



## Board of Directors Meeting

Executive Committee meeting via Zoom

### MEETING AGENDA-MINUTES

Meeting Purpose:		
Invitees/Attendees	Title/Role	
Megan Leesley	Chair	
Betsy Dittenber	Executive Director	
Rick Hum	Treasurer	
Katie Davis	Secretary	
Paul Alexander	Vice Chair	
Rachele V.	Board/Committee Member	
John V.	Board/Committee Member	
Aaron	Board/Committee Member	4:10pm
Bonnie	Board/Committee/Member	4:25pm
Audrey Gamache	Staff	
Laurel B.	Staff	
Guests:	None	

# AGENDA ITEMS AND MEETING MINUTES Board of Directors Meeting

Ref	Agenda Item	Facilitators	Time
1	<ul style="list-style-type: none"> <li>Consent Agenda</li> <li>January minute approval</li> </ul>	Megan/Rick	4:02pm
2	Chair Report ED Report -education plan draft, Tech access	Megan/Betsy	15 min
3	Committee Reports <ul style="list-style-type: none"> <li>Nominating/Governance</li> <li>Finance</li> <li>Development</li> <li>Grants</li> </ul>		30 min
4	New Business <ul style="list-style-type: none"> <li>Jane's Place MOU</li> </ul>		60 min
6	Next Meeting: 3/28/22 4pm6pm MTN	Mtg Adj 6:16PM	

## DISCUSSION

REF NBR	DISCUSSION
3	By Laws - By Laws Discussion Annual meeting changed from December to January Action Item - Paul – up to date indemnity clause in our ByLaws. <b>MOTION</b> to pass bylaws as written – Paul 2 <sup>nd</sup> Rick, All in favor
3	<b>* Finance Committee</b> <b>MOTION</b> Vote on fiscal policies from Finance Committee- Paul – move to fiscal policies and Rick 2nd. All in favor. <b>Nominations Committee</b> <ul style="list-style-type: none"> <li>Paul will be Chairing the committee.</li> <li>Aaron – taking promotion. Moving to Denver. Stepping off the Board. Will connect with a person at mine and see if we can fill his seat.</li> </ul>

 **Board of Directors Meeting**  
Board Recruitment Google Doc  
<https://docs.google.com/spreadsheets/d/1sMu52i4NAZ0MVcl5oWovCe8VYMLH6PY1TzsobjTW9Fs/edit#gid=0>

4	<p>New Business – Jane’s Place Board Questions/Comments</p> <ul style="list-style-type: none"> <li>• Is it time to let go of it? Why do we need to maintain a relationship? Is it time to incubate something else? CHA does not have capacity to deliver on this project. CCCF has the capacity.</li> <li>• Option lease or sale of land- intentionally vague. CHA Board interested in owning the land. CHA is no longer part of County General Fund. They have their own budget now.</li> <li>• Is the reinvestment part of project important to CCCF? “messaging” giving back to housing.</li> <li>• CHA Board does not want to sign until there is a ground lease to sign.</li> <li>• Insurance requirements? Be explicit and call it out in MOU. What is CHA required to hold that protects CCCF.</li> <li>• Rick Request- land lease at a reasonable level and not just constrained to CHA housing projects in the future. Shouldn’t limit it to just CHA. Request- delete sentence about “surplus” so CCCF can use the funds how we want</li> <li>• MOU is not a legal binding document – so we have options of coming back and changing at later stages depending on what the political env is telling us.</li> <li>• Bonnie- project development that needs to be transparent to all donors (Bonnie/Betsy work on this)</li> </ul> <p><b>MOTION</b> – Wendy made motion – Betsy to Ask for more explicit language on insurance – ensure land lease is written properly which includes indemnification language, change last sentence on “surplus” and how we are using it, keep the \$10k. and approve so we can move forward John 2<sup>nd</sup> motion. Majority vote to move forward. Motion Passed.</p>
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**ACTION ITEMS**

REF NBR	ACTION	PERSON RESPONSIBLE
3	<p><b>Development/Fundraising Committee</b></p> <p>Action/Request from Staff- Request - Fundraising Committee - please send any new donor additions to Laurel or Wendy.</p> <p>Request- Send Betsy/Laurel know about upcoming meetings so we can post on Board Spot so that other Board members can attend a committee if they choose</p>	All Board
3	Event committee for donor event meet to discuss invites, timing, etc	Sydney, John, Wendy
3	Board Recruitment D	

# Board of Directors Meeting

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## Meeting Agenda

### I. MEETING PREWORK

- A. Review All Board Packet Materials and Prepare Questions for Meeting Discussion
- B. Submit Independent Development Plan and NDA if have not done so already

### II. Call to Order & Attendance

### III. Consent Agenda



- A. Agenda Adoptions
- B. January Minutes Approval
  -  [Board minutes 01-24-2022 KD.docx](#)
- C. Financials
  -  [Balance Sheet 1.31.2022.pdf](#)
  -  [Statement of Activities Jan 2022.pdf](#)
- D. Fund Creation Policy
  - Added to consent agenda by Finance Committee
  -  [2022.2.16 Fund Creation Policy.pdf](#)
- E. Edited Bylaws
  - ✎ *Rick Hum*
  -  [Bylaws - Amendments February 2022.docx](#)

### IV. Chair Report


✎ *Megan Leesley*

- A. Board Meeting Schedule
- B. Board Culture

### V. ED Report

-  [ED Report February 2022.pdf](#)
- A. 2022 Education Plan Draft
  -  [2022 Education Plan \(1\).pdf](#)
- B. Tech Access: Zoom, Shared Drive, Board Spot

### VI. Committee Reports

- A. Nominating & Governance
  - ✎ *Paul Alexander*
  - 1. Board Education Plan
    - Board Education Tool for board education plan.
    - ✎ *Megan Leesley*
    -  [PRINCIPLES & PRACTICES 4th EDITION.pdf](#)

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## 2. Board Recruitment

<https://docs.google.com/spreadsheets/d/1sMu52i4NAZ0MVcl5oWovCe8VYMLH6PY1TzsobjTW9Fs/edit#gid=0>

👤 *Megan Leesley*

## 3. Committee Assignment

👤 *Megan Leesley*

## B. Finance

👤 *Rick Hum*

### 1. Fiscal Sponsor Policy

Fiscal Sponsor Policy and Agreements for two types: Pre Approved Grant and Comprehensive. Note: Looking for feedback from board before getting input for legal counsel and our FS existing partners.

📄 [22.2.9\\_DRAFT Comprehensive FS Agreement.pdf](#)

📄 [22.2.21\\_DRAFT Fiscal Sponsorship Policy.pdf](#)

📄 [22.2.21\\_DRAFT PAG FS Agreement .pdf](#)

## C. Development

👤 *Katie Davis*

📄 [Development Committee Meeting Agenda and Next Steps.docx](#)

## D. Grants

CCCF received 37 applicants requesting \$291,554 for the 2022 Municipal Cycle. There is a total of \$108,763 available for competitive funding. (\$29,800 was designated as line item funding).

👤 *Rachele Vierthaler*

## VII. Jane's Place MOU (Discuss)

The MOU is the result of 90 days of negotiation between CHA and CCCF's EDs. The MOU has been presented to CHA's board and is tentatively approved pending the ground lease. This is an opportunity to understand the evolved relationship between CCCF & CHA and how the MOU defines that relationship.

👤 *Megan Leesley, Betsy Dittenber*

📄 [MOU CCCF-CHA Final.pdf](#)

## VIII. Adjourn