*Chaffee County Community Foundation*

**June 20, 2018**

**Board of Directors Meeting 9:00 am**

Participating Board Members:

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| Ed Cooper | Lisa Martin |
| Wendy Hall | Gordon Schieman |
| Michael Hannigan | Sydney Schnurr |
| Rick Hum | Cindy Williams |
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Agenda attached as last page.

Gordon joined the Board at the May meeting. Members re-introduced themselves with some background information, which was a reminder about the expertise and skills brought to this Board.

Noted were possible conflicts of interest for the future: Michael is Treasurer of the BV Trails Club. Also, Lisa is on GARNA Board.

**Old Business**

Discussion: IRS filings. After reviewing the 1023-EZ worksheet, Rick is comfortable that he will be able to get CCCF reactivated with meeting all the criteria listed on the worksheet. Needs the final, signed Bylaws and noted the version he had did not have the Mission Statement.

Action: Wendy has added the Mission Statement from last month’s discussion, and the signature page is stand-alone, so Mike printed it and it was signed for filing.

Discussion: Ed asked about Fundraising Policies & Procedures. Michael said the Articles and Bylaws cover everything, that no separate manual is needed. In addition, he said essential clauses in the documents are that the Board can choose not to accept a donation or gift that may not best serve the mission and purposes of the Foundation.

Discussion: Status of bank accounts. Gordon needs the EIN # along with a Resolution from the Board to open the two accounts approved at the last meeting. Suggested that High County Bank house the CCCF’s checking account and Collegiate Peaks Bank (becoming Glacier Bank) house the savings account. The two accounts need to be linked for moving funds back-and-forth. In the future when there are sufficient funds, an investment account will be necessary.

Action: Gordon needs a signed Resolution to proceed with opening the two accounts; Wendy will prepare. Two signatures required for all expenditures, with the Treasurer signing whenever possible. All four officers are authorized signers. As another level of security, the person who opens the mail should be different from the Treasurer (at this point, mail goes to Rick’s address). P.O. Box may be necessary down the road.

**Fiscal Policy** to be drafted soon.

Discussion: Website. Michael Dilillo needs graphics/artwork to begin. Was CCCF going to use some of the graphics from Envision? Need to get assistance from a designer. Zach Alexander probably the best known. Cindy already works with him, will ask him. He may be willing to do it pro bono? Ashley Ahlene created the BV logo, and Jamie Wolkenbreit of The Ark Magazine were also mentioned.

**New Business**

Minutes from the May meeting were approved.

Discussion: How can this group engage more of the working class people in this community?

Suggested were Family & Youth Initiatives (FYI), which is the prevention division of the Chaffee County Dept. of Human Svcs and some others. Michael said it is most efficient to work through the existing nonprofits to reach some of the individuals we need to reach.

Action: Recommendation that Advisory Board members interview representatives from all of the various nonprofits.

Discussion: CCCF needs to define the type of discourse and engagement this organization will present, noting the current state of negativity, labeling, etc.

Action: More definition will come with our branding and FAQs. Agreement that our members will be: open to ideas, objective, nonpolitical in discussions, (more to come . . . .)

Discussion: There are non-supporters and doubters in the community. Many may feel somewhat threatened that their resources will be taken elsewhere and donor fatigue. Others may be guarded because of the previous community foundation effort.

Action: Those individuals need to be identified and best course is probably to have sit-down conversations with them. It was noted that there are over 1,000 community foundations in the U.S. and all indicates that they help their regions thrive. Creation of a spreadsheet – Rick to upload existing list started by previous CCCF group; everyone to cull and revise in document on Meistertask.

Cautionary notes: With Freedom of Information Act, need to be careful about the words or descriptions put into the spreadsheet. Also, the spreadsheet to be secured in Meistertask with permissions so that only Board members have access. Some documents will need to be marked as “Confidential Information,” “Board Members Only,” and/or “Not for Public Release.”

Discussion: Michael made a recommendation about Foundant, a specialized software for grant management and donor tracking. He projects the cost to be ~$3K/yr. Members agree that this is a critical application for CCCF, may possibly be the first expenditure once there are funds available.

Action: Future discussion and decision. Michael will forward a link.

In addition, Michael said because there will be many people in our community who are not familiar with the purposes and workings of a community foundation, it might be useful to do some workshops as a learning tool, something like “Community Foundations 101” to talk about how foundations work and the FAQs people need to understand. It will be informational for many key stakeholders, nonprofits, and all of the Advisory Team members.

