

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs  
And via Google Video Conference  
Wednesday, January 26, 2022 @ 1:30 pm

Members Present: Craig Kennedy, Board President  
Michael Toothaker, Board Vice President  
Dan Bonner, Board Treasurer  
Susan Waldron, Board Secretary via GoogleMeets  
Bruce Roemmich, Board Member via GoogleMeets

Members Absent: Dr. Chris Ebert, Board Member

Staff Present: Ian Engle, Executive Director

1:38 PM– Board Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via Google Meets video conference and partially in person at Mountain Valley Bank.

1:44 PM – The approval of the Board Meeting on December 8, 2022, will be tabled until the next Board Meeting.

1:48 PM – Ian presented the current status of the NWCCI Development Report. Rachelle Summers, NWCCI Development Coordinator, reported that thus far this fiscal year we have received \$204,179 in grants.

Certain aspects of The Mentorship Program were discussed.

1:55 PM – Ian presents the Fundraising Report, we are preparing for our annual campaign in March, Board members are invited to participate in regularly scheduled Fundraising Committee meetings.

1: 59 PM – The Board reviews the Financial Reports presented by Dan, NWCCI is in a better financial position than a year ago at this time. We are showing a profit of \$112,253.32 this fiscal year to date. Dan presents the Profit & Loss and Balance Sheet reports, the Balance Sheet shows total equity at \$355,382.02 and total liabilities of \$59,477.14. The Board accepts and approves of the reports.

2:15 PM – As far as the proposed \$1.00/hr. raise for all staff, a motion was made by Craig to approve this. Bruce seconded this motion and it was voted on unanimously by the Board to approve.

2:19 PM – The Finance Committee report was given. Dan makes a motion to approve as presented, Mike seconds, Board approves unanimously.

2:22 PM – Ian reviews the December 2021 monthly Program report and the Board approves.

2:25 PM - The NWCCI Pandemic Protocol was discussed. It was decided the Board would individually access and read the NWCCI COVID19 Policy, then provide feedback and guidance at the next Board Meeting.

Ian presents the proposed NWCCI Social Media Policy, Craig moves to accept as presented, Dan seconds and the Board approves unanimously.

2:30 PM – Mike suggested it would be appropriate to give Ruth a plaque, a gift and a \$200 Steamboat Chamber gift card. Ruth was a much appreciated Board member who served as the Secretary and recently resigned.

2:33PM – Board schedules the next board meeting for Wednesday, February 23 at 1:30 pm.

2:37PM – Craig motions to adjourn, Michael seconds, motion passes. Meeting adjourned.

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs  
And via Google Video Conference  
Wednesday, February 23, 2022 @ 1:30 pm

Members Present: Craig Kennedy, Board President  
Michael Toothaker, Board Vice President  
Dan Bonner, Board Treasurer  
Susan Waldron, Board Secretary via GoogleMeets  
Bruce Roemmich, Board Member via GoogleMeets  
Dr. Chris Ebert, Board Member via GoogleMeets

Staff Present: Ian Engle, Executive Director

1:39 PM– Board Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via Google Meets video conference and partially in person at Mountain Valley Bank.

1:42 PM – The approval of the Board Meeting Minutes on December 8, 2022 were tabled for this meeting. The minutes were recreated by Ian as Ruth was unable to locate the minutes from her last meeting as Board Secretary. Dan made a motion to accept as amended, Mike seconded and the Board voted unanimously to accept the motion.

Craig made a motion to accept the Board Minutes for 1/27/22, Bruce seconded and the Board voted unanimously to accept the motion.

1:48 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. At this time there are no further completed grants although there are several that are in the second phase of a two part acceptance process. Hopefully, these will be productive.

Ian reported that it continues to be difficult to maintain a responsible and trustworthy person for our transportation driver position. It was discussed how to improve the attraction for this job which might include a starting wage increase. It was further discussed that NWCCI continues to partner with other transportation providers to meet the needs of persons with disabilities in the counties we serve.

1:55 PM - Ian presents the Fundraising Update. He related that Marie is doing an amazing job and feels that there may be an option of moving her into a full time fundraising position. As stated previously, it is encouraged for interested Board Members to attend the Fundraising meetings.

