

NorthWest Colorado Center for Independence, Inc.

2201 Unit A 104, Steamboat Springs, CO 80487
PO Box 771475, Steamboat Springs, CO 80487
Phone 970-871-4838 Fax 971-871-4841

Board Meeting Minutes

Wednesday, February 27th, 2019 @ 1:30pm

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

Members Absent: Michael Toothaker, Board Vice President
Chris Ebert, Board Member

Staff Present: Ian Engle, Executive Director

1:40 PM – Meeting is called to order by NWCCI Board President Craig Kennedy. The meeting is being held at Mountain Valley Bank in Steamboat Springs CO.

1:46 PM – Craig motions to approve Minutes from the Board Meeting on December 12th. Bruce seconds, motion passes.

1:49 PM – Board discusses fundraising. Craig updates the board that Mary Blaylock is willing to continue supporting the NWCCI with fundraising, but Marabou is not available as a venue to host a fundraiser. Ian gives an update about the NIAD fundraiser on March 7th and 8th “Redefining the Vanguard”.

1:58 PM – Bruce brings up the importance of being diligent about sending Thank You letters and receipts for the donations, not just professionalism reasons but for tax reasons for our donors, the Board agrees.

2:02 PM – Ian reports on the Draft Audit. Board makes suggestions for how Ian should respond to Chris Catterson. Ian also reviews Financial and Administrative Review and what the NWCCI has done in response to the findings in the report.

2:15 PM – Board discusses Financial Advisory Committee: Dan Bonner, Courtney Hernandez of Alpine Bank, Ian, and Bruce. Craig would like to be invited to the meetings of the Financial Committee, but may not be able to make every meeting.

2:18 PM – Discussion of switching Board Treasury duties/permissions/account access to Dan Bonner in the coming week.

2:20 PM – Bruce updates the board on the progress of switching from ADP to a different insurance/payroll provider. Bruce has found a broker that quoted him \$500 less than we pay ADP for health insurance through Anthem/Blue Cross for a tailored health insurance plan for NWCCI Employees. Board is amenable to investigating this option. Ian is in the midst of drawing up a reimbursement request to submit to ADP to pay the NWCCI back for the staff time spent trying to resolve problems that ADP caused. After receiving answer about this reimbursement we will put in our 30-days-notice to discontinue services with ADP. Craig asks if TriNet or CoAdvantage are still in consideration to replace ADP, Ian expresses interest in working with Singletrack bookkeeping a local company with QuickBooks expertise that is familiar with NWCCI.

2:30 PM – Ian presents the Executive Directors Report. ED Report Addenda reviewed.

2:56 PM – Dan reviews the NWCCI Budget Amendment. New total expenses are \$928,281.00 and new net income is \$58,965.00. Dan Motions to adopt the NWCCI Budget Amendment, Bruce seconds, Board passes motion unanimously.

3:09 PM – Bruce discusses changes to the website. Board agrees that the changes are positive and needed.

3:10 PM – Board set next meeting for 1:30 on Weds March 27th at Mountain Valley Bank in Steamboat Springs

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