

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held via Zoom Conference Call

Phone: (970) 871-4838 Fax (970) 871-4841

Wednesday, May 27th, 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)  
Chris Ebert, Board Member (Via Zoom)

Members Absent: Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director (Via Zoom)

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

1:47 PM – Michael motions to approve previous board meeting minutes with changes, Susan seconds, Board approves.

1:47 PM – Susan Updates the Board about the most recent Fundraising Committee Meeting. The committee will come up with some recommendations for tailoring the Hungry for Independence event to meet the needs of the community during COVID-19.

1:54 PM – Ian presents the Administrative and Finance Committee update. With the PPP loan, and slight increase in Federal funding, the current cash-flow situation is looking good through the end of the current Fiscal Year (June 30, 2020). Ian emphasizes the importance of accounting for the use of unrestricted funds (Fee For Service and fundraising revenue) to cover loan repayments and anything put aside into the operating reserve. When looking at Budget vs Actuals Ian and Bruce discuss what to do about funds that need to be spent by June 30, as well as how we should adjust the budget for next year given what's happening with COVID-19 now.

2:16 PM – Bruce brings up subscribing to Google Analytics to see how much traffic our current website gets, where people are clicking around. Craig and Ian support this idea and the board agrees.

2:35 PM – Bruce suggests that the Trillium House could be a nice face-to-face meeting for the Board Retreat. It's an airy space, with a group of less than 10. Zoom will be an absolute option for anyone to tune into the Board Retreat remotely. Board agrees that Ian should investigate whether we can book the Trillium house for the 2020 annual retreat.

2:36 PM – Ian's internet cuts out and board waits for him to log back in. His internet is completely out, so he does not come back to the meeting.

2:41 PM – Board continues discussion about Board Retreat topics. Given an email chain between Ian and consultant David Hancox, Board agrees to set aside 2-3 hours with David to facilitate further development of the NWCCI Strategic Plan. Craig, Bruce and Ruth discuss how much time we want to set aside at the board retreat for the discussion and approval of the FY 2020-21 Budget. The plan is for the Finance Committee to meet on June 3<sup>rd</sup> to draft a FY 2020-21 Budget for the board to review and approve at the board retreat. Michael suggest reviewing goals for our website as part of the strategic plan.

2:52 PM – Ian returns. Board updates Ian on missed conversation. Craig and Ian agree to get together before the Board Retreat to finalize an agenda.

2:54 PM – Ian reviews Programs and Personnel.

2:59 PM – Board schedules next meeting for the board retreat at 9:00am on June 17<sup>th</sup>.

3:04 PM – Craig motions to adjourn, Michael seconds, motion passes. Board meeting is adjourned.