



**There is more to me  
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Community Connections

[www.CommunityConnectionsCO.org](http://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](mailto:cci@cci-colorado.org)

**Community Connections, Inc.**  
**Board of Directors Meeting**  
October 28, 2020  
2:30-3:45pm  
Microsoft Teams Virtual Meeting

**Present:** Sarah Kahn, Chairperson; George Glass, Vice-Chair; Cynthia Sadler, Secretary; Kicki Searfus, Board Member; Jim Denier, Board Member; Janice Moen, Treasurer; Richard Siegele, Board Member  
**Absent:** Alexandra Rodriguez, Board Meneber; Cathy Sykes, Board Member; Bob Conrad, Board Member

**Present from CCI:** Tara Kiene, President/CEO; Ellen Stein, VP of Marketing and Development; Shannon Kreuser, Chief Financial Officer; Judy Schrenkenbach, VP of Human Resources

**Guests:**

**1. Call to order**

- Sarah Kahn, Chairperson, called the meeting to order at 2:32pm 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. Finance Committee**

**- Audit**

- The Finance Committee and Shannon did not receive the audit by this morning's Finance committee meeting. They would like to present the audit at the December meeting so they have time to review thoroughly prior to the meeting.

**- Action Items: Monthly Financials**

- On the Statement of Financial Position (Balance Sheet)
  - Looking at all the cash / CD balances, our cash has decreased by \$203,255 since July 1, 2020. Accounts Payable has decreased by 134,182. Accounts receivable is up by \$119,878 due to timing of receiving Medicaid funding. On October 1st we received \$88,862. Normally this would have been received in the previous month.
- On the Summary of Revenue and Expenses
  - We ended September with an Operating Deficit of \$32,756. We budgeted an operating deficit of \$61,782. We ended September with an overall deficit of \$37,867 with our unrealized gain on investments.
  - Year to date, the operating revenue is \$66,627 less than budget, mainly found in State revenue. Year to date the operating expenses are \$126,552 less than budget, mainly explained in Labor and Other Operating expenses.
- On the YTD comparison to prior fiscal year



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- Comparing to the prior fiscal year, the revenue is up \$159,651 and the bulk of this variance is found in Medicaid revenue.
  - Total labor expenses are up by \$24,498.
  - Professional Service – Host Homes is up \$5,559.
  - Our other operating expenses are down \$38,690.
  - Total expenses are down \$1,537.
  - On the Summary of Revenue and Expenses by Program
    - Most departments are exceeding budget except for Case Management, FSSP, SEP and Fundraising.
    - **Sarah Kahn, Chairperson, asked if anyone opposes the September financials and no opposition raised.**
- 3. **Introduction of guests and public comment**
  - No public comment or guests
- 4. **Action Item: Approval of Minutes:**
  - Janice recommends that the 2<sup>nd</sup> sentence be removed from the 1 bullet under Finance committee section.
    - George found a typo in that same 1<sup>st</sup> bullet. Nee ded should be needed.
  - **Sarah Kahn, Chairperson, asked if anyone opposed approving Septembers minutes with the above stated changes? No opposition raised.**
- 5. **CEO Report**
  - Tara Kiene, CEO, shared some updates to the CEO Report
    - There are some COVID precautions and orders from local and State level. The restrictions concerning the number of people that are part of a social gathering do not apply to our Day Programs, which fall under the Limited Health Care Services category. Pine Street is still running with physical distancing and those attending are not part of the high risk category. Holly House decided that they do not need a space for group services, so the Holly house is not open for that setting. People who want day hab services are receiving them, just not in a group setting at this time.
    - Sarah raised a question with the Strategic Leadership Certificate being complete and what that means. Tara stated that the benefit was a professional development class and she gave a synopsis of what the certificate entailed.
- 6. **Fund Development Committee Report**
  - Ellen Stein asked for questions on her FDC report and there were none.
  - Ellen stated that we are full steam ahead with Festival of Trees, Festival of Wreaths, and CO Gives Day.
  - Ellen spoke about her conversation with fundraising consultant this week. She stated that at this time of year we should be focusing on end of year campaigns.
  - Ellen stated that they are still missing some Board Roles and Responsibility forms. She asked that those who have not turned in theirs to please do so.



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- Ellen provided the Board with fundraising needs that they are able to help with concerning Festival of Trees and Raffle ticket sales. She asked the Board members to sign up for shifts for raffle ticket sales. Ellen went over the raffle ticket items and asked the Board to promote the ticket sales.
  - Cynthia provided information on Festival of Wreaths. She stated that there are a solid 17 wreaths and a chance of 3 more. She is optimistic that she will have 20 and is still reaching out to businesses. She is enjoying building relationships for the future.
  - Sarah reminded the Board that they each committed to selling a minimum of 20 tickets and she provided some pointers on who to reach out to.
  - Sarah also encouraged the Board members to turn in the Board Roles and Responsibility forms. She pointed out that this will help best utilize each Board members strengths.
  - Sarah provided examples on some ways to organically bring up sponsorship like Festival of Trees in conversation. She recommends approaching people with a statement that makes it sound like they already want to be apart of it.
  - Ellen shared that the CDOT grant of \$55,000 was awarded.
  - Tara provided some information on the Festival of Trees and what the committee is deciding concerning an all virtual event. FOT committee members had brought up their concerns with COVID, health, and volunteering at an in-person event.
    - Ellen asked for thoughts from the Board concerning this? No other thoughts from the Board that had not already been stated by Tara.
    - Sarah really reminded the Board to share the event since we might be missing out the in-person event sales that happened in the past.
- 7. Report: Board policy manual**
- HR committee Board policy manual
    - Sarah stated that Cynthia has sent in her suggestions for changes. Sarah asked for the rest of the committee to email their suggestions for changes and she will compile in one document. Her goal is that it will be completed by next committee meeting.
- 8. Report: Mission and Vision Committee**
- Sarah questioned the Board on their thoughts of what the Mission of CCI is and gave a pop quiz. Sarah asked the Board to really think about what that mission means and how does this apply to our community. How does this apply on a global scale? She stated what we do sets an example for those around us that ends up becoming something significantly larger than who we are. We want our behavior to go viral. We want our passion about the mission of what CCI is to be a viral attitude and understanding around the world and not just our community. She will be sending out an activity for the Board to go over before the next meeting.
  - Sarah provided 2 vision statement options like she had done with the mission statement. She really stressed the importance of the words ALL and SAME (all people and same opportunities).



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- She asked the Board to reflect on how these statements affect their lives. Does your life reflect these mission and vision statements?

**9. Paycheck Protection Program**

- Tara provided an update and they are finally accepting applications for forgiveness and significantly extended the application deadline. Before we go through trying to ask for forgiveness, Tara would like to provide the Board with the details of what we are counting. This will provide the Board with a clear and transparent idea of what we are asking for. Tara and Shannon will provide in the near future.
- We received approval and monies for the Cares Act. We have 90 days to attest and accept the monies. Tara stated that before we send that, we would be providing the Board with a clear accounting of what expenses we would be attributing to that.

**10. Adjourn**

- **3:45pm**

Regular session adjourned at 3:45pm

Respectfully submitted,  
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

*Cynthia W Sadler*  
Cynthia W Sadler (Dec 8, 2020 14:42 MST)

Cynthia Sadler






# 2020-10-28 BOD Meeting Minutes

Final Audit Report

2020-12-08

Created:	2020-12-07
By:	Tara Kiene (tara@cci-colorado.org)
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-  Document created by Tara Kiene (tara@cci-colorado.org)  
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