

NorthWest Colorado Center for Independence, Inc.

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Board Meeting Minutes Wednesday, April 24th, 2019 @ 1:30pm

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

Members Absent: Craig Kennedy, Board President

Staff Present: Ian Engle, Executive Director

1:45 PM – Meeting is called to order by NWCCI Board Vice President Michael Toothaker. The meeting is being held at the Bud Werner Library in Steamboat Springs, CO.

1:47 PM – Michael motions to approve Minutes from the Board Meeting on March 27th. Dan seconds, motion passes.

1:45 PM – Board discusses fundraising. Bella Vista would be \$500 off of their \$5,000 price. Perry Mansfield would be \$2,000, with potentially more of a discount for non-profits. Board agrees to pursue Perry Mansfield and Bruce will report back about potential for a discount. Next Fundraising Committee Meeting set for 10:00am on Friday May 3rd.

2:10 PM – Board discusses options for Health Insurance, Payroll, and HR services from a contractor. Ian has had a back and forth with ADP and Bill Addy about pricing for Payroll/HR and Health Insurance plans. ADP has agreed to reimburse the NWCCI for the staff time it took to rectify the errors that ADP made on payroll. Ian and Staff have decided on Health Insurance coverage through Bill Addy/Rocky Mountain Health Plans and keep Singletrack Bookkeeping for Payroll.

2:21 PM – Ian reports that The NWCCI Finance Committee is editing the NWCCI Finance Procedure Manual for presentation at the Board Retreat in June.

2:23 PM – Ian presents the Executive Directors Report. The NWCCI is behind on grant revenue, ahead on fundraising, and ahead on fee-for-service revenue. Board discusses

the possibility of giving staff raises. Board will investigate this option when looking at the 2019/20 budget which will be discussed at the June Board Retreat.

2:45 PM – Ian Presents Financial Report to the Board. There is a discrepancy between the cash and accrual reports, which Ian will work with Dan to understand and rectify. Drawing down the SILS contract should be adequate until the end of the fiscal year. Ian mentions that we should budget for an IT contract at the Board Retreat.

2:52 PM – Board sets next meeting as the Board Retreat on June 12th at the Trillium House in the Steamboat Springs Botanical Garden.

2:57 PM - Michael motions to adjourn, Dan seconds, motion passes.