

**Community Connections, Inc.
Board of Directors Meeting**

March 4, 2020

2:30 - 4:22 pm

Lupine Conference Room, Durango CCI Office

Present: Sarah Kahn, Chairperson; Janice Moen, Treasurer; Cynthia Sadler, Secretary; Richard Siegele, Board Member; Alexandra Rodriguez, Board Member; Bob Conrad, Board Member, Prissilla Rippee

Absent: Jim Denier, Vice-Chair; Cathy Sykes, Board Member; Kicki Searfus, Board Member

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Courtney Gray, Human Resources Assistant; Ellen Stein, VP of Marketing and Development

- **Guests:** Kaki Sadler, George Glass, Jessica Wanless, DSP
- 1) **Call to order**
 - a) Sarah Kahn, Chairperson, called the meeting to order at 2:30 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. The meeting proceeded with business.
- 2) **Introduction of guests and public comment**
 - a) George Glass introduced himself as a previous board member/president who is interested in rejoining the board
 - b) Kaki Sadler was introduced as board member Cynthia's daughter
 - c) Jessica Wanless introduced herself as a DSP at Community Connections attending out of interest and to support a board member.
- 3) **Program Report** – Tara Kiene, CEO read a letter of appreciation from a participant in the family support program.
- 4) **Consider Board Candidates** –
 - a) **Janice Moen, Treasurer, moved to accept Prissilla Rippee as a new Board Member. Second by Sarah Kahn, Chairperson, and approved by all.**
- 5) **CEO Report - Tara Kiene, CEO**
 - a) Review Committee Lists – Tara reported on the Class “B” Survey that was completed. She found it to be very helpful No major problems were found that were not already known.
 - b) Committee Membership list -

- i) A motion was made by Bob Conrad to approve the Human Rights Committee and Family Support Council and 2nd by Richard Siegele and approved by all.
 - c) The idea of hiring more people with disabilities was brought up. The board supported the idea.

Janice made a movement to incorporate hiring people with disabilities and adding it to our strategic plan, Richard Siegele, Board Member 2nd the motion.
 - d) Emergency response plan – A weekly meeting will be held to plan for coronavirus concerns. An Emergency response plan will be sent out soon, San Juan Basin Public Health is the best resource to get updates on coronavirus.
- 6) Approval of Minutes**
- a) A motion was made by Sarah Kahn, Chairperson the motion was 2nd by Bob Conrad, Board Member and passed by all.
- 7) Finance Committee**
- a) On the Statement of Financial Position (Balance Sheet) -
 - i) Looking at all the cash / CD balances, our cash has increased 148,624 since the beginning of the fiscal year.
 - ii) Our investment account at LPL Financial has a balance of \$475,635. As of January 31st, we have invested \$400,000.
 - b) On the Summary of Revenue and Expenses -
 - i) We ended January with an operating surplus of \$69,785. We anticipated an operating surplus of \$51,403 so we came in better than budget.
 - ii) We ended January with an overall surplus of \$70,694.
 - c) Year to date, the operating revenue is \$36,690 less than budget. Year to date the operating expenses are \$185,898 less than budget. Year to date, we have a surplus of \$200,399.
 - d) On the YTD comparison to prior fiscal year-
 - i) Comparing to the prior fiscal year, the revenue is up \$96,848 or 3.1%.
 - ii) Total labor expenses are up \$31,363 or 1.9%.
 - iii) Professional Service – Host Homes is down 13,830 or -1.5%
 - iv) Our other operating expenses are down \$59,201 or -14.3%.
 - v) Total expenses are down \$33,711 or -1.1%.
 - e) On the Summary of Revenue and Expenses by Program –

- i) All programs are exceeding budget except for fundraising and EI. The EI Budget will more than likely come in lower than expected for the remainder of the year.

The motion was made to approve the Financial Report by Richard Siegele Member, 2nd by Prissilla Rippee, Member, and approved by all.

- f) Bids have been sent out for the upcoming audit; we hope to make a selection by end of March.

Janice Moen, Treasurer, requested a motion to give the finance Committee authority to select auditors.

The motion to approve was made by Bob Conrad, Board Member, 2nd by Cynthia Sadler, Secretary, and approved by all.

8) Review Vision

With the absence of Kicki Searfus we did not review the vision.

9) Fund Development Committee

Ellen Stein, VP of Marketing and Development

- a) A luncheon will be held on March 18th, the purpose of this meeting is to recruit new members by sharing our mission and story. Ten confirmed participants, 4 more invited but not yet confirmed.
- b) A sub-committee will be formed devoted to working on Festival of Trees. The first meeting will be held early to mid-April and the committee is looking for members and volunteers.

10) Board Assurance Signed – The Packet was passed out, reviewed and signed by attending board members.

11) Review Policies

a) Janice Moen, Treasurer, presented the following Draft Policies

- i) Ethics and Duty of Loyalty -
 - The following corrections will be made
 - (a) Policy 1.4 iii. Change "nonprofits" to "people"
 - (b) Policy 1.4 vii. Delete "physical or mental handicap"

The motion was made to approve Ethics and Duty of Loyalty policy with corrections by Alexandra Rodriquez, Board Member and 2nd by Prissilla Rippee, Board Member and passed by all.

- ii) Conflict of Interest and Confidentiality Policy –
 - (1) The following corrections will be made
 - (a) Policy 1.5 Throughout replace "President" with "Chair"

(b) Policy 1.5 ii.b. Change "the Board of Advisers" to "other committee membership"

The motion was made to approve Conflict of interest and Confidentiality policy with corrections by Alexandra Rodriguez, Board Member and 2nd by Prissilla Rippee, Board Member and passed by all.

Next board meeting will be held April 22nd at 2:30.

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

Regular session adjourned @ 4:22 pm

Respectfully submitted,
Courtney Gray, Human Resources Assistant

Board of Director's Secretary Approval:

X Cynthia Sadler

Secretary

Signature: 
Cynthia W Sadler (Apr 23, 2020)

Email: cynthia.sadler@cci-colorado.org

Signature:

Email: tara@cci-colorado.org