

# **NorthWest Colorado Center for Independence, Inc.**

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## **Board Meeting Minutes**

**Wednesday, January 23<sup>rd</sup>, 2019 @ 1:30pm**

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

Members Absent:

Staff Present: Ian Engle, Executive Director  
Pam Wertz, Operations Coordinator

Guest: Chris Catterson, CPA

1:30 PM – Meeting is called to order by NWCCI Board President Craig Kennedy. The meeting is being held at United Methodist Church in Steamboat Springs, CO

1:38 PM – Subject to two changes per Dan, Bruce and Ruth, Michael motions to approve minutes from the Board Meeting on December 12th. Craig seconds, motion passes.

1:43 PM – Chris Catterson presents the draft independent audited statement of NWCCI financial position report for FY 2017-18 to the Board. Ian will draft a response for review at the next Board meeting. Discussion of thoughts, considerations and ideas for actions to take in response to audit findings.

2:06 PM – Craig: Fundraising meeting will be scheduled soon. Fundraising event scheduled for March 7/8<sup>th</sup> in partnership with Nurturing Independence through Artistic Development ('NIAD') a national organization out of the San Francisco bay area that found NWCCI and solicited our partnership. Discussion of forming an NWCCI Finance Subcommittee to the Board, Ian will reach out to recruit someone from Alpine Bank to serve on this subcommittee.

2:14 PM – ADP is discussed. G/L interface has not been smooth. Financially does not make sense to retain ADP in lieu of administrative time, effort and expense incurred by NWCCI, ADP is too big and cumbersome for our needs, access to technical assistance

is a major issue and we have experienced a series of mistakes and problems since onboarding. Looking into two other companies -TriNet and CoAdvantage.

2:29 PM - Board discusses the Indirect Cost Rate Proposal being prepared for submission, review and approval by the CO Dept of Labor and Employment. Ian will edit per feedback and resubmit.

2:37 PM – Craig motions to accept Dan Bonner as NWCCI Board Treasurer, Bruce seconds and the motion passes unanimously. Financial situation and company growth discussed. Consideration of how branch office operations affect finances and suggestion to develop budgets for each location.

2:44 PM – Ian goes over the final results of CDLE systems audit. Processes in place are solid. We are now medium-risk. Ian will prepare a response for review at the next Board meeting.

2:53 PM – Bruce presents Budget vs. Actuals for review and discussion. Dan will work with Ian and Pam on budgeting versus actual review, accuracy and forecasting. ADP involvement has presented significant challenges in reconciliation with QB reports and Alpine bank statements

2:56 PM – Susan excuses herself. Polycom requested for next time. Suggestion to switch to a videoconference platform for remote participation

2:58 PM – Board discusses next meeting on Weds February 27<sup>th</sup> at 1:30.

3:16 PM - Craig motions to adjourn, Mike seconds, motion passes.