

NorthWest Colorado Center for Independence, Inc.

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Board Meeting Minutes

Wednesday, February 21, 2018 @ 1:30pm

Members Present: Ruth Armbruster, Board Member
Craig Kennedy, Board President
Bruce Roemmich, Board Member
Jim Flood, Board Treasurer
Christine Ebert, Board Member
Susan Waldron, Board Secretary (by phone)

Members Absent: Michael Toothaker, Vice President

Staff Present: Pam Wertz, Operations Assistant

Guest: Chris Catterson, CPA

1:30 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held at NWCCI's office in Steamboat Springs.

1:39 PM – Chris Catterson presented audit results. Majority of expenses were payroll. Major adjustment was Chris Arnis' vehicle. Funds came in last fiscal year, expenses occurred this fiscal year. Audit should be done by September in the future. There is a 79% (went down) dependence on revenue source from SILS, which is a great step in the right direction. Strive for six-month reserve. Start planning now for new financial requirements. Jim asked about access to the QB system and Bruce supported tight management of who has access to the NWCCI QuickBooks system. Separation of duties, one person books entries and a different person adjusts the journal. Assign other responsibilities individually.

2:10 PM – Bruce and Chris Catterson (auditor) leave the meeting.

2:11 PM – Craig moves to approve the Minutes from Jan. 24, 2018, Chris seconds and the motion passes unanimously, with the following recommendations: The NWCCI fundraising committee met 1-29- 18 at 1 PM should read Fundraising committee will meet 1/29.

2:12 PM - President's Report – (Craig Kennedy):

Fundraising – Beginning to reach out to chefs to donate time for fundraiser. Mary B. secured growing area at Marabou. Transportation will be provided to/from Transit center. Auction item ideas were discussed. Logo is being worked on and will be presented on March 13 meeting. Celebrities are being invited to participate.

Strategic plan looking good. Fundraising is meeting the need. 2.1A Capital Needs: making progress. 1.3.A – outlined and mapped out – thank you, Ian. Social Media info

needed by next board meeting. Future event and press releases to be presented at next board meeting as well. 3.2.A – finalize draft.

2:28 PM - Executive Director's Report – (Craig): Review and discussion.

- Collette coming back (August)
- Fee for Service revenue expected to increase for DVR vendor services and Medicaid billing.
- Mary Housley leaving – needs to be replaced to cover service commitments in Grand County.
- NWCCI brought the largest group to the recent Association of Centers for Independent Living (ACCIL) Legislative Reception in Denver.
- Health care costs continue to skyrocket.
- Lynn and Scott Marr (Holiday Inn) – Lynn had accident. Now has disabilities. Would like to discuss Board membership.

2:38 PM - Next Board Meeting scheduled for Wednesday, March 21, 2018. Chris cannot attend that day.

2:41 PM - Craig motioned to adjourn meeting, Ruth seconded, and motion passed unanimously.