

Chaffee County Community Foundation

Full Board meeting (via Zoom) 08-24-2020

Executive Committee meeting via Zoom

MEETING AGENDA-MINUTES: AUGUST 18, 2020

Meeting Purpose:	
Invitees/Attendees	Title/Role
Paul Alexander	Board Member
Jordan Brown	Board Member
Ed Cooper	Chair
Joseph Teipel	Executive Director
Merrell Bergin	Board Member, Treasurer
Wendy Hall	Board Member, Secretary
Rick Hum	Board Member, Vice Chair
Megan Leesley	Board Member
Casey Martin	Board Member
Dustin Nichols	Board Member, Second Vice Chair
Kayce Penrod	Board Member
Syd Schnurr	Board Member
Rachele Vierthaler	Board Member
Guests:	

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AGENDA ITEMS AND MEETING MINUTES

Ref	Agenda Item	Facilitators	Time
1	Consent Agenda: <ul style="list-style-type: none"> • Adoption / Changes to Agenda • Prior meeting minutes • July Financials 	Ed	5 min
2	ED Update <ul style="list-style-type: none"> • Staffing • Housing projects • Pivot recap and commitments • ERF • Other 	Joseph	30 min
3	Finance Committee <ul style="list-style-type: none"> • 2018 and 2019 Form 990 updates • Other / 1uestions 	Merrell	10 min
4	Development Committee <ul style="list-style-type: none"> • Un-gala • Donor research and prospecting • Donor survey 	Syd	20 min
5	Grants Committee <ul style="list-style-type: none"> • General • CVRF • FAC 	Rick / Rachele	15 min
6	Other Business Next Meeting: 09/ /20 ▪ 03:00 - 05:00 p.m. (no Exec mtg after full Board mtg)		

DISCUSSION

REF NBR	DISCUSSION
1	Consent Agenda-Minutes With a minor revision indicated for the July minutes, all documents approved.
2	Executive Director Report <ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Emily's contract is ending. In order to define staffing, projected where CCCF might be in 3 to 5 yrs. Back-of-house duties need to be offloaded from the ED. (slide presentation) ○ Maturation of the Foundation requires delineation of Board involvement vs. staff duties. To this point, many activities are done by the Board that should eventually move to staff. And, the capacity of this organization cannot increase without assistance to the ED, relief from day-to-day duties that someone else can take on.

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	<ul style="list-style-type: none"> ○ In response to a question, the PPP funds were to preserve what we had; if things go well, then the organization needs to grow. Also, the \$25,000 COVID Relief Fund grant now allows us to invest in the future. ○ Joseph strongly feels he can find the future operational funds needed if he has more time to devote to those efforts. Merrell said the full-year budget requirement with salary and benefits would be ~\$23,000. <p style="text-align: center;">MOTION made by Merrell, seconded by Paul that ED proceed with hiring a part-time Administrative Coordinator, with Exec Comm to review the required budget amendment and adjustments, then presentation to full Board for approval. VOTE = 8 in favor, 1 against, 3 abstained.</p> <ul style="list-style-type: none"> ● Housing <ul style="list-style-type: none"> ○ BV project – Three conceptual designs will be presented to Lisa Yates during week of 9/2, designs from new architect Steve Riden in Salida. Will then present the desired design to School Board in Dec. ○ Salida project – still waiting to hear back from Bonchuck LLC. ● Pivot recap <ul style="list-style-type: none"> ○ Emily drafted key takeaways; Joseph needs to edit & revise. ○ The two main objectives that came out of Pivot were for the creation of sector funds & collaborative fundraising, and support for back office services, and these were achieved. Fragmentation of the local nonprofits wasn't serving the community well, so these are real successes of the event. ○ Downside was fewer participants than hoped for and lack of representation from some of the larger NPOs. ○ ED will issue a press release with stories from the conference and the widespread support for sharing of back-office services. ● ERF <ul style="list-style-type: none"> ○ Weekly payments out have been very low but there was a small uptick last week and more this week. Some new cases this week, others are evictions. The expanded unemployment insurance has stopped. \$67 K available, If no more donations, we are on a runway for 5 weeks to deplete ERF ○ Request that Joseph re-convene the ERF Committee plus the Red Cross and DHS. ● Childcare Initiative <ul style="list-style-type: none"> ○ Are doing inventory of available after-school activities ○ The new facility in Poncha Springs is opening, so that will help with toddlers, at least in the south end of the county. ○ Trying to determine availability of space that can be used, but more important is who will provide the programming; need to know availability of artists and teachers.
3	<p>Treasurer's Report / Financial Committee</p> <ul style="list-style-type: none"> ● 2018 and 2019 Form 990s <ul style="list-style-type: none"> ○ New CPA hired. Questionnaires and requested supporting documentation are submitted. Both years will be complete by mid-Sept. ○ Agreed to do at least a Financial Audit for 2020, and if CVRF goes forward we may need to get a full audit if governments involved. ● Other <ul style="list-style-type: none"> ○ Finance Committee accepted "Selection of CPA" policy, now on file. ○ Committee now creating a scorecard for CPA for transparency in how well work done.
4	Development Committee

