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**Board meeting via Zoom**

Meeting Minutes: May 23, 2022

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| **Meeting Purpose:**  |
| Invitees/Attendees | Title/Role |  |
| Paul Alexander | Vice Chair |  |
| Connie Callahan | Board Member |  |
| Bonnie Davis | Board Member |  |
| Laurel Biedermann | Administrative Coordinator |  |
| Audrey Gamache | Community Engagement Specialist |  |
| Wendy Hall | Board Member |  |
| Rick Hum | Treasurer |  |
| Betsy Dittenber | Executive Director |  |
| Megan Leesley | Chair |  |
| Rachele Vierthaler | Board Member |  |
| John Vandewalle | Board Member |  |

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| Agenda Items DiscuSSION

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| Ref NBr | discussion |
| **1** | **Consent Agenda items*** Consent Agenda items were approved as presented.
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| **2** | **Chair Updates*** Sasha Mitchell has property management experience managing affordable housing. Megan meeting for coffee with her next week to discuss.
* Question asked about the communication with Jimmy Sellars. Betsy drafted a response and Paul reviewed it. Rick and Megan are going to approve it and the CCCF response will be distributed to the Board once approved.

**E.D. Updates*** FIBArk: Annie is the FIBArk event coordinator. Annie has been in contact with Audrey. CCCF could have a booth like last year that must be staffed or CCCF can participate in an event utilizing VIA. Also, the announcer at the raft rodeo can do a shout-out about CCCF.
	+ If a “locals night” is done, staff will cover that.
	+ There wasn’t much participation last year from the visitors; they were mostly there for the music. Laurel likes the idea of hosting an event and the shout-out.
	+ From Rick’s experience with FIBArk, people are there to take part in the activities and it is not the best venue to engage about CCCF.
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| **3** | **Chair Report*** Billy Strings concert at The Meadows in BV -- the organizers are happy with the partnership with CCCF; the event is sold out and proceeds are ~$40K. About one third will come to CCCF.
* Organizers plan to make the event more family friendly, such as stocking the pond with for a kids’ fishing event.
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| **4** | **E.D. Report*** Community Summit – Date is set for Sept. 20. Attendees will get an update from CCCF and Awards will be given for Philanthropist of the Year, Volunteer of the Year, and Organization of the Year. Have not defined how nominees are reviewed and selected.
	+ First step needs to be defining the criteria, then open up the selection to a panel of judges.
	+ This can be an annual event. Makes sense to have community members on the panel, of course.
	+ Betsy said the nominees and selection for awards will be done prior to the Summit.
	+ Will start on this process after July 1.
* Jane’s Place Resolution – The Resolution has been drafted and shared with the Board. Megan asked for a vote to approve. Resolution passed unanimously.
* CCCF t-shirts – Looking into the possibility of ordering t-shirts for CCCF. Board members would have to purchase their personal ones.
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| **5** | **Committee Reports*** Nominating & Governance: Paul
	+ Committee is meeting June 2 at 4 pm to walk through the processes. Clearly, more Board members are needed, as is an individual for Secretary of the Board. Will have a better report after the committee meets next week. There is a form for anyone to suggest individuals to be potential Board members.
* Finance Committee: Rick
	+ Rachele joined this committee in order to be in compliance with the Bylaws for having at least three Board members on the committee.
	+ Committee plans on creating an investment account via Mason Investment Services; will initially be a high-yield savings account.
	+ The Committee reviewed the Operating Reserve monthly contribution from Operating income, and decided it is sound to continue the monthly transfers in maintaining emergency reserves.
* Development Committee: John passed the report to Audrey/Betsy.
	+ Stewardship is critical to drive donations/funding. In Feb., thank-you cards were sent in a mass mailing. The **Q2 “thank-you” stewarding** is for Board members to call and simply thank donors who have donated at least $1,000 in the last six months. A spreadsheet has been created for Board signups on who they will call, and to record notes from their contacts. Also, a script has been prepared for voice messages, conversations, and emails.
		- If donor will re-engage, invite Betsy to attend to manage the relationship. Betsy said we need to raise $70K during the summer appeal to hit budget targets.
	+ In early July, the **Q2 Major Donor plan** is for Board members to make a “warm introduction” for people to meet with Betsy one-on-one. Again, a script has been prepared.
		- Question is there is any thought to using a donor in CCCF’s marketing material? Betsy said that is not the purpose these contacts, but could be a tool to keep the conversation going.
* Grants Committee: Rachele
	+ Trying to get new review committee members for the SDCEA Community Grants program; need members from other counties than Chaffee, esp. Lake. Wendy will ask Chris McGinnis for suggestions because Chris will know many people from all the different counties.
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| **6** | **Board Education*** Governance Scenarios – Board participated in a discussion where different situations involving Board members and staff are involved. The discussion was open-ended, and guidance was learned. Of note is that the E.D. supervises staff, not Board members.
* Megan attended Board Chair training. One of the things she brought back is that boards will often work better together if they have time together in person, just to visit and get to know each other better. Megan asked for interest in doing this after meetings or perhaps on other days.
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Wlh 6.22.22; reviewed by  |