



**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
Main office fax: 970.259.2618
cci@cci-colorado.org

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

October 24, 2018

2:30-4:30 pm

Lupine Conference Room, Durango CCI Office

Present: Jim Denier, Chairperson; Bob Conrad, Vice-Chair; Janice Moen, Treasurer; Anne Kernan, Secretary; Alexandra Rodriguez, (By Phone) Board Member; Sarah Shedd, Board Member; Richard Siegele, Board Member

Absent: Cynthia Sadler, Board Member

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Ellen Stein, VP of Marketing & Development; Erin Devlin, Case Management Executive Assistant

- | | | |
|---|--------------------|------------------|
| 1. Call to order | Board Chair | |
| - Jim Denier, Chairperson called the meeting to order at 2:33pm and presided. Erin Devlin, CM Executive Assistant recorded the minutes. A quorum of directors being present, the meeting proceeded with business. | | |
| 2. Introduction of guests and public comment | Board Chair | 5 minutes |
| - Michelle Sanio, Fredrick, Zink & Assoc | | |
| 3. Approval of Minutes | Secretary | 5 minutes |

A motion was made by Jim Denier, Chairperson, to approve the minutes as written.

The motion carried by the following vote: Anne Kernan, Secretary and 2nd by Richard Siegele, Member, and passed by all.

4. Finance Committee – Draft Audit Presentation and Review

- Michelle Sanio, FZA presented a draft audit for review by the BOD.
 - Changes to occur: Note 10 will be changed to reflect what the restriction is for; Note 15 – will be changed from 3 to 6 certificates.
 - Board communication letter will go out soon and FZA is currently working on 990 with plan to be available for review by December 5, 2018 Board meeting.
 - Schedule of Case Management is not being required by the state and will be removed from audit.

A motion was made by Jim Denier, Chairperson, to approve the audit with changes as described in meeting. The motion carried by the following vote: Janice Moen, Treasurer and 2nd by Bob Conrad, Vice-Chair, and passed by all.



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5. Financials

Treasurer

15 minutes

- Janice Moen, Treasurer, provided an update on the financial status of CCI.
 - **On the Summary of Revenue and Expenses**
 - We ended August with a deficit of \$6,235. We anticipated a deficit of \$6,085 so we came in slightly under budget.
 - Year to date, our revenue is \$5,275 more than budget. Year to date, our expenses came in \$15,126 less than budget.
 - **On the YTD comparison to prior fiscal year**
 - Comparing to the prior fiscal year, the revenue is up \$1503 or .2%.
 - Total labor expenses are down \$13,143 or -2.7%.
 - Professional Service – Host Homes are up \$5,747 or 2.1%.
 - Our operating expenses are up \$32,723 or 33.4%.
 - Total expenses are up \$29,222 or 3.3%.
 - **On the Statement of Financial Position (Balance Sheet)**
 - From July 1, 2018 Operating cash (including Board Operating Reserves) has decreased \$184,297. In August we moved \$50,000 from operating cash to LPL Investments. Furthermore, we have purchased \$175,000 in CDs.
 - Our investment account at LPL Financial has a balance of \$340,634. As of July 31st we have invested \$300,000. We will continue to move cash to investments and CDs as we discussed the last few months.
 - **On the Summary of Revenue and Expenses by Program**
 - See report

A motion was made by Jim Denier, Chairperson to approve the September Financials: Sarah Shedd, Member approved and seconded by Richard Siegele, Member, and unanimously approved as presented.

6. Fiscal Management Training

- Janice Moen, Treasurer presented on the IRS' Good Governance Expectations and the Board of Directors duties during the audit process.
 - Gift Acceptance Policy is being reviewed by the Finance Committee – this will be brought to the next board meeting for approval.

7. CEO Report and Strategic Plan Update

Tara Kiene, CEO

15 minutes

- **New director in place for Social Services in Montezuma County, Gina Montoya.** Tara Kiene, CEO/President and Ellen Stein, VP of Marketing and Development participated/presented in an open house with Social Services staff and County Commissioners.
- **Accessibility:** Representatives from the City of Durango invited CCI to submit a revised Scope of Work to add a public education campaign to promote the Accessible Communities Team program. Update: CCI will not be participating as the City of Durango is grappling with budget cuts and no discretionary funds are being provided this year.



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- **Festival of Trees:** CCI has sent out the "Save the Date" and are actively recruiting sponsors for the event. Currently, CCI has 24 sponsors with a goal of 30.
- **Colorado Department of Transportation grant report**—CDOT funded our busses in each community and our van in Durango. We need to submit a report that details how we are meeting our Title VI (accessibility) requirements. Title VI plan was reviewed by Board of Directors.

A motion was made by Jim Denier, Chairperson to approve the Title VI plan as written: Janice Moen, Treasurer, approved and seconded by Bob Conrad, Vice-Chair, and unanimously approved as presented.

8. Board Committee Reports – Raffle/Fundraising Update

- Ellen Stein, VP of Marketing & Development provided an update on the current status of the raffle.
 - Requirement by the State of Colorado: CCI will need a designated bank account for the raffle.
Bank: Alpine Bank
Signers: Tara Kiene, CEO/President of CCI, Elizabeth Fabrey, VP of Case Management, and Jim Denier, Board Chair for CCI.
Name on Account: Board of Director's Raffle

A motion was made by Jim Denier, Chairperson to approve the bank account through Alpine Bank with the signers and name of account mentioned above:

Sarah Shedd, Member approved and seconded by Janice Moen, Treasurer, and unanimously approved as presented.

- Raffle update continued: goal of first week of November to start selling tickets. Please email Ellen Stein, VP of Marketing & Development ideas of events coming up.
- Still needed for Raffle: Prizes; Tickets (Draft needs to be submitted and approved by the state, then the Board of Directors); Plan for Secretary of State's office on how the raffle is being conducted.

9. Governance items

Officer Elections

Board

5 minutes

- Jim Denier, Board member up for election: Janice Moen, Treasurer moved to accept Jim Denier as a board member for another 3 years. Seconded by Sarah Shedd, Member, and approved by all.
- Jim Denier, Board Chair and Bob Conrad, Vice-Chair, both extended officer terms until December to help training of future possible Board Chairs.

Added to next agenda

- Board Recruitment

- There will be no November meeting. Nov/Dec BOD meetings have been combined to occur on 12/5/2018 at 2:30pm.



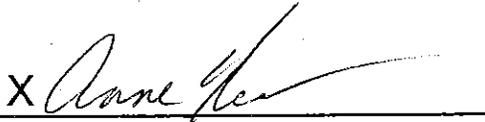
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Regular session adjourned @ 4:15pm.
Executive Session began @ 4:16pm

Respectfully submitted,
Erin Devlin, Case Management Executive Assistant

Board of Director's Secretary Approval:

X 

Secretary