**Board meeting via Zoom**

Meeting Agenda-Minutes: Dec. 21, 2020

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| **Meeting Purpose:**  |
| Invitees/Attendees | Title/Role |  |
| Paul Alexander | Board Member |  |
| Merrell Bergin | Treasurer |  |
| Laurel Biedermann | Administrative Coordinator |  |
| Jordan Brown | Board Member |  |
| Ed Cooper | Chair |  |
| Bonnie Davis | Board Member |  |
| Joseph Teipel | Executive Director |  |
| Wendy Hall | Secretary |  |
| Rick Hum | Vice Chair |  |
| Casey Martin | Board Member |  |
| Dustin Nichols | 2nd Vice Chair |  |
| Gordon Schieman | Board Member |  |
| Rachele Vierthaler | Board Member |  |

UPDATES ON COVID: # of positive cases continues to climb but none in the hospital here at this point. Treatment statewide is better.

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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**
 |   | 5 min |
| ***2*** | **ED Update*** **YTD Financials and Colorado Gives Day**
* **ERF and CRF**
* **Become a voting member on EDC?**
* **ChaffeeCOMMONS / BoardSpot**
* **Operating Reserve Policy**
 | Joseph +Laurel | 65 min |
| **3** | **Committees*** **Nominating**
* **Finance**
* **Development**
 |  |  20 min |
| **6** | **Other Business** **Planning & Strategy meeting – 01/11/21 ▪ 1:00 – 3:00 pm****Next Board Meeting: 01/25/21** **▪ 03:00 - 05:00 p.m.**  |  |  |

DiscuSSION

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| Ref NBr | discussion |
| 1 | **Consent Agenda-Minutes*** Minutes from Sept., Oct. and Nov. approved.
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| 2 | **Executive Director Report*** **YTD Financials**
	+ Dollars coordinated / managed by CCCF in 2020 are 5X more than 2018 and 2019 together.
	+ PPP loan forgiveness is in process. Once that occurs, revenue will reflect it.
	+ CCCF got $12K direct donation to our Operating Fund; in 2019, only ~$2,000. CCCF pays $650 to be a Regional Champion, but benefits outweigh that cost.
	+ The look-ahead budget shows there will be more expenses related to fundraising and marketing that weren’t required this year due to the ERF and CRF.
* **ERF** - Successfully replenished for all expenditures. $10,000 was given to CCPH so it could retain its COVID Coordinator (its CARES Act funds had run out).
* **CRF** – 73 grants to nonprofits and small businesses, totaling $300,000.

 Question if oversight /accountability for CCCF disbursements of CARES funds falls on us. No, organizations had to prove their losses related to the pandemic in order to get funds.* + Joseph proposing that allocations up to defined limits be allows, with oversight from the Grants Committee; just like the CCPH grant. Rachele, as Chair of Grants Committee, made motion, with Dustin seconding. Full consensus approval.
	+ Noted that the burden for this falls on staff and Board Treasurer, need tight coordination between the Grants Committee and staff working within clear processes and with an eye to the upcoming audit.
* **Become voting member of EDC?**
	+ Voting membership costs $1000; should CCCF have a sit at that table? Part of the decision will depend on who the EDC board hires to replace Wendell. Let’s wait to find that out.
	+ Messaging to donors will emphasize that their contributions were leveraged for maximum value. Would not want donors to feel their dollars were not important. In fact, it was those contributions that allow for this type of leveraging.
* **ChaffeeCOMMONS + BoardSpot**
	+ Will have full launch plan in January. BoardSpot is a component of the back-of-office services to be offered. Joseph received a random email from BoardSpot CEO; functionality is incredibly useful to CCCF. All required information stored on BoardSpot . . . “Board Portal” on website no longer needed as documents will be on Board Spot. Zoom meetings schedule and dial-in will show there, committee members and meeting notes, etc.
	+ Licensing fee is $2100/yr, but company is making in-kind donation of first-year fee so that “Sub-User” functionality can be tested; using us as a test case. Once we have use understood, our Sub-Users (other NPOs) can also use it for their Board meetings and documents. Annual cost after 2021 will be covered by membership. Each organization will have its own unique URL and other organizations will not be able to see other organizations’ information.
	+ Laurel is the point person for BoardSpot and did a demonstration of how to use. Board members will receive invitation to join just following this meeting, and will set up log-in information and can practice using it.
* **Operating Reserve Policy**
	+ Joseph emphasized his belief that there be an Operating Reserve, and that it be seeded immediately. He will send out the draft policy for comment and approval.
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| 3 | **Committees*** **Nominating**
	+ Casey vetting new Board candidates. Area of representation on Board should include the school districts. Kate Davis is a Salida native who lived elsewhere, but is back and wants to be involved. She has a robust, broad range of expertise in fundraising, development, etc. Her professional skills will allow for her to do some contract work for CCCF, similar arrangement as how it is done with Casey.
	+ Ed discussed with Wendell about joining CCCF board after he leaves EDC and the Adams State board.
	+ Up to this point, the Governance Committee was linked with the Nominating Committee, but governance processes need to be fleshed out more clearly.
* **Finance**
	+ The past month has been a huge load. 1099s need to go out to the small businesses; committee members will be discussing that at its next meeting.
	+ As staff is able to take day-to-day transactional work, it will leave Merrell better able to deal with the high level stuff.
* **Development**
	+ A monthly recurring meeting has been set for the first Friday of each month.
	+ If the Salida housing project goes forward, there will have to be some realignment of the accounting in the software; project will add complexities.
	+ An 18-month RFP is drafted for a PR consultant.
	+ Four stock donations have been received.
	+ An EOY broad email will go out with a video from Joseph.
* **Grants**
	+ Social media posting has asked for community members to join the Grants Committee as a standing committee to review and prioritize the municipal Community Grants and others.
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Action items

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| Ref NBr | Action | Person Responsible |
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WLH 01-02-21; reviewed by \_\_\_\_\_\_\_\_\_\_