**Board meeting via Zoom**

Meeting Agenda-Minutes: Feb. 22, 2021

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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 |  |
| Katie Davis | Board Member |  |
| Wendy Hall | Secretary |  |
| Rick Hum | Vice Chair |  |
| ~~Casey Martin~~ | ~~Board Member~~ | absent |
| Dustin Nichols | 2nd Vice Chair |  |
| Aaron Oglesby | Board member |  |
| Rachele Vierthaler | Board Member |  |
| Joseph Teipel | Executive Director |  |

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| Agenda Items and Meeting Minutes  | **Ref** | **Agenda Item** | **Facilitators** | **Time** | | --- | --- | --- | --- | | **1** | **Consent Agenda:**   * **Approval of notes from Jan. 25 mtg** * **Adoption / Changes to Agenda** |  | 10 min | | **2** | **Introduction of new board members**  **Leadership Training** |  | 10 min | | **3** | **ED Update**   * **“Jane’s Place”** * **BV Schools project** * **ChaffeeCOMMONS** * **Financials** | Joseph | 50 min | | **4** | **Committees**   * **Finance** * **Development** * **Grants** |  | 30 min | | **5** | **Other Business**   * **Board Best Practices** * **Essential Agreements**   **Next Board Meeting: 03/22/21** **▪ 03:00 - 05:00 p.m.** |  |  |  DiscuSSION  |  |  | | --- | --- | | Ref NBr | discussion | | 1 | **Consent Agenda-Minutes**   * Notes from Jan. 11 planning meeting approved. * Fiscal Policies Manual: Requested change for “Aged A/P and A/R” going to full Board. Agreed that can be revised to state “for review by Treasurer” only. Also, question asked who reconciles the bank account each month? Will be discussed at Exec Comm (Finance??) next week. * Other than revisions mentioned, Consent Agenda items moved forward with approval. | | 2 | **Introduction of new members**   * Resumes were distributed to current Board members. * Katie has joined the Development Comm; Aaron has joined Finance.   **Leadership training**   * The EDC has run a Leadership Training Program every other year (Joseph participated!). EDC is looking for that program to come under the management of CCCF. Casey has expressed that he would like to head up that effort. More discussion still needed with EDC and other community leaders about the program. | | 3 | **Executive Director Report**   * **“Jane’s Place”**   + Plan Development Application being targeted for the City’s April Planning & Zoning review; public meeting with public comment would be in May. Possible this could be an approved project by June 1.   + The property closing is May 17, but that needs to be extended beyond the P&Z approval date.   + A Capital Campaign committee of Jane’s close friends (and husband), 5 members. They will make financial commitments and have identified about 90 people to do outreach to.   + An additional $50K has been raised since the graphic was created, bringing the total raised to over $250K, including grants.   + Su Casa! Furniture owners have spoken with Capital Committee members; Su Casa! has committed to donating 37 mattresses for the project.   + HRRMC will probably be the first employer to commit to one or more units. Hospital CEO Bob Morasko has to get approval from their board.   + Questions:     - Project documents finalized and shown here can be shared, are public.     - Who is fiduciary? This is still up in the air. CCCF has to be the fiduciary for the closing costs of $250K. El Pomar has contributed $50K, which had to go to the Housing Authority.     - CCCF will retain asset of the land. The Developer will receive the other assets.     - The Housing Authority will be the holder of the debt.   Joseph views CCCF receiving 90% of the funds, except the equity contributions from employers.   * **BV project**   + The School Board subcommittee, Casey, Lisa Yates (schools superintendent) and Joseph have now met three times. The school board is meeting tonight to prioritize their needs. It is possible this project will not make that cut. Joseph’s read from them has been that they are just uncomfortable with an integrated-type project like this. * **ChaffeeCOMMONS**   + Program description going public on Tuesday, with discussion at the Directors Coffee, then an open meeting in the afternoon. NPOs are most excited about the volunteer database. The larger groups wanting to use the database are Envision, the Food Cohort, and GARNA.     - CCCF owns and administers the platform, so the volunteers for each nonprofit are only seen by that group.     - There is a Donation feature that is part of this software, but Joseph believes the fewer the times volunteers are asked for donations will ensure trust from the volunteers, not being hounded to make a donation. Merrell expressed concerned about opening up the donation feature, in competition with our own portal and Co Gives Day.     - The volunteer is the driver of his/her own exposure to groups. * **Financials**   + Operating Fund – the PPP loan was formally forgiven in Jan. so that liability was reversed and converted to income.   + ERF – the balance is $372K. $25K was allocated for rental assistance to make up for the Salvation Army shortfall; another $25K was committed by the Grants Committee for “other” Individual Assistance., Also, $7500 was allocated to underwriting the shared volunteer database. If more funding for Individual Assistance is needed, that would come before the full Board. | | 4 | **Committees**   * **Finance**   + The Form 990 has been drafted and is on the partner’s desk at the CPA firm. It will come back to Merrell and Joseph next week for final review and is finally signed off by the Chair, which could happen in the next couple of weeks.   Recommendation that full Board have opportunity to see Form 990 before signature, saying that all Board members have Fiduciary Responsibility for the organization. Dustin’s experience has been that fresh eyes can often spot something; that has happened with the other boards he serves on.   * **Development**   + A graph shows the visual breakdown of donor segments (ERF only, Opr only, both).   + Demographics that might be useful are the age of the donor, 2nd Homeowners and other categories that will help in focused marketing.   + Dev Comm members are working to define why someone donates, what moved them to make that donation at that time, besides the ERF. Also need to identify objections and why someone doesn’t donate.   + Expecting a draft of the Communications Plan from the consultant by the end of the month. * **Grants**   + There have been 38 applications received for the Community Grants program, for total funding requests totaling $202,000. There is $80,000 to distribute, so a focused effort by the Grants reviewers is planned.   + Line-item grants were not a part of this application process; those went directly to the municipalities.   + The next granting cycle will be the Sangre de Cristo Electric Ass’n community grants funding.   + There is some discussion of using some of the extra CCCF funds for other granting; the Grants Comm will discuss. * **Nominating and Governance –** no report (Casey absent). | | 5 | **Other business**  **Board Best Practices – This board wants to enable all voices.**   * + Board interactions must allow for disagreement and discourse, differences of opinion, but all interactions with civility.   + Every Board member must talk and must listen. It is incumbent upon members by joining that they will fully participate.   + Every board member commits that the Executive Director is the voice for this organization; board members do not speak for the Foundation unless specifically directed to do so.   + We will need to have some difficult discussions about breaking down the walls about how CCCF is perceived.   + We build and hold space for dissenting voices.   + Our Mission and Vision is to be an organization that models inclusion and diversity.   **Essential Agreements -** Example shown of an Essential Agreement for a classroom (“Be a good listener” “Don’t interrupt”) Katie has samples from organizations she has worked with.   * + Dissenting opinions are needed for growth; those voices should never feel cornered, but rather honored (***thank you, Aaron!***).   As the organization is evolving, there is a need for discussion about the future direction and programs of CCCF. More to come! | |

wlh 03-01-21; reviewed by MB 030121