1:59 PM - The Board Reviews and approves the January 2022 Financial Report as presented by Dan. The total assets are \$404,705.26 and \$100,706.99 for income.

2:10 PM - Ian presents the Finance Committee report. The topics included:

- Proposed edits to Finance Manual per CDLE compliance review. These will be presented to the Board at the March Board meeting.
- The NWCCI staff is pleased with their raises and wanted the Board to be aware of their gratitude.
- The completed audit from Chris Catterson for FY 2020-2021 was distributed, reviewed and approved by the board.

2:20 PM- Ian reviews the monthly Programs, Activities and Personnel report. He indicated that everyone is doing well and related that Staci is excelling with systems advocacy efforts around accessible communication for the deaf.

2:35 PM - The NWCCI Pandemic Protocol was discussed with Dr. Chris giving the current status of COVID in regard to the wearing of masks, testing, etc. It was stated that the staff would prefer no mandating, if possible. For now the NWCCI COVID policy will remain as is.

2:45 PM - Board schedules the next board meeting for Wednesday, March 30, 2022 at 1:30 pm.

2:50 PM - Craig motions to adjourn, Michael seconds, and the Board passes unanimously. Meeting adjourned.

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held at Bud Werner Library in Steamboat Springs

And via Google Video Conference

Wednesday, March 30, 2022 @ 1:30 pm

Members Present: Michael Toothaker, Board Vice President  
Susan Waldron, Board Secretary via GoogleMeets  
Bruce Roemmich, Board Member via GoogleMeets  
Dr. Chris Ebert, Board Member via GoogleMeets

Board Members Absent: Craig Kennedy, Board President  
Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director

1:40PM – Board Meeting is called to order by NWCCI Board Vice President, Michael Toothaker. The meeting is being held via Google Meets video conference and partially in person at the Bud Werner Library.

1:50 PM – Bruce made a motion to accept the Board Minutes of February 23, 2022 as amended, Mike seconded and the Board voted unanimously to accept the motion.

1:51 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. Grants exceed current fiscal year budget projections for grant revenue.

1:53 PM - Ian presents the Fundraising Update. The Annual NWCCI Spring Campaign Letter is completed and ready to be distributed and printed in newspapers in the five counties that we serve. The article includes an interview of Staci. It was encouraged for the Board Members to share this article with others, as this may enhance our fundraising.

Bruce reported that another \$500 donation, via Flip Cause, was received. Bruce wants to make sure this information is received, and other like notifications, by Marie. These donations will be acknowledged by a thank you letter.

1:58 PM – In Dan's absence, Ian gave the February 2022, Financial Report numbers. The total assets are \$387,504.88 and \$95,334.28 for income, the Board accepts this report as presented.

2:05 PM - Ian presents the Finance Committee report. The topics included:

- The Finance Committee requests that they have the Boards approval to make edits to the Finance Manual per CDLE compliance review. Changes and edits to the policy will be presented to the full Board for review and approval during regular meetings. The Board approves of this request.
- Ian continues to check in with the Colorado Department of Labor and Employment as to NWCCI's debt status to them.

2:20 PM- Ian reviews the monthly Programs, Activities and Personnel report. He indicated that Administrative Assistant position is needed to help Meagan. This job would help in the transition from the COVID operating protocol to a return of pre COVID procedures and more in-person office operations.

Board Member Recruitment was discussed. Ian did make contact with an attorney who indicated she can't make the time commitment now, does have interest in the future. Bruce also identified a potential person of interest.

2:28 PM - Board schedules the next board meeting for Wednesday, April 27, 2022 at 1:30pm.

2:30 – PM Michael motions to adjourn, Susan seconds, and the Board passes unanimously. Meeting adjourned.

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence  
Board Meeting held via Google Video Conference  
Wednesday, April 27, 2022 @ 1:30 pm

Members Present: Michael Toothaker, Board Vice President via Google Meets  
Susan Waldron, Board Secretary via GoogleMeets  
Bruce Roemmich, Board Member via GoogleMeets  
Dr. Chris Ebert, Board Member via GoogleMeets

Board Members Absent: Craig Kennedy, Board President  
Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director

1:50 PM – Board Meeting is called to order by NWCCI Board Vice President, Mike Toothaker. The meeting is being held via GoogleMeets video conference.

