

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held via Zoom Conference

Wednesday, April 29th, 2020 @ 1:30pm

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

Staff Absent: Ian Engle, Executive Director

Staff Present: Michael Bertram, Assistant Director (Via Zoom)  
Kara Williams, Finance Manager (Via Zoom)

1:40 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held over a Zoom call.

1:43 PM – Michael motions to approve March 25, 2020, Board Meeting Minutes with changes, Susan seconds, Board approves.

1:44 PM – Craig reviews recent developments with the Hungry for independence Fundraiser, and other fundraising updates. Board discusses options for making the Hungry for Independence Fundraiser more of a get-together to support the community. The Board agrees it should be decided by the conclusion of the Retreat on June 17<sup>th</sup> of this year.

1:45 PM – Kara reviews Financial Reports: Profit and Loss Statement, Dan reminds Kara the CDOT Vehicles should be moved out of Grant Income and into Restricted Contract Income. Board discusses the Budget vs. Actual Report. Kara, Dan and Bruce all clarify the percentage of SILS Budget spent. Board reviews the Balance Sheet. Dr. Chris asks for clarification on paying down and Bruce asks about where we're at with paying down our Line of Credit. Kara clarifies that Mike is being paid in \$2,500 installments, and when Mike is paid down, Ian will be paid \$2,500, monthly. Our LoC is just under \$30,000 and is being paid down at a rate of over \$2500 monthly.

2:08 PM – Kara reviews notes and decisions made at the most recent Finance Committee meeting. Kara reviews the PPP Loan, which are forgivable loans to be used for payroll, rent, utilities and other operating expenses, which frees up

SILS contract funds for other uses. Kara reviews ideas the finance committee propose for using the remaining FY 2019-20 SILS Contract funds by June 30, 2020.

2:30 PM – Bruce asks Kara and Mike Bertram to clarify software and hardware purchases are planned to be charged to our SILS budget. Mike and Kara discuss software options for the website, as well as how consumers will be able to use refurbished hardware from the NWCCI as a “loaner” during COVID-19 precautions.

2:37 PM – NOTE: Board unanimously approved amended SILS budget via email on March 31th.

2:54 PM – Mike Bertram reviews transition plan for moving back to “normal operations” as COVID-19 precautionary measures are lifted.

2:57 PM – Mike Reviews the SEEKS Grant which is about a \$5000 grant over the course of 5 years.

2:57 PM – Mike reviews the Disability Navigator Program.

2:59 PM – Board schedules next meeting for 1:30 on May 27<sup>th</sup>.

3:00 PM – Craig motions to adjourn, Michael seconds, motion passes. Board meeting is adjourned.