*Chaffee County Community Foundation*

 **Board Meeting**

**Apr. 22, 2019 ♦ 3:00 pm**

Participating Board Members:

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| --- | --- | --- |
| Merrell Bergin | Wendy Hall | Lisa Martin |
| Ed Cooper | Rick Hum | Gordon Schieman |
| Jordan Brown | Art Hutchinson | Syd Schnurr |

This is a short business meeting because the Search Committee has put forward one candidate as its recommendation for Executive Director. That individual will arrive at 3:30 for his interview with the full Board. [See Notes from UberConference, during which Search Committee reviewed the candidate’s background check and discussions with professional and personal references.]

Michael met with the candidate earlier in the afternoon and said he is a rock star . . no cautions, no hesitation, this is the best candidate possible.

**I. Report from Chair**

1. Gordon is stepping down as Treasurer. Merrell has previously expressed interest in these types of duties. Wendy made a motion to nominate Merrell as Treasurer. The motion was seconded and it passed unanimously. Bank signature cards, etc. will need to be changed.

**II. Lake County Community Foundation**: Rick and Syd presented the Motion they prepared in reference to the previous discussion about Lake County’s interest in a more formal relationship. It is large task to try to figure out what that relationship could or should be so the Motion was written simply to allow the discussion to proceed with the knowledge and approval of this Board.

**Motion that, by no later than May 31, 2019, a group comprised of the Executive Directors from both organizations plus 2 to 4 other Board members from each meet to discuss collaboration.**

**The Motion was unanimously approved.**

The Board would like Joseph’s participation in this (and all) discussions with LCCF; they are also considering Joseph for their E.D. position. Joseph will not be able to start full-time with CCCF until July, Ed said Joseph is coming to BV fairly frequently, usually in Town later in the week when he comes.

The question was asked about compensating Joseph if he works for CCCF before July 1st. Ed said some split of the salary monies will be done between Michael and Joseph.

NOTE: The next regular meeting would occur on Monday, May 27th, which is Memorial Day. It was decided that **Tuesday, May 28th will work best following the holiday weekend.**

At this point, Joseph was invited into the room for his interview with the Board. It was an open discussion with interchange back and forth. [Notations kept by all Board members; available in a separate record.]

**After the interview concluded:** All Board members were impressed with Joseph and believed making an immediate offer was in the Foundation’s best interest. Working with Patti Arthur, Ed prepared a Letter of Offer with the following specifics:

* $45,000 annual salary (top of CCCF’s range that is available)
* 10 paid sick days
* 15 paid vacation days per year
* Paid holidays – determination of which/how many holidays to be decided
* Paid expenses for professional development and travel expenses if required
* An insurance supplement of $300/month paid pre-tax (need to figure out with accountant)
* Mileage and business expenses, also his travel to-and-from Denver as it relates to CCCF

Michael has covered the cost for the CCCF phone as a second line to his personal phones. CCCF will pick up that expense, and a suggestion was made that CCCF provide a “Hot Spot” for internet access everywhere.

Joseph stated that his top priority is meeting our objectives. His other request is that, with notice to the Chair and/or the Board, he can do outside consulting, and in particular may consult with Re:Vision (his current employer).

Important Action Item / Next Steps: Board needs to define performance goals for his position and salary steps.

**Motion made and seconded to present Letter of Offer immediately. Approved unanimously.**

Joseph was invited back into the room, enthusiastically accepted the Letter of Offer, and the Letter was signed by Ed and Joseph – photos taken for later press releases and announcements of Joseph’s hiring.

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# **Chaffee County Community Foundation**

# **Board Meeting Agenda**

## **April 22, 2019 ▪ 3 PM**

## [at Anderson & Hughes Conference Room 7385 W. Hwy 50]

I. Updates from conference call re: possible relationship with LCCF

* + Draft Motion to Proceed **(Syd / Rick)**

II. New Business

 a. Interview finalist for E.D.

 b. Finalist for Exec Dir just met with Michael – notes of interest?

 c. Approval to make offer on Monday and ask for commitment quickly

1. Possible benefits / anything to supplement salary – **(ED)**

III. Need for Operational Funding - ideas?

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1. Need decision on date for May meeting: week before Memorial Day (May 20 thru 23rd) or week after (May 28 Tues. thru 31st)?
2. Other Business