

Chaffee County Community Foundation

**Board Meeting**  
**Nov. 18, 2019 ♦ 3 pm**

Participating Board Members:

Merrell Bergin  
Jordan Brown  
Ed Cooper  
Wendy Hall  
Lisa Martin

Dustin Nichols  
Gordon Schieman  
Syd Schnurr

Executive Director: Joseph Teipel

New Board member: Kayce Penrod's resume and background information has previously been circulated to all Board members for review and an online vote taken, which was unanimous in approving her to the Board of Directors. Kayce was welcomed and talked about some of her background. Her Tier 1 software, data/reporting, and Finance experience will be a major asset to this board.

Minutes from the Oct. meeting were approved and Merrell briefly talked about the standard CommunitySuite treasurer report documents. Decision that approval of standard review documents before each meeting be moved to a Consent Agenda and voted on at one time.

**I. Treasurer's Report**

- All monies except for approximately \$10K have been transitioned from High Country to TBK Bank. Will draw down balance at HCB to about \$5K by 12/31/19. ACH set up at TBK so that most bill paying, grants, other checks issued via ACH. Goal is the use of zero paper checks.
- Foundant not able to partition the Profile (master data) and Administration functions of CommunitySuite so sharing the software with LCCF is not viable at this point. CCCF and LCCF will continue to work together on projects and workshops.
- Merrell and Joseph have a session scheduled with Foundant to learn about cash management and investment strategies to support our multiple accounts to best advantage.

**II. Fundraising – Syd / Jordan**

- To this point, Founders have funded operations; that is drying up. Operating funds must be raised else at current burn rate, Operating Fund depleted on or before June 2020.
- As Regional Champion for Colorado Gives Day and Chaffee Gives, CCCF will take the lead in promotion and reminders for the giving day, but CCCF can also fundraise/be a recipient. Will emphasize that donors can streamline their giving by donating to CCCF and we will determine needs and do distributions/grants. Jordan distributed a suggested Outreach Schedule, and Gary and Joseph will work out scheduling of public service announcements. Jordan cautioned about overplaying CCCF needs or sending mixed messages during the intensive giving "season".
- Eddyline is hosting a Chaffee Gives 3-course dinner, including one drink. iPads will be available at the event for donors to use on the spot. Eddyline will match 1:1 up to \$1,000 all donations made during that event.
- Syd outline three targeted mailings to three discrete segments of the country residents; those will piggyback with radio announcements.
- Syd discussed need for "house parties" by Board members in 2020 as fundraisers to attract new donors. Joseph reviewed Business Partners program and requested names of businesses to pitch to.
- Kayce requested an "elevator speech" about what CCCF is. She was directed to our website. Also need to know what pending initiatives we can "tease" in addition to recent accomplishments.

### III. Exec Director Report

- Joseph distributed his “2020 Overview” document detailing key priorities. In discussions with Ed, belief is that the Board should be expanded to 15 members. There are 2-3 individuals that are being talked with about participating. Ed will visit with current members and review their terms and any transitions. Board roles need to be specialized to help spread workload and take advantage of skillsets. If/when operating funds raised to appropriate level, desire to have a .5 FTE Administrative & Training Coordinator to assist ED in managing details and operations.
- Key Project Initiatives – would be updated and tracked on-line. Joseph needs committee leads for each project.
- Kayce is able to elevate CCCF reports, will work with Joseph/Merrell to talk about improvements using CommunitySuite custom report tool, MS Excel/Access, etc. and help drive dashboard of metrics for the board.
- CMC: Many businesses and organizations are interested in the property and will be submitting proposals to CMC. Notably, the Chaffee County Economic Development Corporation (EDC) wants to develop a small-business incubator/lab in partnership with local biotechnology company, TopoGen.

Joseph explained he sees two possible proposals CCCF can make:

- a community-led development of the (vacant) land, or
- community-led development, along with use of the building in partnership with the Montessori Intergenerational, which bridges childhood learning and senior enrichment. Building could house CCCF offices and also have meeting space. Workforce and seasonal housing would part a part of the early phase of development.

The Colorado Health Foundation has interesting financing options for its Program Related Investments, which this project fits.

- Noted that one problem for workforce/seasonal housing on that site is lack of ability to walk to/from for work, shopping, dining, etc. Driving would be required and that is an impediment.
- No one certain about status of water and utilities; imperative for housing development.
- There is a walk-through this Friday of the building; Merrell might attend and possibly get questions answered.

Joseph believes CCCF has a compelling statement in its proposal that the land was donated for the benefit of the entire county so the community should be involved in its future use and development. Many proposals will be from for-profit companies. He believes the Colorado Health Trust will be interested because of the community benefit and the social impact of the dormitory housing.

Discussion about downsides of proposing and not being awarded:

- Waste of Joseph’s time. No real risk that if CCCF submits but isn’t selected, nothing lost.
- Reputational risks: If CCCF does not submit a proposal, many community leaders can say, “If not this project, what?” especially since several have approached Joseph directly saying it should be under CCCF’s leadership. Some loss of credibility?
- EDC is submitting a proposal for the building; if CCCF is selected there may be some ill will, together with known pushback from prior stakeholders.

Input and involvement of Board members is necessary. Lisa suggested that a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis be done before any proposal. Gordon, Dustin and Merrell said they can review the initial Letter of Intent (LOI submitted) and provide input. Merrell to research Assessor documents for details of parcels.

- Other real estate considerations: Land owned by the Town near the elementary school: BV Schools, the Montessori, Boys & Girls Club and CCCF could partner for a learning center on that site. The School Board would grant the 1.25 acres of land that is adjacent to the Administration Building for the learning center. Other stakeholders: Chaffee Housing Trust, Habitat for Humanity.

**Next meeting:** As with last year, no Board meeting in December, but two in January. One the first week (Jan. 6<sup>th</sup>) followed by the regular meeting day of Jan. 27.

**This was Lisa’s last meeting on the Board;** moving to GARNA’s Board leadership. The Board thanks Lisa for her contributions and counsel in 2019!

Holiday party is Sunday, Dec. 8<sup>th</sup> from 4:00 to 6:00 pm at Syd & Russ’s home.

Action needed

1. Action items in project tracking software – Joseph
2. Privacy/Data Security Policy, along with Form 990 linked on website
3. Welcome to the County for new homeowners to give where you live –
4. Chaffee County Early Childhood Council
5. Master Calendar for Board; separate one to share with partner nonprofits
6. Fundraising vs. Appeal for funding
7. Convene Nominating Committee again
8. Financial advisor pro bono (Cambridge not available but provided referrals) –Joseph
9. Drafting of Investment Policy – Joseph
10. Salida’s new website in process. Possible listing CCCF as a partner after formal adoption of a Donor Advised Fund with CCCF

Submitted by W. Hall 11/22/2019. Reviewed by MB 11/27/19.

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**Board Meeting Agenda  
Nov. 18, 2019 ▪ 3 pm**

- I. Minutes from previous meeting distributed (Wendy)
- II. Modifications/Additions to the Agenda
- III. Chair’s Report
  - Nomination of new Board member – Kayce Penrod
- IV. Treasurer’s Report (Merrell)
  - Csuite updates
  - Community Food proposal
- V. Fundraising – Syd / Jordan
- VI. Executive Director’s Report
  - Review ED documentation/meetings
  - 2020 budget
  - CMC RFI; letters of support; documents from land donation re: any restrictions on property
  - Dormitory housing project update
  - Healthcare study update
  - Anything from LCCF?
  - Medical building in BV and Town-owned property in BV
- VII. New Business