

Board Meeting Minutes

NorthWest Colorado Center for Independence

Mountain Valley Bank, 2201 Curve Plaza, Steamboat Springs, CO 80487

Phone 970-871-4838 Fax 971-871-4841

Wednesday, January 22nd, 2020 @ 1:30pm

Members Present: Michael Toothaker, Board Vice President
Ruth Armbruster, Board Secretary (Via Zoom)
Susan Waldron, Board Member (Via Zoom)
Bruce Roemmich, Board Member (Via Zoom)
Dan Bonner, Board Treasurer

Members Absent: Craig Kennedy, Board President
Chris Ebert, Board Member

Staff Present: Ian Engle, Executive Director and Chris Catterson,

2:05 PM – Meeting is called to order by NWCCI Board Vice President, Michael Toothaker. The meeting is being held at Mountain Valley Bank in Steamboat Springs, CO.

2:05 PM – Board Reviews Independent Audit with Chris Catterson. Chris reviews Notes 3 and 4 from the Audit Report, showing that the NWCCI has liabilities that do not exceed assets, however net liabilities have decreased over the course of the fiscal year 2019, showing that we are paying down our debt, and increasing our assets. Note 4 outlines NWCCI's plan to continue to decrease liabilities.

2:12 PM – The Board and Chris review Note 8 in the audit that shows assets that are restricted. We have decreased restricted assets over the course of the year, and increased unrestricted assets.

2:15 PM – Bruce asks if the NWCCI has a going concern continuing this year. Chris and Dan clarify that the auditor's letter will not state that there is a going concern, however it will still be noted that we had a going concern.

2:16 PM – Dan motions to Approve the Independent Audit, Bruce seconds and board approves unanimously.

2:24 PM – Board discusses board meeting attendance, by-laws, expectations, and reviewing attendees in the 2019. Board tables this discussion for next board meeting in February when we hopefully have full board attendance. Ian will put

this subject on the Agenda for next meeting and further discussion at the Board Retreat.

2:35 PM – Board reviews minutes from meeting on 12/22/2019. Susan motions to accept the minutes from the Board Meeting on 12/22/2019. Michael seconds, and Board approves unanimously.

2:38 PM – Board discusses Fundraising update. Bruce and Dan comment that the “Thank You” Letters are missing some key statements and information for our donors. Ian will ask Rachelle to put together a new draft of the donation receipt letter and have the Board approve it to get it correct and agreed upon.

2:45 PM – Ian reviews recent donations and describes the fundraiser at the Art Depot where James Higgins and his band will be the main event. The target audience of this fundraiser is the friends and family of consumers to participate. It's a fundraiser designed to cater to supporters and community members who may not be able to attend the high-profile, high dollar, Hungry for Independence Fundraiser.

2:50 PM – Ian reviews the financial reports, Balance Sheet, Budget vs Actuals. State Audit is scheduled for next week focused on internal controls and financial systems.

2:51 PM – Dan reminds the Board that about \$80K of our income over the year has been spent on paying for new vans.

2:53 PM – Ian informs the Board that the NWCCI has been awarded a grant for Colorado Health Foundation. \$100,000 over 2 years. \$50,000 comes tomorrow (Jan 23rd). And the other \$50,000 will come next year.

3:00 PM – Ian reviews the Finance Committee recent meeting. Ian requests that all board members review the new Finance Manual edits for approval at the February Board Meeting.

3:04 PM – Ian Reviews the NWCCI's 990 prepared by Clark Davidson. This year's 990 shows more financial stability than years past. Dan proposes to change the Board Treasurer on the 990 to showing that it is him! Dan Bonner! The Board Officer List also needs to be changed on the 990 to the Board Officers that were relevant to who was in each office in 2018-19.

3:09 PM – Bruce motions to accept our 990 as amended, Dan seconds and Board passes the motion unanimously.

3:11 – Board schedules the next BOARD RETREAT Tentatively for June 24th. Ian will confirm with Craig, Dr. Chris, and The Facilitator if that date works for them.

3:15 PM – Ian reviews Programs and Personnel, Old Business, and New Business (see corresponding agenda).

3:24 PM – Boards sets a tentative next meeting on February 19th at 1:30pm.

3:42 PM – Dan motions to adjourn, Michael seconds, motion passes.