**Executive Committee meeting via Zoom**

Meeting Agenda-Minutes: Nov. 30, 2020

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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 |  |
| Joseph Teipel | Executive Director |  |
| Wendy Hall | Secretary |  |
| Rick Hum | Vice Chair |  |
| Megan Leesley | Board Member |  |
| Casey Martin | Board Member |  |
| Dustin Nichols | 2nd Vice Chair |  |
| Gordon Schieman | Board Member |  |
| Rachele Vierthaler | Board Member |  |

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| Agenda Items and Meeting Minutes

| **Ref** | **Agenda Item** | **Facilitators** | **Time** |
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| **1** | **Consent Agenda:*** **Adoption / Changes to Agenda**
	+ Minutes from Oct. mtg not distributed; will be sent
* **Introduction of new board member**
 | Ed  | 15 min |
| ***2*** | **ED Update*** **Grant request to Climax for ChaffeeCOMMONS**
* **CRF Reimbursement from Municipal CARES dollars**
* **Financials**
* **Housing Projects**
* **ERF / CRF**
 | Joseph | 50 min |
| **3** | **Finance Committee*** **Financial Policy Manual**
* **CPA review**
 | Merrell |  10 min |
| **4** | **Development Committee*** **Colorado Gives Day**
* **End of year messaging**
 | Jordan | 10 min |
| **5** | **Grants Committee*** Gift Acceptance Policy
* Community Grants
 | Rick and Rachele | 10 min |
| **6** | **Other Business** **Next Meeting: 12/21/20 ▪ 03:00 - 05:00 p.m.**  |  |  |

DiscuSSION

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| Ref NBr | discussion |
| 1 | Consent Agenda-Minutes* Oct. meeting minutes not included in packet; will be sent out.
* Bonnie Davis introduction
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| 2 | Executive Director Report* **Grant request to Climax**
	+ Have submitted a Site Grant Request to Climax for costs of launching ChaffeeCOMMONS.
	+ Climax is using CCCF again for pass-through grants: Funds to Toys 4 Tots and four food distribution organizations.
* **CRF Replenishment**
	+ Request submitted to the municipalities that would enable them to spend their existing CARES dollars using ERF distributions already done through the past pandemic months. This would replenish the ERF with ~$250K. It will use up the three municipalities’ allocation for 2020 and would start 2021 with the ERF fully flush.
	+ Messaging to donors will emphasize that their contributions were leveraged for maximum value. Would not want donors to feel their dollars were not important. In fact, it was those contributions that allow for this type of leveraging.
* **Financials**
	+ Software: The County is paying its share for theiruse of the software. Common Ground and METAB are using the same formula as previously utilized for its cost of using the software.
	+ Noted that on-line sales tax is a significant portion of the County’s share of tax revenue.
* **Housing projects**
	+ Salida: Presentation of the Plan Development is tonight in a joint work session of Salida Council and Planning Commission.
		- Joseph gave a brief presentation to the Colorado Health Foundation about the project; they will take it to their Housing Committee, who makes the decision whether to ask CCCF for an application.
	+ BV: Land Conservancy presenting to BV School Board tonight to describe how ground leases work and to give some site examples, answer questions.
		- Becky Gray and Joseph presenting this project to the EDC on Wednesday.
* **Chaffee Housing Authority** – Joseph has been nominated to sit on this board to represent Buena Vista. It’s an important issue for him personally and he wants to participate.
* **ERF / CRF**
	+ ERF - If the $247K reimbursement request is approved by the municipalities, Joseph will prepare the announcement / messaging that will go out.
	+ CRF - Today is the deadline for applications from small businesses. Will be pushing to distribute as much as possible quickly. If funds remain, then announcement would be made for additional small business applicants.
	+ Note that State legislative special session today – one item on agenda is consideration for funds to go directly to small businesses through the counties. The County here might then turn to CCCF to manage.
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| 3 | Finance Committee* **Departure of Kayce**
	+ Merrell sent note of thanks to her for work on the Finance Committee. Need a new member on this committee.
* **Financial Guidelines / Policy**
	+ Currently redlining and re-drafting the Financial Policy Manual. Then will go to the Board for review. Hope to have it completed by end of month; that would then guide activities for 2021.
* **CPA** – Committee used scoresheet on existing CPA; they scored very high.
	+ Will ask McMahon for Letter of Engagement to do Form 990 for 2020.
	+ If the Salida housing project goes forward, there will have to be some realignment of the accounting in the software; project will add complexities.
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| 4 | Development Committee * **Colorado Gives Day**
	+ Messaging re: GiveFromHome has been softened. Will begin pushing out messaging regarding Chaffee Gives on Dec. 8th (Colorado Gives Day). Tomorrow is Giving Tuesday and people may use Chaffee Gives for those donations.
* **End of year messing**
	+ Planning an end-of-year message that will talk about all the ways to give using the Foundation as a leader for funding as well as volunteers, etc.
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| 5 | Grants Committee* **Gift Acceptance Policy**
	+ Draft went to Development and Finance Committees. It was modeled on the Gunnison Foundation’s policy.
		- Fund Creation Policy was necessary.
	+ Noted that the clause, “Notwithstanding any . . . . “ – delete from our policy.
	+ The “Guiding Questions” clarify whether or not any gift is appropriate and of value and will be applied to all gifts. This is a much more effective and transparent method of determination that just specifying types of companies or organizations to accept gifts from.
	+ CCCF will have to be intentional when reviewing the Guiding Questions in each instance.
	+ Question what dollar amount would trigger review by the Gift Acceptance Policy?
		- Financial Committee will review the necessary steps.
	+ What if Nestle just sends CCCF an end-of-year check like last year? What is done?
		- The Nestle check would be the test case and help to flush out the decision.
		- Check cannot be deposited (which would mean accepted) until the Guiding Questions are reviewed.
		- Suggestion that a decision tree be built to help guide the decision-making. The decision tree for each gift could be uploaded into CSuites for transparency to the community.
* Community Grants – Reviewing the questions for the City and Town Community Grant application process coming up after the first of the year.
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Action items

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| Ref NBr | Action | Person Responsible |
| 1 | Questions from B. Gray presentation  | Ed |
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WLH 12-7-20; reviewed b RH 12-20-20