**Executive Committee meeting via Zoom**

Meeting Agenda-Minutes: Sept. 29, 2020

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| **Meeting Purpose:**  |
| Invitees/Attendees | Title/Role |
| Paul Alexander | Board Member |
| Jordan Brown | Board Member |
| Ed Cooper | Chair |
| Joseph Teipel | Executive Director |
| Merrell Bergin | Treasurer |
| Wendy Hall | Secretary |
| Rick Hum | Vice Chair |
| Megan Leesley | Board Member |
| Casey Martin | Board Member |
| Dustin Nichols | 2nd Vice Chair |
| Kayce Penrod | Board Member |
| Gordon Schieman | Board Member |
| Syd Schnurr | Board Member |
| Rachele Vierthaler | Board Member |
| **Guests:** |  |

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| Agenda Items and Meeting Minutes

| **Ref** | **Agenda Item** | **Facilitators** | **Time** |
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| **1** | **Consent Agenda:*** **Adoption / Changes to Agenda**
* **Prior meeting minutes**
* **Aug. Financials**
 | Ed | 5 min |
| ***2*** | **ED Update*** **Quick updates**
* **Housing projects**
* **Financials**
* **Youth Initiatives**
* **Other**
 | Joseph | 60 min |
| **3** | **Finance Committee*** **2019 Form 990 update**
* **Records Retention**
 | Merrell |  15 min |
| **4** | **Development Committee*** **Un-gala**
* **Donor research and prospecting**
* **Donor survey**
 | Syd | 20 min |
| **5** | **Grants Committee*** **General**
* **CVRF**
* **Other**
 | Rachele + All | 20 min |
| **6** | **Other Business** **Next Meeting: 11/30/20▪ 03:00 - 05:00 p.m. (no Exec mtg after full Board mtg)** |  |  |

