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**Salida Library meeting room**

Meeting Minutes: Jan. 23, 2023

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| **Meeting Purpose:** | | |
| Invitees/Attendees | Title/Role |  |
| Paul Alexander | Vice Chair |  |
| Connie Callahan | Board Member |  |
| Bonnie Davis | Board Member |  |
| Wendy Hall | Board Member |  |
| Rick Hamilton | Board Member |  |
| Rick Hum | Treasurer | Via ZOOM |
| Betsy Dittenber | Executive Director |  |
| Megan Leesley | Chair |  |
| Rachele Vierthaler | Board Member |  |
| John Vandewalle | Board Member | Via Zoom |

**Prospective Board candidate Elisia Parham, who was referred to CCCF by Amy Lovato and Megan Strauss, dropped by to introduce herself to the Board. She is currently an AmeriCorps volunteer with DHS. Elisia is working on her Masters Degree at DU, does childcare, and long-term goals is to create a foster home facility in this area. After her brief introduction with the Board, Paul will followup with Elisia for the more formal process.**

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| Agenda ItemsDiscuSSION  |  |  | | --- | --- | | Ref NBr | discussion | | **1** | Betsy opened the meeting with thanks to departing Board members, Rachele and Rick Hum, whose terms have been completed. Both were given pottery platters with the CCCF logo in appreciation.  Christy Doon introduced herself to members; Crissey Supples will be joining via Zoom (just confirmed as a member today).  Betsy asked if board members wanted snacks at future meetings, saying that when provided in the past, not much was eaten. Decision that snacks are not necessary and that board will try to convene a social hour every other month after the meeting. | | **2** | **Consent Agenda items**   * Minutes - a blank in the November minutes was for the reason the DOLA grant application was declined. DOLA did not give a reason for the denial. Also, Megan noted that she was absent due to the airline snafus. Those revisions will be made to the minutes. * Request that the Operating Reserve balance be added to the budget reports. Betsy noted that the 10% internal transfer to the Operating Reserve will be completed quarterly rather than monthly. * “Other consultants” line item in budget is for Liz Ryan-Sax (PR) and Connie (bookkeeper). * Items were approved as presented/modified. | | **3** | **E.D. Report**   * Board Education for 2023: With several new board members and Board Training workshops not scheduled for several months, suggestion that the members talk about what it’s like to be on a board in general, and this board in particular.   + Need specific focus on Fund Accounting, and on Budgeting and Forecasting.   + Betsy ways she has some on-line trainings from resources she uses. | | **4** | **Committee Reports**   * Finance Committee has reviewed Betsy’s 2023 Proposed Budget.   + One modification is that going forward, pass-through funds will go into a separate fund rather than into Operating.   + Betsy is re-working staff responsibilities to give her the ability to better focus on fundraising and development. She recommends a Program & Operations Officer to help with financial oversight, the grants administration, etc.     - Audrey’s position being unfilled freed up funds. Liz is efficient and effective on the PR side so some earmarked funds are still available for the Operations Officer position.   **MOTION MADE BY MEGAN, SECONDED BY BONNIE TO APPROVE THE PROPOSED BUDGET.**  Motion passed unanimously.   * Nominating and Governance Committee   + Leadership positions need to be approved for the coming year. Megan has agreed to continue as Chair. Paul said that his skill set is well defined to be Treasurer, as he is already familiar with Fund Accounting, formal budgeting, etc. Wendy has agreed to continue as Secretary for one final year.     - With succession planning in mind, an idea has been suggested that the Board have Co-Vice Chairs of two individuals. After discussion, this was enthusiastically accepted. Megan has to confirm with two individuals who have expressed interest, then will confirm with members via email. The Co-Vice Chairs will assume leading the Nominating Committee as has been precedent for CCCF.   + There are now additional standing committees named and members were asked to commit to at least one committee. Standing committees are now: Executive (to be chaired by Megan), Finance (to be chaired by Paul), Nominating (to be chaired by Co-Vice Chairs), Grants (to be chaired by Bonnie), Development (to be chaired by Syd), Strategic Planning (to be chaired by Connie), and Nonprofit Capacity (to be chaired by Christy). Members to committees of interest.   If Elisia is approved and decides to join the board, she might be a great fit on Development and Nonprofit Capacity.   * Grants:   + The Community Grants cycle is now open, deadline for applications is in two weeks.   + A new grant opportunity is coming up for announcement, utilizing the partnership funds from the Renewal/Billy Strings concert. These funds are earmarked for Environmental Innovation and will be announced soon.   + CCCF’s Housing Solutions Fund will also open for a focused grant of up to $25,000. Funds will come from CCCF’s portion of the Jane’s Place fundraising. * Strategic Planning: Committee met on Jan. 20th.   + The Stakeholder survey questions have been streamlined.   + There will be specific questions on initiatives.   + Stakeholders/respondents have been defined and they will be given two weeks to respond.   + CCCF board will have a half-day retreat for its organization strategic planning in early May, agreed-upon date of May 3. * Development: committee is working on a comprehensive fundraising plan. | | **5** | **Board Education:** |   Wlh 02.23.23; reviewed by \_\_\_\_\_\_\_\_\_\_ |