1:56 PM – Bruce made a motion to accept the Board Minutes of March 30, 2022 as amended, Mike seconded and the Board voted unanimously to accept the motion.

1:57 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. The Board reviewed the report.

A lengthy discussion followed with the Board requesting time to review the service programs and how they align with NWCCI's funding.

2:24 PM – In Dan's absence, Ian gave the March 2022, Financial Report numbers. The total assets are \$302,003.40 and \$102,437.26 for income.

2:31 PM - Ian presented the Program Report which was reviewed by the Board.

2:46 PM – The offsite annual Board Retreat is set for 6/22/2022.

2:28 PM - The Board schedules the next board meeting for Wednesday, May 25, 2022 at 1:30pm.

2:30 PM - Susan motions to adjourn the meeting, Mike seconds, and the Board passes unanimously. Meeting is adjourned.



## **Board Retreat Meeting Minutes**

NorthWest Colorado Center for Independence

Annual Board Retreat - Wednesday June 22, 2022 @ 10:30am to 3:30pm at the STARS Ranch, 35465 US-40 and Google Video Conference

Members Present: Michael Toothaker, Board Vice President  
Susan Waldron, Board Secretary (via GoogleMeets)  
Bruce Roemmich, Board Member  
Dr. Chris Ebert, Board Member (via GoogleMeets)  
Dan Bonner, Board Treasurer

Board Members Absent: Craig Kennedy, Board President

Staff Present: Ian Engle, Executive Director  
Mike Bertram, Assistant Director

11:09 AM – Annual Board Retreat Meeting is called to order by NWCCI Board Vice President, Mike Toothaker. The meeting is being held at the STARS Ranch with remote participation available through via Google Meets.

11:10 AM – Bruce made a motion to accept the Board Minutes of April 27, 2022, Mike seconded and the Board voted unanimously to accept the motion. Dan abstained due to his absence at that meeting.

11:11 AM – Ian presented the Fundraising committee report. The Fundraising exceeded the proposed budget of \$25,000 by over \$2,000 for the year. At this time, in person fundraising events remain at a lull due to pandemic concerns, hopefully this will change going into next year.

Board members were reminded to contribute their annual financial contributions.

The use of the Flipcause online system for fundraising was discussed. It was decided NWCCI will continue to use Flipcause as the primary tool for generating and tracking fundraising activity, maintenance of the website and as part of NWCCI's marketing efforts.

11:54 AM - Mike Bertram, NWCCI's Assistant Director, presented the Programs Report to the Board, which included the following:

- Consumers Served and services rendered: In talking about numbers of services, it was indicated we are performing more services per person.
- It was mentioned that group services are becoming more sought after in certain counties and individual services in other counties.
- The staff continues to more accurately document persons served and services rendered.
- Group events were affected by pandemic concerns and restrictions.
- Mike related staff input, testimonials and program highlights via a PowerPoint presentation.

2:32 PM – Ian presented the Development Report. He shared Rachelle's concern that, perhaps, the grants will not be as abundant going forward.

2:37 PM - Ian presented the Finance and Administrative Report. It will be a consideration to explore other options than Singletrack for bookkeeping support going forward.

The current financials were reviewed through April. Total Assets are \$367,227.64 and Total Income is \$71,029.13.

The budget was reviewed. A draft of the budget will be sent out to the Board for further review. Any questions will be accepted and voted on at the next Board meeting.

2:46 PM – Dan moves to approve the following slate of NWCCI Board officers for FY 2022-23, Bruce seconds and the motion carries:

- Board President – Michael Toothaker
- Board Vice-President – Bruce Roemmich
- Board Treasurer – Dan Bonner
- Board Secretary – Susan Waldron

3:02 PM – Dan moves to adjourn, Michael seconds and the motion carries.

Next NWCCI Board meeting is scheduled for Wednesday, July 27, 2022, at Mountain Valley Bank in Steamboat Springs.