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	<ul style="list-style-type: none">• Un-Gala<ul style="list-style-type: none">○ Want to stay away from what other NPOs are doing, like events at the drive-in and strictly on-line events.○ Hope to have two sponsors. Invites to be fun & funny (“You are NOT invited”) and participants to get a drink ticket from one of the sponsors.○ Event to run all of October, but nudges for donations frequently.○ Requested Short (30 – 45 second) scripted selfie video from EVERY board member plus 5-10 names for invites.• Donor Survey<ul style="list-style-type: none">○ 700 donors on CCCF’s donor list.○ Will be done before Un-Gala.• Donor Prospecting Software<ul style="list-style-type: none">○ Limited users; strict confidentiality agreement required by users.
5	<p>Grants Committee</p> <ul style="list-style-type: none">• Rick finished his term as chair of Committee; Rachele is taking over.• CVRF<ul style="list-style-type: none">○ ED is presenting to the jurisdictions for reimbursable grants to the municipalities, funding for which is administered by DOLA. Joseph’s total proposal is for \$300,000 and CCCF would get a fee-for-service for its work. Salida has indicated it is in favor of the program. Joseph presenting to Poncha leaders today, BV tomorrow, and the Commissioners on 9/1.• Municipal Community Grants Program<ul style="list-style-type: none">○ Desire for a simplified process for joint granting, since most NPOs applied to both municipalities. This would mean only 1 application for an NPO.• Food Cohort<ul style="list-style-type: none">○ The Cohort decided on a shared volunteer database and food asset mapping. Presenting to Grant Committee 09/03.
6	<p>Other</p> <ul style="list-style-type: none">• WeAreChaffee (Paul)<ul style="list-style-type: none">○ The initial recordings were done via Zoom, four individuals talking about racism in their lives and in Chaffee County Keith Baker; Estes Banks – former NFL player, now lives in BV; Stephen Hall – background in law enforcement, ran for sheriff, foolish behaviors witnessed; Melinda Roberts, adopted an African-American child, lives in Salida.○ Once participants approve their final, edited recording, the program will be pushed out to the public for questions, discussion.<ul style="list-style-type: none">○ Question by Merrell if the Community Equity Coalition led by Jimmy Sellars and Shelly Shriner are involved at all? Joseph said there have been conversations but no concrete areas of collaboration outlined.○ Need additional diversity representatives.○ Emily’s contract is finished. She is doing a Zoom session from her HR experience called “Creating a Climate of Equity.”○ The Office of Housing is convening a Storytelling group Sept. 4th.• Scenario Planning<ul style="list-style-type: none">○ The first phase discussed in original document was June through August; now over. Need to remove those sections and replace with a summary of the months: low case count, almost no hospitalizations, approval of obtaining Rapid Tests by Commissioners to start mid-September.

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	<ul style="list-style-type: none">○ Unknown is what is going to happen with schools re-opening.○ Rick and Ed will go back to original document to refine with today's information.
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ACTION ITEMS

REF NBR	ACTION	PERSON RESPONSIBLE
2	Structure / model of County NPO for back office services.	Joseph
2	Cost of donor software (like Paul's)	Joseph
4	Nondisclosure agreement specific for use/access to donor software	Merrell / Casey / Joseph
4	Un-Gala – selfie videos and invitee names – script TBD	Board

WLH 08-31-20; reviewed by ____mb__ec____