*Chaffee County Community Foundation*

**Aug. 13, 2018  via UBERConference**

**Board of Directors Special Meeting 12:30 pm**

Participating Board Members:

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| Ed Cooper | Gordon Schieman |
| Wendy Hall | Sydney Schnurr |
| Michael Hannigan | Cindy Williams |
| Rick Hum | [Lisa Martin – out of town] |

Ed called a special interim meeting to keep things moving forward at the pace necessary. Limited agenda.

**1. Fundraising – Syd as Lead**

A. Syd referenced an article from GivingUSA that stated philanthropy is up, particularly via foundations. Syd had a clear summary of her guidance for moving forward and goals needed for short-term fundraising.

Using the pro forma as reference, $195,000 in funding is required:

* $50,000 from the Founders Circle
* $25,000 from individuals
* $100,000 from foundations like Gates, Climax, etc.; $50,000 in 2019

 Cindy noted that the decision from Gates regarding our grant request is due Sept. 14. She said we will wait to hear from Gates before making our appeal to Climax.

b. “Philanthropy 101” to be taught by Michael, is scheduled for Wed., Sept. 12. Surf Hotel BV.

* The intial meeting is targeted to the Board and Advisors.
* For that meeting, Board members should bring the names of prospects/individuals who care about this community and might want to be in the Founders Circle. Also, the commitment from Board members to personally invite these individuals to one of the two public meetings.
* There will also be two public meetings, giving people the information so if they want to donate – large or small – those amounts are encouraged. Jordan will assist since she is an expert in crowdfunding and on-line campaigns.
* Question whether to use Envision’s e-mail list for sending out invitation.

c. Corporate campaign: visit with Chambers about individual donors/businesses who may be major contributors.

Discussion: Question if there might be funds available from the Marijuana tax revenue. Rick said it funds drug enforcement, mental health, youth initiatives, etc. Getting funding for the community Foundation would be a stretch.

Ed went with Wendell Pryor to the Climax-Area Community Partnership Panel meeting. Ed had conversations with individuals there and there is interest in supporting the CCCF.

d. Immediate Needs – in order to keep moving forwarding with raising funds, need:

* Case Statement
* FAQs – will send these out for review and approval
* Talking Points for face-to-face conversations and how to address objections – **Michael and Syd will work on these.**
* Letterhead and how to process donations. Michael and Syd will keep spreadsheet. Wendy will help sending letters if needed. **NOTE:** P.O. Box in Salida not convenient for them; need P.O. Box in BV. Wendy will open. Ed will cancel Salida box; checks have that P.O. Box on them -- doesn’t matter for making payments.
* Grant Management Software – discussion with Dan Short, Chaffee County Treasurer, re: sharing their software license. That would save CCCF ~$8K this year. Syd noted the Privacy issues that need to be ensured.
* Contact List – Michael and Syd will oversee. All of us can add to, revise as needed.

**2. Website / Logo and Social Media strategy – Michael to Lead**

* Artwork and design needs to be completed in 2-3 weeks.
* Ed will convene a Strategic Planning meeting in the Fall.
* Ryan has finalized Pledge Form, will add new P.O. Box and website at end. Is working on completing illustrated Case Statement.
* Michael said he is committed to writing a weekly blog re: the Foundation.

*At this point Michael recused himself from the meeting*

**3. Process for Hiring Executive Director - Ed**

Michael has agreed to serve as Executive Director through 2019, requesting $4,000/mo. Ed doesn’t like using the “Interim” term in the title. Gordon agrees.

* Gordon said ~$20,000 is pledged for 2018.
* Rick said there are critical distinctions between an employee and a contractor for an organization, like paying taxes, workers comp, etc. Gordon said it sounds like an employee appointment to him. Wendy disagreed, saying many engineers and consultants were utlized at her last company; those companies/individuals provided their own insurance and paid their own taxes. Rick said a Professional Services Contract can easily be prepared by Michael. That contract must clearly state that the Executive Director will serve at the will of the Board on a month-to-month basis, and will receive all direction from the Board.

Syd made a motion to hire Michael as Executive Director through Dec. 2019; Rick seconded. Vote was 7 in Favor, none opposed. Michael will resign as a Board member and start as Exec. Director as soon as possible. Ed will discuss specifics with Michael and get starting date.

**Fill vacant Board seat when Michael resigns:** Need formal resignation from Michael. Ed said the Board still needs representation from a multi-generational family, younger individual.

**Action Items**

1) Cancel Salida P.O. Box, return keys, get refund – Ed / Gordon

2) Completion of Case Statement and design of website (integrate same artwork) – Michael/Ryan/MDillilo

3) Professional Svcs Contract with Michael; letter of resignation as Board member

4) Filling vacant Board seat – discussion Board meeting on Aug. 27th

5) Use Envision’s mailing list for public meeting invitations to Philanthropy 101?

Remainder of remaining action items from previous meetings

6) Need county nonprofits list and begin interviews to for introduction and to determine needs **(Wendy getting .CSV list Lisa provided into Excel and clean out HOAs, others not applicable)**

7) Identify non-supporters and determine what their concerns are via sit-down conversations with them.

8) Purchase and implementation of Foundant software – DELETE for 2018??

9) List from Assessors Office of new home sales, purchase price **(Lisa)**

10) Logistics for “Community Foundation 101” trainingand public meetings **(Michael)**

11) Michael to do presentation for Humanists **(Gordon to coordinate)**; What about LWV – **Michael?**

12) Syd, Michael, Ed, Rick define talking points and funding requests **(Syd)**

13) Cindy to provide Syd list of everyone Envision is contacting for funding. **(Cindy – done?)**

14) Terms for Advisory Board members – need to discuss/determine

15) Nominating Committee **(Ed)**

~~10) Finish bank account paperwork (Ed, Gordon, Wendy, Rick)~~

~~11) Open PO Box (Gordon and Wendy)~~

Ongoing

Fiscal Policy

~~Schedule for hiring Exec Director~~

Board members to end terms at end of 2018

**Monthly Board mtgs the 4th Mon. of each month @ 3 PM - Next meeting is Aug 27th Michael’s house.**