

# Chaffee County Community Foundation

Full Board meeting (via Zoom) 01-25-2021

## Board meeting via Zoom

### MEETING AGENDA-MINUTES: JAN. 25, 2021

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	2 <sup>nd</sup> Vice Chair	
Rachele Vierthaler	Board Member	

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## AGENDA ITEMS AND MEETING MINUTES

Ref	Agenda Item	Facilitators	Time
1	<b>Consent Agenda:</b> <ul style="list-style-type: none"> <li>Approval of notes from Jan. 11 planning mtg</li> <li>Adoption / Changes to Agenda</li> </ul>		5 min
2	<b>ED Update</b> <ul style="list-style-type: none"> <li>2020 Financials</li> <li>2021 Budget Proposal</li> <li></li> </ul>	Joseph	65 min
3	<b>Committees</b> <ul style="list-style-type: none"> <li>Finance</li> <li>Finance</li> <li>Development</li> </ul>		20 min
6	<b>Other Business</b> Planning & Strategy meeting – 01/11/21 ▪ 1:00 – 3:00 pm Next Board Meeting: 01/25/21 ▪ 03:00 - 05:00 p.m.		

## DISCUSSION

REF NBR	DISCUSSION
1	<b>Consent Agenda-Minutes</b> <ul style="list-style-type: none"> <li>Notes from Jan. 11 planning meeting approved.</li> </ul>
2	<b>Executive Director Report</b> <ul style="list-style-type: none"> <li> <b>2020 Financials</b> <ul style="list-style-type: none"> <li>Operating Fund ending the year 82% above 2019 end-of-year, and this excludes the Operating Reserve.</li> <li>First quarter of any year is generally a down quarter for revenue, but revenues are expected to increase in future quarters.</li> <li>Question regarding Consulting Fees were: payments to Emily Marquis for Pivot2020, S.B. Clark for guidance on New Market Tax Credits, and the Phase 1 Environmental Survey for the Salida housing project.</li> </ul> </li> <li> <b>2021 Budget Proposal</b> <ul style="list-style-type: none"> <li>The 2020 actual numbers were an anomaly, so Joseph used 2019 as a more realistic baseline for his projections.</li> <li>Some of the surplus in revenues from 2020 will be used for increased staffing, and to launch ChaffeeCOMMONS. 2021 staffing costs are doubling with Laurel moving to full time on April 1.</li> <li>Joseph's view is to use surplus dollars now to set up the Foundation for growth and continued successes in the future.</li> <li>10% of net revenues will move to the Operating Reserve as per policy</li> <li>The optimistic growth in 2022 Income is related to earned income from ChaffeeCOMMONS.</li> <li>Suggestion that annual and projected budgets should be on a 3-year rolling schedule; Finance Committee will discuss this.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ 2021 is showing a deficit in the operational budget. Finance Committee talked about the different between a deficit budget vs. drawdown of surplus. Some policy notation about this will be done.</li><li>● <b>Question re: EDC wants the Leadership Training they've conducted would move to CCCF's domain.</b><ul style="list-style-type: none"><li>○ Currently not budgeted. Casey shared two sites about leadership training that could provide us some insights:<ul style="list-style-type: none"><li>● Roaring Fork Leadership</li><li>● <a href="http://kcchamber.com/what-we-do/professional-development/centurions">kcchamber.com/what-we-do/professional-development/centurions</a></li></ul></li></ul></li></ul> <p><b>MOTION MADE &amp; SECONDED to approve budget as presented (Rick / Wendy).</b> Verbal vote taken and unanimous approval.</p>
3	<p><b>Committees</b></p> <ul style="list-style-type: none"><li>● <b>Finance</b><ul style="list-style-type: none"><li>○ Finance Committee did a final run-through on the 2020 financials.</li><li>○ A total of fifty-six 1099s went out to small businesses/vendors.</li><li>○ Will be having the kickoff meeting with the CPA regarding the audit upcoming for 2021.</li><li>○ Financial Policy &amp; Controls Manual will have guidance for tighter controls. Draft has been sent to ED for his review.</li></ul></li><li>● <b>Development</b><ul style="list-style-type: none"><li>○ The finalized fundraising plan was circulated to full Board. Plan provides guidance for Action Items to be discussed in Feb. meeting.</li><li>○ Three proposals were submitted for the PR / Marketing Consultant. Proposals were reviewed by Development Committee and Janie Hayes was selected. Joseph is working on that Scope of Work and we expect the final Communications Plan from her by end of Feb. or early March.</li><li>○ Social media management is transitioning away from Jordan to Laurel and Joseph because they are better able to post/blog on a day-to-day basis as things unfold.</li></ul></li><li>● <b>Grants</b><ul style="list-style-type: none"><li>○ The application period for the municipal Community Grants opened the week of Jan. 18<sup>th</sup>, with the deadline for applications in mid-Feb. Poncha Springs is not participating in this program.</li><li>○ The full committee had a kick-off meeting to go over the application form and process.</li><li>○ Ten draft applications are on-line, but none have been submitted as a final yet.</li><li>○ The Salvation Army is not able to fund rental assistance to individuals as it has in the past due to the significant decrease in funds from the bell-ringing. Salvation Army asked if the ERF could provide that critical funding to individuals, so \$25,000 from the ERF was allocated. A press release will go out that describes CCCF's involvement, but DHS will take the applicants and review for approval of funding. No work from CCCF staff.</li></ul></li><li>● <b>Nominating and Governance</b><ul style="list-style-type: none"><li>○ All members of the Executive Team indicated their willingness to continue in their roles. Casey made a motion that the Executive Team be reappointed, with Megan seconding. Approved unanimously. Wendy reappointed for 1-yr; Ed, Rick, and Dustin reappointed for 3-yr terms.</li><li>○ Casey and Ed had vetted two new Board members: Aaron Oglesby from the Climax Mine; and Katie Davis. Both live in Poncha Springs, which does not currently have anyone on this board. Both have been recommended for 3-year terms by the Nominating Committee. Motion made and seconded (Casey, Ed) and approved unanimously.</li><li>○ Aaron and Katie need to be appointed to committees</li></ul></li></ul>

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	<ul style="list-style-type: none"><li>○ Remaining capacity for 2 more board members.</li><li>○ Governance will be initiated for more formal guidance for on-boarding new members, and expectations.</li></ul>
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## ACTION ITEMS

REF NBR	ACTION	PERSON RESPONSIBLE

WLH 01-31-21; reviewed by \_\_\_EdC RH\_\_\_\_\_