Discussion: Gates Family Fund considerations –

* A pro forma budget is a visual talking point, and very different from an operating budget.
* Even though CCCF is a 501(c)(3), it needs to be run like business.
* If the pro forma budget goes to Gates and funds are granted to CCCF, need to determine if CCCF can “deliver” what is proposed in its annual report back to Gates?
* Will people give/invest if there is no investment in programs made for a period of 1-2 years?

In actuality, investing in administrative costs in the beginning is what will make this organization viable. Talking points can include: “Investing now paves the way for CCCF to do great things down the road.”

Action: Cindy has had high-level conversations with Gates, and they are interested in the broad vision of Envision. She will continue as the contact with them for CCCF at this point. Agreement that CCCF will build from the Envision platform because it was so comprehensive, but CCCF must clearly defined its social services component in its mission. Philosophically, CCCF must be aligned with Envision.

Concerns: What about the competition for funding from some of the same donors, such as Gates?

Answer: CCCF could not take on funding all Envision projects, particularly things like conservation easements, tax initiatives, forest restoration, etc. Gates could fund Envision broadly, and also a specific program CCCF wants to be involved in. In addition, Donor-Advised funds will dictate some of what CCCF does.

Action: Cindy asked for help with how much to ask for from Gates and the specific talking points. They give larger amounts, CCCF does not want to ask too low. Ed and Michael say best “next step” is touching base with a Program Officer at Gates to pre-negotiate; can often get guidance on what Gates wants to fund. Cindy will make this contact. Syd, Michael, Ed, and Rick will define talking points and how much to request.

Discussion: Rick has interacted with the Climax Foundation; they expressed enthusiasm for the Community Foundation and said would like to be involved. Rick expressed his concern that Envision was also talking to Climax. Question if climax Fund might provide start-up funding plus program funding as two discrete grants.

Action: Coordination between Envision and CCCF, funding and donor contacts, is critical. Also, it seems imperative that CCCF needs some initial fundraising dollars for in-kind or matching funds for any grant.

Discussion: Founders Fund -- Board members will support CCCF and probably be first donors (at level of ability).

Action:

* Gordon to start a list of prospects, Board will review to qualify.
* Friends of friends are best possibilities and asking face-to-face with context is what works.
* Get Advisory Board involved about their friends and contacts.

Michael shared that **50%** of the crowd-funding dollars for the BV Trails was from outside of Chaffee County.

We have to keep in mind that up to 50% of the homes in the County are not occupied by full-time residents.

The Advisory Board members are eager to get started; we need to get them involved quickly at this juncture.

CCCF is not showing up on Guidestar. It won’t occur until the 1023 is filed and approved.

Submitted by Wendy Hall 06/28/2018. Reviewed by Ed Cooper

**Action Items**

1) Need county nonprofits list and to organize Adv Board members for interviews to determine needs.

2) Identify non-supporters and determine what their concerns are via sit-down conversations with them.

3) Spreadsheet of “Who’s Who” – Rick to upload existing list to Meistertask. **(Rick)**

4) Purchase and implementation of Foundant software

5) Begin planning for and developing “Community Foundation 101” training

6) Syd, Michael, Ed, Rick define talking points and funding request for Gates, possibly Climax. **(Syd)**

7) Prospect list for Founders Fund, initial donors. **Gordon** to initiate.

8) Cindy to provide Syd list of everyone Envision is contacting for funding. **(Cindy)**

Ongoing

Fiscal Policy

Schedule for hiring Exec Director

**Targeting monthly Board meetings for 4th Monday of each month @ 3 PM.**

**Next meeting is Wed. June 23rd at 3 PM at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Chaffee County Community Fund**

# **Second Team Meeting Agenda**

## **June 20, 2018 ▪ 9 AM**

I. Approval of May meeting minutes

II. Old Business:

* Status of Fund with IRS (Rick)
* Revisions to corporate documents
* Fundraising, policies, procedures
* Bank accounts
* Other

III. New Business

 Fundraising: Gates Family, CCCF Founders Fund, other

IV. Continuing Items

 Building the CCCF umbrella:

* short- and long-term items
* strategic and business plans, people, agents.

 Advisory Teams - enabling activities in coordination with the Board

Framework for action (format for planning and mapping our social interaction). Including future milestones for the CCCF (discussion)

Short-term resource needs

V. Next meeting(s)