



**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**

September 26, 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, Board Member; Sarah Shedd, Board Member; Richard Siegele, Board Member; 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 2:10pm 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

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: Richard Siegele, Member and 2nd by Cynthia Sadler, Member, and passed by all.

4. 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.



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- 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 August Financials:
Richard Siegele, Member approved and seconded by Anne Kernan, Secretary, and unanimously approved as presented.

5. CEO Report and Strategic Plan Update

Tara Kiene, CEO

15 minutes

- ***Enterprise Zone:*** on hold for now until further research is completed by Ellen Stein, VP of Marketing & Development. Problem – CCI is not a job development company. CCI tries to place clients in jobs that already exist rather than creating new jobs in the community.
- ***New director in place for Social Services in Montezuma County, Gina Montoya.*** Tara Kiene, CEO/President and Ellen Stein, VP of Marketing and Development are participating in an open house with Social Services staff and County Commissioners in October.
- ***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. We will be seeking bids to develop a website and other promotional materials that will be a resource for businesses.
- ***Collaboration:*** Tara Kiene, CEO/President completed a successful training session with the docents at Durango Arts Center for the Creative Minds Program (our collaborative art program). CCI is working with Adaptive Sports Association to create better access for clients in host homes to the winter sports activities, and Tara is talking to Lynn Howard at Medicine Horse Therapeutic Riding in Montezuma County about getting our clients better involved with their program.
- ***Rural Philanthropy Days:*** This is a rotating conference led by the Community Resource Center and several Front Range foundations and funders, and it only comes to SW Colorado once every four years, so this was a somewhat rare opportunity for CCI. The purpose of the event is to provide professional development opportunities to rural nonprofits and give a chance for funders from the front range to meet and hopefully fund rural nonprofits. The climax of the event is a “speed dating” opportunity where nonprofits get two minutes to pitch their program to a variety of funders and get a green (please apply), yellow (let’s talk) or red (not a good match) light to apply to that funder. Ellen and Tara found six potential matches and received green lights from all but one, who gave us a yellow light due to the size of our budget. The application deadlines are spread across the year, so CCI will be working on letters of interest and applications for those funders over the next few months.
- ***Festival of Trees:*** CCI has sent out the “Save the Date” and are actively recruiting sponsors for the event. CCI will be reaching out to you to suggest new sponsors and/or contact potential sponsors with whom the board members have a personal relationship. Wreaths have been added and there will be different levels for tree sponsorships.



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- **Raffle update:** Bob Conrad, Vice-Chair will be completing training for games manager. Once trained, Bob will schedule a training. Decisions to be made on the following: what are the prizes? Total value? Where/when will the drawing be? How many tickets does each board member have to sell? This will be decided once training complete.
- **Community Emergency Relief Funding:** 416 Fire victim funding – A portion of the funds raised will go to non-profits who were impacted the most by the fire. CCI has received \$2,500 to be spent with approved local businesses by the end of October.
- **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. This will have to be approved by the Board prior to submission. We may need to schedule a special phone meeting once the report is completed.
- **Note:** Workplace Giving Campaign through United Way due in October.

6. Board Policies

Janice Moen, Treasurer/Tara Kiene, CEO/President

- CCI is currently in the process of separating the policies from the procedures. Discussion on how to organize committees to review was held. Determined, Executive Committee will review the operating level policies that guide the overall policies of CCI. Janice Moen, Treasurer, will bring examples of policies she wrote for reference.

7. New Business – Political Campaigning and Lobbying

Tara Kiene, CEO/President

- Outline provided for review on political campaigning and lobbying for non-profits and IRS examples.

8. Governance items

Input on Board agenda

Board

5 minutes

- **Added to next agenda:** Officer Elections in October for Board; Action plan for involvement of board during the holiday season.
- Next Board of Director's meeting will be held at the Administrative offices on Sawyer in Durango at 2:30pm on October 24, 2018.

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

Regular session adjourned @ 3:50pm

Executive Session began @ 3:51pm

Respectfully submitted,
Erin Devlin, Case Management Executive Assistant

Board of Director's Secretary Approval:



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X

Secretary