



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
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Community Connections, Inc.
Board of Directors Meeting Minutes
October 27th, 2021
2:30-4:30 pm
Microsoft Teams Virtual Meeting

Present: Sarah Kahn, Chairperson; Janice Moen, Treasurer; Richard Siegele, Board Member; George Glass, Vice-Chair; Bob Conrad, Board Member

Absent: Alexandra Rodriguez, Board Member; Cathy Sykes, Board Member; Kicki Searfus, Board Member; Cynthia Sadler, Secretary; Jim Denier, Board Member

Present from CCI: Tara Kiene, President/CEO; Laura Alsum, Executive Assistant to the CEO/President; Larry Walton, Chief Financial Officer (CFO); Judy Schreckenbach, VP of Human Resources; Lisa Branner, VP of Marketing & Development

Guests: Steve Hochstetter and Courtney Vance

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

- Steve Hochstetter and Courtney Vance are auditors with Stockman Kast Ryan and Company.

3. Action Item: Approval of Minutes

- Grammatical error found and corrected.
- **Sarah Kahn, Chairperson, asked if anyone opposed approving September 22nd, 2021, minutes with the grammatical change. No opposition raised. Minutes approved.**

4. Finance Committee

- Audit
 - Janice Moen stated that the Finance committee has not received the audit report yet. They have not read through anything and do not have a recommendation.
 - Steve Hochstetter & Courtney Vance presented a draft of the FY21 audit.
 - Accounting guidance is clear as to how CCI should account for transactions
 - Key factors and assumptions used to develop estimates are reasonable in relation to financial statements as a whole
 - Encountered no difficulties in performing the audit
 - No misstatements identified
 - Janice asked if they could split the PPP from the grants line and make it its own line item



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- Will wait to approve audit report after Shannon Kreuser is able to go over questions she has with the audit team.
 - Monthly Financials
 - Janice Moen, Treasurer, presented the August 2021 Financials. September's financials are taking time due to the changes in the Finance department and audit
 - Statement of Financial Position
 - Cash, accounts receivable, and accounts payable are down. The net of the 3 matches the CCI deficit.
 - Budget to Actual
 - Revenue
 - Revenue is lower than budgeted for the month. Larry is doing an analysis to determine the discrepancy. The hope is this will turn around once a rate increase is back billed.
 - Expenditures are down
 - Budget comparison page is not correct, and Larry will have an updated breakdown next month
 - **A motion to accept the monthly financials for August 2021 was made by Richard Siegele and seconded by Sarah Kahn. The motion passed by asset.**
5. **CEO Report**
- Tara Kiene, CEO/President, provided an update to her CEO Report
 - ARPA funds
 - 2.11% that we are able to back bill, are flexible and we can use as needed.
6. **Board Terms**
- Since people often take on 2 year Officer terms in the midst of their 3 year Board term, we sometimes have board members whose board terms officially end before their officer term. Tara recommended extending a board member's term to align with the Officer term.
 - **Sarah Kahn, Chairperson, asked if anyone opposed aligning the Officer and Board Terms. No opposition raised. Approved.**
7. **Fund Development and Special Events**
- Sarah gave an update on Festival of Trees and Wreaths.
 - The Committee is receiving good responses from people wanting to participate.
 - Wreaths have increased this year
 - Volunteers needed and please sign up
8. **Other**



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Regular session adjourned at 3:31 pm

Respectfully submitted,
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

Cynthia W Sadler
Cynthia W Sadler (Dec 5, 2021 17:10 MST)

Cynthia Sadler

Signature:

Email: