

MINUTES
SUCAP BOARD OF DIRECTORS

May 4, 2017

Present: Karla Baird, Gini Benton, Rocco Fuschetto, Kelly McCaw, Dan Naiman, Chris O'Shea Heydinger, Gina Schulz, Emma Shock, Kathleen Sitton, Carol Thompson

Excused: Kathleen Lorenzini, Shirley Reinhardt

Absent: Edward Box III, Jeremy Cuthair, Adria Frietas

Guests:

Staff: Lynn Ford (Peaceful Spirit); Nita Emerson, Tava Wilson, Eileen Wasserbach, Teresa Campbell, Chloe Jackson, Char Schank, Dawn Farrington, Peter Tregillus

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:05 p.m. at the Peaceful Spirit's Conference Room.
- II. ****Agenda:** There were no additions to the agenda. Emma Shock moved to approve the agenda; her motion was seconded by (G.S), all were in favor, motion carried.
- III. **Chris O'Shea Heydinger Oath of Office** – This item moved to follow Financial Reports as Chris had not yet arrived.
- IV. **Board minutes & Committee reports**
 - A. ****Board of Directors April 06, 2017:** There are no changes nor questions. Kelly McCaw moved to approve the minutes; her motion was seconded by (G.B.); all were in favor; motion carried.
 - B. **Board Development Committee, April 20, 2017** – Karla inquired about the reassignments of Board Standing Committees and mentioned she is not able to serve on the Policy and Procedures Committee. Accepted as information.
 - C. **Image & Marketing Committee, April 27, 2017** –Board was informed of the withdrawal of application for BSutton. Eileen will forward a job description to all board members for recruitment of the Public Relations/Marketing position. Accepted as information.
 - D. **Finance Committee, April 27, 2017** – Accepted as information.
 - E. ****Wage Scale Committee, April 12, 2017 **Ratification of Action** – The Wage Scale committee approved the TTA Staff reassignment request. Due to time restraint for some of the committee members, an email vote took place to approve the reassignment. Karla Baird moved to ratify the action of the Wage Scale Committee; her motion was seconded by (E.S), all were in favor, motion carried.

V. Staff Financials:

- A. Cash Flow/Financial Projections Report:** The end of March we have total assets of \$1,574,585.89; Bank Deposits of \$662,773.15; Accounts Payable (\$180,685.64); All Payroll (\$431,767.86). Cash flow amounts were printed for March only. CJ will get the April's amounts out to the board.
- B. Indirect Cost Report:** Indirect Revenue to date is \$168,602.60; Carry Forward is \$50,169.00; Total available is \$218,771.60 and the IDC expense to date is \$175,629.92. The Total Revenue over expenses is \$43,142. There is an adjustment of \$(0.03).
- C. Grant Termination:** The point in the grant year has us at 25.00% of budgets. Central Admin spending is at 27.27%. Head Start is at 25.40%. Youth Services is at 27.70%. Senior Center is at 30.83%. TTA is at 28.11%. Transit is at 22.94%. Peaceful Spirit is at 25.02% of budget. Grand total expenses to date are \$1,984,174 with a 26.01% of total budget.
- D. Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.
- E. Ratios Information Sheet –** This month is the first month the Nonprofit Financial Ratios has been released. The Fundraising Expense is 0:01. Fund Raising Cost 0:01. The Quick Ratio is 3.03:1. Current Ratio is 3.86:1. The Average Days for Accounts Payable Feb & March is 3.78 days.
- F. Grant Tracking 2017 –** TTA has submitted their packet for CO DOL for the SW, Western & South Central areas. HS has their CO Preschool Program/CDE application as an agenda item and that will be covered. The MST LPC/Core Services has just been awarded in the amount of \$157,716. The CO Office of Suicide Prevention has been approved for a 5yr. grant in the amount of \$10,000/year. Board had questions in regards to other grants that we may have or may apply for. Board would like information on what grants are out there and what SUCAP has applied for so that they can help advocate for these grants for approval.
- G. **2016 Financial Audit –** A copy of the Management Letter and the Financial Statements & Supplementary Information packet has been provided to the board. CJ went over the Management letter from WipFli LLP. The program is currently finishing the update of the policies and procedures. The assets, Liabilities & Net Assets, State of Activities, Cash Flows, Grants Receivable, Property & Equipment, Line of Credit, Related Party Transactions, Retirement Plans, and the Temporarily Restricted Net Assets were all areas covered with the board. Carol Thompson moved to approve the 2017 Financial Audit, pending minor changes which may be made due to communications between Chloe Jackson and the auditor, her motion was seconded by (K.B.); all were in favor; motion carried.

VI. Old Business:

- a. Senior Self-Assessment - April –** The Senior Center Self-Assessment will take

place in the months of May & June. AF, KL, and SR all have agreed to assist with the process. Board members are encouraged to participate. If one is interested, they may contact Nita Emerson or Deb Herrera. A couple of the assessors for PS still have not returned their booklets. PS Division hope to have their report at the next board meeting.

- b. **Candidates for Board Member Election June 6, 2017** – There are six individuals who have indicated their interest in the SUCAP Board Election on June 6. Candidates are as follows: Karla Baird; Jeremy Cuthair; Amber Harrison; Kathleen Lorenzini; Gina Schulz and Kathleen Sitton. Rocco Fuschetto moved to authorize the ballot pending any action by the Board Development Committee, his motion was seconded by (K.M.); all were in favor; motion carried.
- c. **Board of Directors Standing Committees** – The Board Development Committee made some committee assignments for current board member to fill some vacancies from board members who have left the board. The committee recommend the following: Finance Committee – Kelly; Ad-Hoc Property Committee – K.B., A.F., D.N.; Ad-Hoc Board Dev. Com – C.O.H. These members will need to contact Nita if they are unable to serve on the assigned committees.

VII. New Business:

- A. ****CPP Annual Report & Refunding Application** – The CPP Annual Report and Refunding Application that supports 42 afternoon Head Start slots was provided to the board per the HS/EHS Performance Standards required for Board approval. Dan Naiman moved to approve the CPP Annual Report and Refunding Application, his motion was seconded by (C.T.); all were in favor; motion carried.
- B. **Board Member for Peaceful Spirit Division Director Selection Committee** – The program is the process of recruiting for a new Division Director for Peaceful Spirit due to the retirement of Dennis Dahlke at the end of May. A board member has been requested to participate on the selection committee. Ms. Kelly McCaw volunteered to assist.

VIII. Program Director Reports/Announcements/Miscellaneous Information-
Accepted as information.

Head Start Graduation is to take place Wednesday, May 24, 2017 at 5PM.

Karla Baird moved to adjourn; her motion was seconded (V.B.); all in favor. Meeting adjourned at 1:32 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors

