

NorthWest Colorado Center for Independence, Inc.

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Board Meeting Minutes

Wednesday, September 26th, 2018 @ 1:30 PM

Members Present: Craig Kennedy, Board President
Ruth Armbruster, Board Secretary
Michael Toothaker, Board Vice President
Bruce Roemmich, Board Member
Susan Waldron, Board Member
Chris Ebert, Board Member

Members Absent:

Staff Present: Ian Engle, Executive Director (by phone)

1:46 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held in the Mountain Valley Bank conference room at Curve Plaza in Steamboat Springs.

1:48 PM – Michael motions to approve Board Meeting Minutes from the Board Meeting on Aug 22nd. Craig seconds, motion passes.

1:53 PM – Board discusses board T-Shirts with Candice Chappell before she leaves the board meeting. Board agrees we should find a sponsor to pay for the shirts.

1:56 PM – Craig and Ian discuss having a meeting before next board meeting to square up board expectations for Board Meeting documents getting out on time, as well as keeping focused on NWCCI mission instead of outside commitments.

2:00 PM – Craig discusses fundraising. The Hungry for Independence Fundraiser raised a total of \$49,000, with a usable amount of over \$30,000. Board reviews what we liked best about what we did and how we did it, as well as goals for next time. Craig suggested we reconvene fundraising committee meetings in early 2019.

2:15 PM – Ian discusses new business. Audit coming up with Chris Catterson and no early indication he will assign a 'going concern' to the NWCCI financial situation, that will be determined as a result of the audit itself. Ian is working with Bruce and Alpine Bank to set Bruce up as a signer on the NWCCI Alpine Bank accounts, online banking system and QuickBooks Account. Bruce is helping with financial matters to the breadth of his knowledge, but not interested in being the Board Treasurer. The Board, led by Craig agrees to continue to look for a Board Treasurer. Craig and Ian discuss contacting some perspective candidates. Discussion about the current status of the NWCCI Line of Credit Account and plans for paying it off, after other loans have been paid. There is currently \$17,000 in the bank. NWCCI still owes both Mike and Ian \$15,000.00. Board

agrees and re-iterates we must be part of these financial decisions. Bruce and Ian agree to sit down with Pam to re-group the inconsistencies between balance sheets/forecasts, the budget and QuickBooks.

2:34 PM – Ian says the budget that we approved at the Board Retreat is in QuickBooks. The budget approved at the Board Retreat is cemented. Bruce mentions and the Board agrees that we want to see a cash-flow analysis as monthly information that will allow for sound financial decision- making.

2:40 PM – Board wraps up new business and Ian exits board meeting via phone.

2:41 PM – Board discusses Ian’s annual review.

2:50 PM – Board continues discussion about how to make the financial process more clear, accessible to applicable employees and Board Members.

2:59 PM - Next Board Meeting is scheduled for October 24th, location TBD.

3:00 PM – Craig motions to adjourn, Michael seconds, motion passes.