**Board meeting via Zoom**

Meeting Agenda-Minutes: Mar. 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 |
| Megan Leesley | Board Member |  |
| Dustin Nichols | 2nd Vice Chair |  |
| Aaron Oglesby | Board member |  |
| Rachele Vierthaler | Board Member |  |
| Joseph Teipel | Executive Director |  |

Chair would like to consider meeting in person soon since several new Board members haven’t met everyone; also, much is lost without social interaction between members. An anonymous survey will be sent to determine if individuals are willing.

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| Agenda Items and Meeting Minutes

| **Ref** | **Agenda Item** | **Facilitators** | **Time** |
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| **1** | **Consent Agenda:*** **Approval of notes from Feb. 22 mtg**
* **Approval of Policy for Board and Ad Hoc Committee Members**
* **Adoption / Changes to Agenda**
 |   | 15 min |
| **2** | **ED Update*** **Strategy thoughts on older adults**
* **Jane’s Place**
* **ChaffeeCOMMONS**
* **Financials**
 | Joseph | 50 min |
| **3** | **Committees*** **Finance**
* **Development**
* **Grants**
 |  |  30 min |
| **4** | **Other Business – Formative Discussion*** **Discussion about priorities for possible additional relief funds that will come into the County**

**Next Board Meeting: 04/26/21** **▪ 03:00 - 05:00 p.m.**  |  |  |

DiscuSSION

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| Ref NBr | discussion |
| 1 | **Consent Agenda-Minutes*** Notes from Feb. 22 meeting – Merrell will revise the language related to the Financial Policies manual related A/R and A/P.
* Additional language recommended for Board/committee member policy to talk about an individual’s possible strong bias (re: any previous business relationship). The Foundation’s goal is to minimize any conflict. Rick will draft a few sentences about this for Exec Team review and inclusion in Policy.
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| 2 | **Executive Director Report*** **Older adults – a priority?**
	+ Joseph said there is no mention in our Strategic Priorities about serving older adults; he would like to add it to CCCF’s “Community Health” component. Care from “birth to death” was a common discussion during the Envision process. There was some planning for a senior center in Poncha; status is unknown.
* **“Jane’s Place”**
	+ Plan Development Application is due 3/26 so it is on the City’s April Planning & Zoning agenda on 4/26.
	+ Cash in the fund is ~$77,000; $50,000 is in the pipeline from the Kunkle’s.
	+ The two public meetings on Zoom were both positive. The first one focused more on technical issues. The second one was more emotional, two of Jane’s daughters were on the call. No negative input from anyone.
	+ The Development Committee will mount a broader public campaign, but not until July or after. There is outreach being done to other locations where Jane had a presence, her daughters live, etc.
	+ There are audio clips scheduled for airing on KHEN. The daughters said they will do a short video talking about Jane.
	+ Joseph noted that The Colorado Heath Foundation’s funding priorities are for projects and communities working toward racial equity. Chaffee doesn’t have the racial data they are looking for so probably no large dollar contributions to this project from them.
	+ Joseph has spoken with representatives from both the Gates and Boettcher Foundations, and both shared positive comments about the project and suggested CCCF submit a request for funding.
	+ Suggestion that a work session be scheduled for the full Board about Jane’s Place, so that everyone is aware of the impactful nature of this project.
* **ChaffeeCOMMONS**
	+ Ready to start enrolling organizations for these services. Casey has finalized the Membership Agreement. Joseph expects 10 members to be on-board by mid-April.
* ERF / Individual Assistance Fund
	+ 14 individual applications have been approved for about $14,000(??).
	+ Joseph said he expects 1 to 3 new applications per week going forward.
	+ Wendell Pryor wants CCCF to convene a roundtable to talk about best uses of stimulus funds; discussion on this later in the meeting.
* **Financials**
	+ Expect a significant decline in revenues from March 2020 going forward compared to 2021 because of the influx of funds related to COVID.
	+ Approx. $850K in the bank: 50% of that is the ERF, 25% is Operating funds, and the remaining 25% is fiscal sponsees.
	+ About 2 yrs of Operating funding is in place, but the Board needs to be looking at opportunities for long-term funding for operations, some kind of endowment, rather than the community having to support the Foundation’s administrative overhead.
	+ CCCF has to bring $250,000 cash to closing for the land for Jane’s Place. Joseph reviewed that the total project cost is about $3.4M, with 65% done by debt that will be carried by the Housing Authority. It’s possible there will be sufficient funds from the capital campaign, but there might not be. An outside loan would cost a 1% origination fee + 4% interest; this is related to it being an unsecured loan. Also, certain Board members would have to be at arm’s length away from those negotiations so there is no appearance of influencing the costs.
	+ There has been some discussion about an internal “bridge loan” just to close the land purchase. Need guidance from the Finance Committee on the terms to repay and some insights from Megan about her client experiences as a CPA. CCCF would not take out a construction loan, only a short-term bridge loan.
	+ The campaign committee said they expect 90% of the $250,000 is already committed or received, but funds not in the bank yet. Question asked if the owner (R. Ferris) would carry the loan. Ron is out of the country but Joseph will discuss it with him upon his return.
	+ Strong cautions expressed about an internal loan from the ERF, some saying they don’t believe that is CCCF’s money. The issue of donor intent is part of the discussion.
	+ Joseph noted that no appraisal has been done for the land because an appraisal is only necessary to take out a loan. Once Joseph has talked with R. Ferris about carrying the loan (if needed), he can proceed with initiating a loan application. Starting the process provides a jumpstart if a loan is needed, but a loan doesn’t have to be accepted just because an application was made.
	+ Board asked if a maturation date for pledges / commitments can be made? It is not unusual to ask donors to specify a time period for their contributions.
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| 3 | **Committees*** **Finance**
	+ The Finance Committee has had in-depth discussion about the Jane’s Place project, but need to talk more about the “guardrails” around specific funds; this will envelope “donor intent” as it relates to the ERF.
* **Development**
	+ Joseph will distribute a list of donors to CCCF for Board members monthly.
	+ Committee reviewed the draft Communications Plan, and are working to get it finalized with specific priorities from the consultant.
	+ Joseph showed a short PowerPoint presentation about “Give Like A Local,“ the program used by the Summit Foundation that they said we could model a program after. Purpose is to give visitors to Chaffee and second homeowners the nudge to help support this community.
		- Might have brochure stands in shops that the visitors frequent (CKS, bike shops, etc.)
		- Also do targeted mailers to homeowners from the Assessor’s lists.
		- Suggestion to have bumper stickers, send them out to donors for their cars or water bottles, things like that.
		- Dev Committee will continue its discussion of this program.
	+ The Annual Report will be pushed out, need everyone to Share, Like, etc.
* **Grants**
	+ Members are currently in the process of site visits to all NPO applicants for the Community Grants program. That and determination of specific funding for each NPO will finalize this year’s municipal grant cycle.
	+ Once the municipal grants are completed, the Grants Committee will meet on other discussions since additional stimulus/relief dollars could come to CCCF to administer.
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| 4 | **Formative Conversation: What should be the highest priorities for the County with their relief funds?****CCCF wants to serve as a thought leader, provide insights when staff and employees are too busy with day-to-day duties.*** + Joseph captured all the ideas suggested, and organized them into segments (youth programs and activities**,** eduction capacity, creative capital & microloans, visitor parking & traffic control, sustainable sheltering for the homeless, others).
	+ From this discussion, it seems apparent that the Board needs to revisit our own strategic priorities in the “post-COVID world.”
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wlh 03-28-21; reviewed by \_\_\_\_\_\_\_\_\_