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| Ref NBr | discussion |
| 1 | Consent Agenda-Minutes Consent agenda items moved forward with approval. |
| 2 | Executive Director Report* **Quick Updates**
	+ Nestle had requested a letter of support from Joseph representing CCCF going into their public hearings. Letters of support are not provided to any donors, so no discussion.
	+ Admin Coordinator – Several excellent candidates. Joseph has full day of interviews on Friday; Wendy and Merrell also interviewing candidates (via Zoom). Joseph intends to make an offer on Friday afternoon, if decision clear, and extend offer to start mid-Oct. Casey will try to sit in on one interview if the timing works.
* **Housing projects**
	+ BV project – Called the “Pathway to the Future.” Progress being made on financing. An update to the School Board was done last night. Questions remaining to be resolved are ownership and the capital requirements.
		- SB Clark specializes in financing with New Market Tax Credits (NMTC). Joseph will do a separate (and optional) training session for interested Board members in the near term. BV is both an Enterprise and and an Opportunity Zone.
		- Combining of the Salida project with the BV project would enable CCCF to be an Opportunity Zone. The BV project is a prime location for an Opportunity Zone.
	+ Salida project – An offer has been developed and was delivery to the owner last Friday. R. Ferris is out of town the week of Oct. 7, so Joseph will reconnect with him the week of Oct. 12. Greg Power is the legal counsel to Ferris. Greg Powell and Casey have talked and both parties want to keep everything simple.
		- CDOT has a layer of involvement because the property fronts Hwy 291, but there don’t appear to be any significant issues. Just determination of access.
		- Noted that there is no well water on this property.
		- R. Ferris has indicated he will be the donor for the earnest money (Ferris is also the architect). In discussions, CCCF was the choice to go under contract but the final decision for ownership and closing on the contract is still not determined.
		- Joseph indicated about $100K in funding is confirmed with contributions from the Grethers and El Pomar Foundation through the Dept of Housing.
		- Adaptive housing with bunk beds can sleep 32 ppl.
		- The adjacent property is owned by Dr. Joel Schaler; he is open to selling. The Argys property is also adjacent; B. Grether knows the Argys’ and will talk with them.
		- B. Gray and Joseph are meeting with the EDC on Nov. 5th. This presentation is geared for any of EDC’s interested Board members to participate in the funding with perhaps first priority for use of some of the housing units for their employees.
		- The Telluride Foundation has worked in the affordable housing sector. Becky and Joseph will work with the State Treasurer, Dept. of Housing and others to try to build an extremely low funding cost. The BV project seems to be a high priority for this type of funding.
* **Financials**
	+ The PPP loan still shows as debt. The repayment plan has been delayed so holding back on the debt forgiveness. Once that takes place, those dollars will show as revenue.
	+ Huge deficit showing is related to no in-kind radio promotion, done as a contribution.
	+ ERF – Received about $30K in donations to the ERF from the email blast that went out, detailing that the ERF balance was low. About $5K of the $30K was for the George Blake Walks campaign.
	+ CRF – Town of BV has a Business Relief Fund that is separate from the CRF. Two nonprofits have applied to the CRF so far.
* **Youth Initiatives**
	+ Nestle is contributing $5,000 but it is really pass-through to B&G Club.
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| 3 | Treasurer’s Report / Finance Committee* **2019 Form 990** – Finance Committee made some clarifications to the Functional Activities Statement. Expect to forward From 990 to Joseph and Merrell on Wed., then on to Ed for signature next week.
* **Records Retention Policy** – expertise on Finance Committee has provided a good draft policy. May need further statements on the role of the board Secretary in Records Retention. Hoping to move to transparency on the Cloud. Some committees may have local storage but the Admin Coordinator will play a role in putting documents where they should be , assist with being the central repository.
* Next for this committee is the Financial Guidelines & Policy Manual; Joseph provided a template manual to work work. High priority is to get the Paid Time Off (PTO) Policy finalized.
* Suggestion that an Audit Committee be created as a working committee as CCCF continues to grow and mature.
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| 4 | Development Committee * **Un-Gala**
	+ The invitation and “parts” are at the printer. Syd will need help stuffing and stamping to get all 800 invitations out my Friday of next week.
	+ Part of campaign will be impromptu videos, short chats from Board members.
* **Gift Acceptance Policy**
	+ This policy will provide the framework for what gifts can and cannot be accepted.
	+ Discussion that hesitation could arise from a corporate donor who does things we are opposed to. All gifts accepted must align with the Values CCCF states in its Mission Statement.
	+ Noted that a “value” is personal, therefore individual board members might support and others oppose the corporation.
		- Example given: Climax is in mining, which can be controversial. But, 1/3 of its workforce lives in Chaffee County and many believe Climax has been a good community member, donating funds, providing scholarships to the high schools, and promoting volunteering among its employees.
		- How could CCCF define which corporations don’t meet our values? This will be the challenge in writing a solid working Gift Acceptance Policy.
		- Other things that will have to be considered would be the mechanics of disposing of boats, cars, art, etc. if it is donated. The other component is the societal view as it relates to CCCF’s mission and values.
		- Do Aspen, Summit, Telluride Foundations have policies that could help guide us?
		- CCCF’s stated values trump any personal values.
* **Donor Prospecting Software**
	+ Limited users; strict confidentiality agreement required by users.
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| 5 | Grants Committee* CRF is now launched with the municipalities’ CARES funds. Do not confuse with the Community Grants, which will initiate after the first of the years. CARES funds are reimbursement of expenses or lost income only.
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| 6 | **Other*** **WeAreChaffee**
	+ Trying to broaden the perspectives to represent the conservative viewpoints. Kayce said that she has been asking groups / individuals for donations to CCCF, asking for involvement, but has received extremely low interest. In conversations with her, some people have said CCCF’s Black Lives Matter statement was political and they don’t support it. This would also apply with other people as it relates to Nestle.
	+ Further and deeper conversation about these types of issues and perspectives is needed.
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Action items

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WLH 12-17-20; reviewed by RH 12-20-20