

Chaffee County Community Foundation

**Board Meeting
June 24, 2019 ♦ 3:00 pm**

Participating Board Members:

Merrell Bergin
Jordan Brown
Ed Cooper
Wendy Hall

Rick Hum
Art Hutchinson
Lisa Martin

Minutes from the May meeting were approved.

I. Treasurer's Report

- Michael transferred his CCCF files to Merrell. Merrell said the paper trail is very good, organized, in order.
- Merrell has learned how to book security transfers.
- In looking over the file, there is a lot of work done for BVSC to earn 5%. Many checks written, requiring appropriate data input with attachments in Foundant.
- He's starting on inputting the information for 2019 and should be up-to-date in Foundant by the first of July.
- The \$500 ("Savings") was pulled from Collegiate Peaks Bank b/c of inactivity and unnecessary extra piece at this time.
- Payroll – Joseph evaluated both ADP and Walke & Associates to manage the payroll, and he prefers ADP. It is also the less expensive option. Ed noted there 'could' be issues with using a local company to do payroll. Noted that Joseph has asked for bi-monthly payments. A simple motion was made and approved by the Board to use ADP for payroll processing and bi-monthly distribution to Joseph.

The Donor Portal from the CCCF website will be linked to Foundant; Jordan and Merrell will work on this.

II. Budget Review

- Nine donors were Founders in 2018; only six this year. Merrell noted that Foundant is extremely useful related to donors because it can book recurring donations to come in monthly, quarterly, annually.
- Joseph will add the cost for payroll processing to the budget draft distributed. Also, the laptop and printer Michael purchased were turned over to Joseph when they met last week.

Rick recommended that those assets (and others as they come) be itemized in CCCF's Capital Account. Joseph will finalize the budget, based on board feedback and present for Board vote in July.

III. Fundraising

Ed emphasized the need for CCCF to find regular funding to cover overhead/administration.

Lisa said she talked with Bob Nicholls, who owns Monarch; wife Kathy runs the Monarch Community Outreach. Lisa finds it sometimes difficult to make a strong case for CCCF without a clear depiction of our successes. Discussion that a good handout to use with potential donors is needed. CCCF has had a number of good successes, such as the Climax funding that came through us for distribution to local nonprofits. Also, the extremely successful workshops; BV using CCCF as its Grants Manager, Salida has also decided same (to be formalized in September). Wendy will go through the records and start a list to circulate, which will then be designed for public dissemination.

Rick explained how Breckenridge Foundation offered a Medallion Pass for donors at a level of \$750,

as an example of creative fundraising. Another thought would be a membership-style organization; joining brokers hook-ups. Creative fundraising needs to be a work session item.

Other thoughts brought forth related to fundraising:

- Should fundraising be a part of the party for Joseph?
- A “welcome wagon” packet to new residents, with language like ‘Welcome to our community. The {CCCF} supports the nonprofits, we volunteer,’

Gordon asked if consideration of putting an article in Colorado Central Magazine might be worthwhile? More discussion needed. **UPDATE:** the 5th of the month prior is the deadline – i.e., March 5 for April.

Finally, once Founders Circle commitments are completed for 2019, that will close out the Circle and those individuals will be the Founders Circle members in perpetuity.

IV. LCCF Summary

LCCF was accepting our Board’s decision about interaction going forward at this time. They will proceed with putting an Executive Director in place.

Conversations between the two organizations will continue. Ed and Joseph will meet with the LCCF leadership so they can get to know Joseph better. Lisa said she would like to participate in those conversations also, if the Board agrees, because LCCF is a significant donor to GARNA. Board agrees Lisa would be a good addition.

V. Website / Social Media

- A SquareSpace website has been set up by Joseph for CCCF.
- Jordan and Joseph will outline the components and present to the Board. It was noted that setting up the new CCCF updated website is Joseph’s #1 priority.
- Joseph is not a social media guy . . . Jordan will continue as the lead for that. Jordan will set up a 3-minute social media campaign.
- Suggestion to highlight different nonprofits each (month? quarter?) on our website.
- Other ideas for website: links to the nonprofits; also details about volunteers with specific skills who are willing to mentor, teach, guide, consult, etc.
- Community Checkup update: The final version of the summary and data from the last survey is complete. Envision will have it as a link on their website. It should also reside on CCCF’s; Jordan will handle that. Rick said that CCCF will be spearheading the community checkup process going forward, this initial checkup was a baseline for comparison in the future.

VI. New Business

A. In our Bylaws, the stated subcommittees are Executive, Finance, Nominating, Grants, and Fundraising. There should be subcommittees and involvement with Advisory Team members and other individuals who want to get involved. One subcommittee could be a group that aims on connecting with the summer residents; noted that Salida has a huge percentage of summer-only people. One method for identifying these people is viewing or extracting the Assessor’s Office database where both property address and mailing address are listed for locals and out-of-towners alike.

B. Ed asked for input about adding Julie Klein of Guggenheim to the Board. It was discussed many months ago but the Board is a new group now. She has a lot she could offer this organization and could participate via phone conference. If she could offer workshops in the community, that would be a resounding success.

NOTE: Speakers for phone conferencing need to be researched/evaluated. Input from Joseph?
Doing conferencing via a cell phone at a table is not working well.

Ed emphasized that we must focus on expanding the Board, and asked that everyone try to come up with possible candidates. Names mentioned:

Bruce Benson

Dave Kelley

Bill Ritter

Don or Pam Dubin

Shiela (spelling is verified) Moore, Business Mgr for Salida schools (and Chamber of Commerce Treas.)

Janice Martin, Finance Dir. for BV schools

Next meetings: July 22nd at Rick's house, Aug. 26th at Lisa's house

Action needed

1. Financial advisor pro bono (Cambridge not available but will provide referral) – Merrell
2. List of successes as handout – Wendy to start, then circulate
3. Talk to Poncha leadership re: CCCF grants mgr
4. Salida's new website in process . . . possible listing CCCF as a partner?
5. Creative fundraising – work session
6. Article in Colorado Central Magazine?
2. Liquor license? General Liability insurance? – wait for Joseph

Submitted by W. Hall 7/11/2019. Reviewed by **MB** 7/20/19.

Chaffee County Community Foundation

Board Meeting Agenda

June 24, 2019 - 3 PM

Cooper residence 6940 CR111 C

1. Call to order, establish Quorum; Additions, changes to Agenda
2. Minutes from previous meeting
3. Treasurer's Report (Merrell)
 - Foundant
 - Proposed Budget (see attached from Joseph)
 - Banking Changes
4. Additional Updates
 - Discussion with LCCF (Ed)
 - Website and Social Media (Jordan)
 - Other
5. Continuing Business
 - Fund Raising for 2019 and beyond
 - What are/can we do to support non-profits in the community?
 - Moving to the CCCF.org email accounts
6. New Business
 - Subcommittees of the Board
 - Moving to every other month Board Meetings and Subcommittee Meetings on the alternate month
 - Update and expansion of the Strategic Plan
7. Other Business
8. Set next meeting and adjourn