean out HOAs, others not applicable)**

2) Identify non-supporters and determine what their concerns are via sit-down conversations with them.

3) Purchase and implementation of Foundant software

4) List from Assessors Office of new home sales, purchase price **(Lisa)**

4) Dates for “Community Foundation 101” training at The Surf Hotel for Board/Advisory; question if others should also be invited/allowed **(Michael)**

5) Michael to do presentation for Humanists **(Gordon to coordinate)**; What about LWV – **Michael?**

6) Syd, Michael, Ed, Rick define talking points and funding requests **(Syd)**

7) Cindy to provide Syd list of everyone Envision is contacting for funding. **(Cindy – done?)**

8) Terms for Advisory Board members – need to discuss/determine

9) Nominating Committee **(Ed)**

10) Finish bank account paperwork (Ed, Gordon, Wendy, Rick)

11) Open PO Box (Gordon)

Ongoing

Fiscal Policy

Schedule for hiring Exec Director

Board members to end terms at end of 2018

M**onthly Board meetings the 4th Monday of each month @ 3 PM.**

**Next meeting is Mon. Aug 27th at 3 PM at Michael’s house.**

Submitted by Wendy Hall 07/30/2018. Reviewed by Ed Cooper