



BOARD RETREAT MINUTES

NorthWest Colorado Center for Independence

Annual Board Retreat - Friday, June 12, 2019 (9am to 3pm)

Trillium House, Botanical Garden Park, Steamboat Springs

9 – 9:15 am: Welcome and Housekeeping – settle in, lunch orders, review agenda.

9:15 – 9:25 am: The Board Reviews April 24th Board Meeting Minutes.
Craig moves to approve the Minutes. Susan seconds and the motion passes unanimously.

9:25 – 10 am: President's Report – (Craig Kennedy).

- The Board reviews and discusses fundraising and activity of the Fundraising Committee. 2019 Hungry for Independence event is discussed with considerations of strategies for outreach/distribution, building and maintaining donor database and soliciting donations.
 - Annual Board member contributions are considered and discussed, foundations like to see 100% of non-profit boards contributing financially, the amount per member is not of particular significance.
- The Board reviews the current NWCCI Strategic Plan, including the Capital Needs, Fundraising Logic Model and Programs & Funding Sources addenda. The Board agrees the current plan should be updated and extended and directs Ian to engage someone to facilitate doing so at a future date within the next couple months.
- The Board reviews NWCCI Board Recruitment and Development Materials, including recruitment letter, position description, legal duties & responsibilities, and board position desk manual. Discussion ensues about who to recruit from where with what skills, the board agrees an attorney would be a good addition and someone from Grand County would be desirable.

10:10 – 10:40 am: Administrative Report

- The Board reviews the Colorado Dept. of Labor and Employment (CDLE) financial systems compliance audit report. Ian discusses the response, currently working on the Indirect Cost rate spreadsheet, the last item to be completed before submitting the NWCCI response.



- The Board reviews and discusses the FY 2019-20 State Independent Living Services (SILS) contract and negotiations.
- Ian shares that with the hiring of our new Finance Manager, Kara Williams, the position brings human resource and personnel file management back in-house.
- The Board discusses NWCCI benefits and health insurance options.
- The Board discusses new timesheets, payroll and reviews contract with Singletrack bookkeeping.

10:40 – 11 am: Old Business

- The Board discusses marketing for clarity, including use of social media, NWCCI website, outreach and community engagement. Ideas considered include Steamboat Friday lunch group, better use of our Chamber of Commerce memberships
- Ian presents information about Peer Group activities and answers questions from the Board.
- Ian presents information about the NWCCI Transportation program and answers questions from the Board
- The Board discusses

11 – 12:15 pm: Mike Bertram presents information about programs, services and personnel to the Board including -

- Consumers Served, Goals set, services rendered.
- Personnel and pay scales
- Services and Leadership in the field – Statewide Independent Living Council presentation, Youth Leadership Forum.
- Initiatives – NH Transition, Program Approved Service Agency (PASA)

1 – 1:20 pm: The Board reviews FY 2018-19 Financial Reports and discusses year-end closing activity, reports reviewed and discussed include -

- Profit & Loss
- Balance Sheet
- Budget v Actuals
- Outstanding Accounts Receivables (aging report)

1:20 – 2 pm: Board reviews the proposed FY 2019-20 NWCCI Budget as presented by Ian. The line item for fundraising expenses was increased from \$6,000 to \$11,000. Dan



mentions that the Operating Reserve line doesn't need to be in the budget as this item is recorded on the balance sheet. Dan asks when the Line of Credit with Alpine bank renews, Ian will check and report back. Discussion ensues about paying down debt, the Board agrees to split payment of private debt and the line of credit equally, once these debts are paid we start building the NWCCI operating reserve.

Dan Bonner motions to approve the NWCCI FY 2019-20 budget. Bruce seconds and the motion passes unanimously.

2:10 – 2:30 am: New Business

- The Board reviews and considers the NWCCI Finance Committee report. The Board reviews the NWCCI Finance Procedure Manual as presented by the Finance Committee.

Bruce moves to approve the NWCCI Finance Procedure Manual as presented by the NWCCI Finance Committee. Craig seconds and the motion passes unanimously.

- Ian presents the current NWCCI Organizational Chart for Board review, discussion ensues and expresses agreement with the current iteration of the organizational chart
- The Board reviews and updates the current NWCCI Board Member Directory

2:30 – 3 pm: The Board reviews the NWCCI By-Laws and conducts Election of Officers based on term limits policy as outlined.

Bruce Motions to keep the current slate of elected officers in the same positions for the ensuing term of service. Dr. Chris seconds and motion passes unanimously.

The Board schedules the next meeting for Thursday, July 24, 2019 from 1:30 to 3:30 at a location to be determined.

Michael moves adjourn. Ruth seconds. motion passes unanimously.