



**There is more to me
than my disability.**
Community Connections

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
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**Community Connections, Inc.
Board of Directors Meeting**

July 24, 2019

2:34-4:32 pm

Lupine Conference Room, Durango CCI Office

Present: Sarah Kahn, Chairperson; Janice Moen, Treasurer; Anne Kernan, Secretary; Alexandra Rodriguez, Board Member; Kicki Searfus, Board Member; Richard Siegele, Board Member; Bob Conrad, Board Member; Cynthia Sadler, Board Member

Absent: Jim Denier, Vice-Chair

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Laura Alsum, Executive Assistant
CEO/President

Guests: Neal Polecek & Kaki Sadler

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:34pm and presided. Laura Alsum, Executive Assistant to the CEO/President recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

2. Introduction of guests and public comment

- Neal Polecek is the guest of Alexandra Rodriguez, Board Member
- Kaki Sadler is the guest of Cynthia Sadler, Board Member

3. Approval of Minutes

- A motion was made by Bob Conrad, Board Member, to approve minutes from June's meeting with a wording edit. The motion was 2nd by Alexandra Rodriguez, Member, and passed by all

4. Finance Committee

- Monthly Financials
 - The financial statements were not ready in time for this Board meeting. It is important that the end of the year financials are accurate and complete.
 - Bob Conrad, Board Member, asked Shannon how the end of the fiscal year is looking. Shannon thinks that we are going to end the fiscal year better than projected in the budget.
- Finance Policies – See attachments
 - Travel expense
 - Purchasing
 - Long term debt
 - Payroll



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- Sarah asked about the word “reasonable” in the 1st sentence and if it was vague
 - It is defined further in the Policies 2nd bullet point

The motion was made to approve the Travel expense, Purchasing, Long Term Debt, and Payroll policies by Kicki Searfus, Member, and 2nd by Anne Kernan, Secretary, and passed by all.

5. CEO Report

- Sarah Kahn, Board Chair, asked for further clarification on the new, clearer, and stricter rules for the Family Support Program
 - Tara stated that historically, a lot was left to interpretation but now it will be more regulated. The benefit in prior years had been the flexibility.
- Strategic Plan Report
 - See PowerPoint
 - Janice Moen, Treasurer, commented that the Board should be reviewing and approving the Strategic Plan annually. It was discussed how arduous that would be and maybe just doing an annual review would be more appropriate. It was recommended that a Strategic Plan Policy might be more beneficial and decide what procedure would be best.

The motion was made to approve the CEO & Strategic Plan Reports by Cynthia Sadler, Member, and 2nd by Richard Siegele, Member, and passed by all.

- Funding priority
 - Ellen Stein, VP of Marketing & Development, lead a Development discussion. See attached Board Development discussion.
 - Ellen commented that she would like guidance from the Board on defining mission & purpose of a Development committee, identify goals & steps to get there, and identify members for the committee
 - Members of the Board offered up ideas for committee members
 - Influencers
 - Diversity of age and region
 - Those passionate about Community Connections Mission
 - Ellen commented that Greg Furda, community member, and Beth Drum, with Community partner Alpine Bank, are willing to provide support but they do not want to be on the Board or the Development committee
 - Ellen then led discussion on the Festival of Trees Raffle and asked for questions and ideas
 - Sarah Kahn recommended putting a client blurb or a staff blurb on the ticket about why this organization (CCI) is important to them. She also stated that we need to change up the tickets to reference more of the Festival of Trees.



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- Sarah Kahn recommended selling raffle tickets during the Pumpkin Patch train event.
- Ellen stated that last year we had the Community Relief fund help pay for the raffle items. We need to increase In-Kind donations this year because we do not have access to those monies this year.
- It was recommended that if we have a Durango prize, make it something that Duragoans do not normally do

6. Policy Review Update

- Sarah Kahn, Chairperson, stated that she will send an email on how to present your group policies. In the email, it will state the below review format.
 - Proposed Policies to be removed (Use Red font)
 - Proposed Policies to be combined (Use Blue font)
 - Policies that are solid as is (Keep Black font)
 - Already Approved (Use Purple Font)
 - Provide a copy of your section of policies recommendations to be uploaded to the Google Drive. 1 hard copy is fine for each group to be uploaded and a digital draft is preferable
- Janice asked about what happens to the Policies that were approved today to which Tara answered that she will upload them onto the Google drive. Sarah stated that the approved ones would be highlighted purple

7. 2019-2020 Board calendar approval

- Tara made recommended changes and left some areas for potential future guests, speakers, and ideas

The motion was made to approve the 2019-2020 Board calendar by Alexandra Rodriquez, Member, and 2nd by Janice Moen, Treasurer, and passed by all.

8. Annual meeting invitees

- Tara Kiene, CEO, asked the Board for thoughts and names of groups, businesses, and/or individuals to send invitations to the CCI annual meeting
 - Members of the Board offered up ideas for groups to invite
 - Sarah recommended educational groups
 - BOCES, Pueblo Community College, Pinon Project
 - Janice recommended the Mayor
 - Tara offered Sunflower theatre, Community partners, and HHP's

The motion was made to adjourn by Janice Moen, Treasurer, and 2nd by Cynthia Sadler, Member, and passed by all.

Regular session adjourned @ 4:32 pm

Respectfully submitted,



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Laura Alsum, CEO/President Executive Assistant

Board of Director's Secretary Approval:

X 

Secretary