



**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
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Community Connections, Inc.

Board of Directors Meeting

December 5, 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 Kahn, Board Member; Richard Siegele, Board Member; Cynthia Sadler, Board Member

Absent: None

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Laura Alsum, CEO Executive Assistant

1. Call to order

- Jim Denier, Chairperson called the meeting to order at 2:33pm and presided. Laura Alsum, CEO Executive Assistant recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

2. Introduction of guests and public comment

- Dr. Kicki Searfus, perspective Board member

3. Approval of Minutes

- A motion was made by Bob Conrad, Vice Chairperson, to approve minutes amended as follows:
 - o Sarah Shedd last name to Kahn
 - o Strike Jim Denier make motion

The motion carried by the following vote Sarah Kahn, Member, and 2nd by Richard Siegele, Member, and passed by all.

4. Finance Committee

- 990 Review

- o Janice Moen, Treasurer, provided an overview on the 990 and pointed out important parts of the 990
 - o Page 6 & 7
 - Governing party and all Board of Directors members are on it.
 - Importance of policies and CCI having them.
 - Disclosure Section
 - CCI provides 990 on own website and upon request
 - o Pages 9-12 and on should match audit.
 - o Page 10 line 25
 - Funders like to see ratio above 75% and we are at 87%.
 - o Schedule A changing to # 10.



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- Need to add schedule C which talks about paying dues and we pay for a company for lobbying (Alliance) or costs for going up to Denver.
- Schedule O talks about program services and description of policies that did not fit on page 2.

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: Cynthia Sadler, Member and 2nd by Anne Kernan, Secretary, and passed by all.

- Monthly Financials

- Janice Moen, Treasurer, provided an update on the financial status of CCI.
 - ***On the Summary of Revenue and Expenses***
 - We ended October with a deficit of \$22,278. We anticipated a surplus of \$913 so we came in lower than budget. We had some one-time / annual expenses paid in October. We paid our auditors \$12,000. I had it scheduled in the budget in smaller increments from September to November. Next month this expense will align to the YTD budget variance. We paid several annual IT subscriptions in October so we are over \$6000 in this line for the month. Similarly we paid a few annual dues in October causing to be about \$2600 over in this line. Last we encountered an unrealized investment loss of \$14,851 for the month.
 - Year to date, our revenue is \$1,656 more than budget. Year to date, our expenses are \$16,869 less than budget. Year to date, we are at a deficit of \$22,278 and anticipated to have a deficit of \$40,802.
 - ***On the YTD comparison to prior fiscal year***
 - Comparing to the prior fiscal year, the revenue is up \$1522 or .1%.
 - Total labor expenses are up \$12,758 or 1.4%
 - Professional Service – Host Homes is down 296 or .1%.
 - Our other operating expenses are up \$64,938 or 34%.
 - Total expenses are up \$86,290 or 5%.
 - ***On the Statement of Financial Position (Balance Sheet)***
 - From July 1, 2018 Operating cash (including Board Operating Reserves) has decreased \$622,006. As of October we moved \$150,000 from operating cash to LPL Investments. Furthermore, we have purchased \$500,000 in CDs.
 - Our investment account at LPL Financial has a balance of \$425,125. As of October 31st we have invested \$400,000. We will continue to move cash to CDs as we discussed the last few months.
 - ***On the Summary of Revenue and Expenses by Program***
 - See report



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***A motion was made by Bob Conrad to accept the October Financials:
Seconded by Anne, Member, and unanimously approved as presented.***

- Finance Policies

- Janice Moen, Treasurer, presented a Gift Acceptance Policy Training
 - Having a good policy will make it easy to say no to some gifts i.e. Horses, vehicles, house with conditions
 - Who makes decisions on accepting gifts
 - Make sure we accept gifts that go with our values
 - Do not accept gifts with costs that exceed the value of the gift i.e. building with asbestos and having to get rid of said asbestos
 - Make sure we get legal counsel for certain gifts or conflict of interest.
- Janice Moen, Treasurer, presented a gift and fundraising policy
 - See attachment

***A motion was made by Cynthia Sadler, Member, to approve Gift & Fundraising Policy:
Seconded by Bob Conrad, Vice-Chair, and passed by all.***

- Janice Moen, Treasurer, presented 990 policy
 - See attachment

***A motion was made by Anne Kernan, Secretary, to approve 990 Policy:
Seconded by Bob Conrad, Vice-Chair, and passed by all.***

- Janice Moen, Treasurer, presented Audit policy
 - There was a discussion on if we need to add a time frame to get an RFP for new auditors.
 - Jim and Bob stated they want to add "periodically the Board will may request management to do an RFP"

***A motion was made by Bob Conrad, Vice Chair, to approve Audit Policy with changes as described
in meeting:***

Seconded by Cynthia Sadler, Member, and passed by all.

- Finance committee is aggressively working on policies and will be presenting to the Board

5. CEO Report and Strategic Plan Update

- **OSA Audit presentation:** Tara Kiene, CEO/President and Elizabeth Fabrey, VP of Case Management went to the OSA Audit Presentation at the State Capital Monday December 3rd. Tara thought it was an interesting 6-7 hours. She was impressed with the Legislators on the committee. Tara felt they asked good questions and understood why it was important. She also felt that they cared about what we do and wanted to figure out ways to do it better. There was an uncomplimentary article in the Denver Post.
- **Fundraising:** CO Gives raised \$1550. There was a \$500 gift from the Boone Fund. There was \$185 in donations from the Penny Livingston in memory. Laura Alsum passed around the FOT volunteer spreadsheet for Board members to sign up for shifts if they are able to do more.

6. Governance items



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- **Officer Elections**

- o Jim Denier, Board Chair, Officer Term is up: Bob Conrad, Vice Chair, moved to accept Sarah Kahn to Board Chair. Seconded by Janice Moen, Treasurer, and approved by all.
- o Bob Conrad, Board Vice Chair, Officer Term is up: Sarah Kahn moved to accept Jim Denier to Vice Chair. Seconded by Cynthia Sadler, Member, and approved by all

- **Board Membership**

- o Sarah Kahn, Board Chair, moved to accept Kicki Searfus as a new Board Member. Seconded by Janice Moen, Treasurer, and accepted by all

7. New Business

- Anne Kernan, Secretary, and Ellen Stein, VP Marketing and Development went to the Town of Ignacio to request a \$1000 donation, which was granted.
- Bob talked about his thoughts about creating connections and fundraising connections with other potential board members like a realtor, Civitan Club member, banker, Attorney (retired), someone from Pagosa Springs, or other organizations like Adaptive Sports. The Board should move towards spending more time on connections/fundraising and not business
- Tara Kiene, CEO, handed out the CO Nonprofit Association Principles and Practices. It has great information for Board members

8. Action Plan for next meeting

- Bring ideas for new board members with connections in the community.

Regular session adjourned @ 4:19pm

Respectfully submitted,
Laura Alsum, CEO Executive Assistant

Board of Director's Secretary Approval:

X 

Secretary