

APPROVED

**MINUTES
SUCAP BOARD OF DIRECTORS
April 6, 2017**

Present: Karla Baird, Virginia Benton, Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Shirley Reinhardt, Gina Schulz, Emma Shock, Kathleen Sitton, Carol Thompson

Excused: Adria Frietas and Jeremy Cuthair

Absent: Edward Box III

Guests:

Staff: Nita Emerson, Chloe Jackson, Char Schank, Eileen Wasserbach, Matt Nesbitt, Peter Tregillus, Teresa Campbell

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:08 p.m. at the Ignacio Community Library Conference Room.
- II. ****Agenda:** There were no additions to the agenda: Kelly McCaw moved to approve the agenda; her motion was seconded by (D.N), all were in favor, motion carried.
- III. **Board minutes & Committee reports**
 - A. ****Board of Directors March 02, 2017:** Changes to reflect corrections of attendance and notation of Board Vice Chair proceeding with the meeting when the Chair had to leave early. Karla Baird moved to approve the minutes with changes; her motion was seconded by (C.T.); all were in favor; motion carried.
 - B. **Finance Committee March 09, 2017** – Accepted as information. Virginia Benton volunteered to be on the Finance Committee. The BDC will review the vacancies within the ADHOC committees and request for other board members to fill these vacancies.
 - C. **Board Development Committee, March 17, 2017** – Accepted as information.
 - D. **Image & Marketing Committee, March 23, 2017** – Accepted as information.
 - E. **Finance Committee, March 23, 2017** – Accepted as information.
 - F. ****Executive Committee, March 28, 2017 **Ratification of Action** – The Executive Committee approved the grant application for Persistent Drunk Driving & Law Enforcement Assistance Fund Prevention Program Grant. Dan Naiman moved to approve the ratification; his motion was seconded by (K.L), all were in favor, motion carried.
- IV. **Staff Financials:**
 - A. **Cash Flow/Financial Projections Report:** The end of February we have total assets of \$1,524,266.24; Bank Deposits of \$781,036.97; Accounts Payable (\$134,328.64); All Payroll (\$481,909.65).

- G. **Indirect Cost Report:** Indirect Revenue to date is \$105,808.42; Carry Forward is \$50,169.00; Total available is \$155,977.42 and the IDC expense to date is \$106,364.36. The Total Revenue over expenses is \$49,613. There is an adjustment of \$6.44 to be adjusted in March.
- H. **Grant Termination:** The point in the grant year has us at 16.67% of budgets. Central Admin spending is at 16.34%. Head Start is at 17.03%. Youth Services is at 17.42%. Senior Center is at 14.41%, slightly low due to being under staffed. Title VI has ended on 3/31 and funds will be spent. New grant year will begin on 4/1. TTA is at 16.86%. Transit is at 13.27%. Peaceful Spirit is at 16.70% of budget. Grand total expenses to date are \$1,242,770 with a 16.29% of total budget.
- I. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information. Since these reports are provided to the board prior to the board meeting, CJ will not review it in detail but will request board to ask any questions if need be at this time.
- J. **Ratios Information Sheet** – This month is the first month the Nonprofit Financial Ratios has been released. On the back side of the ratios is the information sheet which provides the definition of the current ratio, quick ratio, fundraising expense and average days in accounts payable measurements. The ratios will be provided with monthly board reports. The top ratios will be based on where we are at for every month. As for the accounts payable, we will do a rolling of two months to include two months at a time. The -3.04:1 should be a positive 3.04:1 however financial edge isn't calculating it to result as a positive number. The ratios coming to full board is another success of the BDC. If there is a significant change in the ratios over time, it should prompt questions about the financial management.
- K. **Grant Tracking 2017** – The HS Adm Ch & Fam HS & EHS grant has been partially awarded. CDOT Safety for HS and YS is pending and is to be awarded sometime this summer. A new grant application for PS MindSpring SB 16-202 has been verbally awarded and these funds will serve some non-Natives. The Governor's Call for Innovations which is a discretionary funding that would support training and marketing for MST, should know by the summer. SC Admin for Aging Title VI has been partially awarded. Char announced that Head Start also received \$1,500 from the RoundUp Foundation to assist with safety incentives.

V. **Old Business:**

- A. **Board Member Donations – Final for 2017** – The final board member donations was 86% which meant that there were 12 out of 14 who donated and is higher from last year. Good job board members.
- B. **2017 Board Self-Assessment Results** – With a total of eleven responses to the annual board self-assessment, the results have been compiled. The overall ratings for each questions were provided to the board. The board members in general feel that their use and their understanding of the organizations documents are good. Results also indicated that they would like more participation from all board members

and would like staff to reach out and involve them more. The BDC will use the results of this survey to create training opportunities for the board during the rest of the year. It was suggested that it would be pertinent for division directors to assess the board members and the results would be helpful to the board.

- C. **Head Start Self-Assessment – April** – The Head Start Self-Assessment will take place during April. Carol Thompson has agreed to assist with the process but the opportunity for other board members to assist was offered. Char will be in contact with those that volunteer.
- D. **Board Member Recruitment of Candidates for Election** – Board members were asked to recruit candidates to fill the current vacancy in Category II opened with the resignation of James Brown and to run for Category II seats in the election that will be held in June. The BDC has created some materials to help with seeking and asking individuals to consider serving the board. Application deadline is set for April 24, 2017 by 4:00 p.m. Any questions, members can ask Nita or Eileen.

VI. **New Business:**

- A. **Ignacio Branding & Marketing Plan – Kristin Cypher** – Ms. Cypher, Project Consultant with C+B Design is facilitating a community-created branding & marketing plan for the Town of Ignacio. The goals are to design a signage that will help direct residents and visitors to destinations within Ignacio, create a responsive logo and brand for Ignacio and develop an implementation plan. There are two community workshops scheduled for April 11, 2017 and July 18, 2017. The finale will be a community open house. A link for the community surveys will be forwarded to each board member to assist with getting the word out. Paper surveys are also available. Any questions, Ms. Cypher should be contacted at 720-280-4349.
- B. ****New Board Member Approval** – Angie Buchanan resigned from the board in December therefore vacated her seat on the board. Chris O-Shea Heydinger is currently working as the Grant Writer for the SUIT. She has a law degree and previously practiced in both Colorado and New Mexico, however she is currently not licensed. She has extensive experience working both as staff and on boards for nonprofit organizations. She has applied for a board position with her application approved by BDC and has been interviewed. Carol Thompson moved to approve the application to fill the vacant allotted seat; her motion was seconded by (D.N), all were in favor, motion carried.
- C. **Head Start Child Outcomes** – The Child Outcomes/School Readiness Report was provided to the board. This report covered the fall/winter school readiness. The HS/EHS Performance Standards requires the board to be aware of the Child Outcome/School readiness data from each testing period. SUCAP HS is well within the Average range with Mathematics being the lowest area. This is a community wide struggle. Teachers are coming up with ways to help students in the mathematics area.
- D. **Head Start Radon Test Results** – Radon testing results of the facility was provided and accepted as information. The results are within the safe level.
- E. **ABCD Award Ann Hasse, TTA** – The ABCD award goes to Ann Hasse for

March, 2017. Ann has served helping youth learn about and find employment in the Western Region (Montrose & Delta Counties) for over 13 years. Not only is she a role model for other employees in the Western Region and all of TTA, she demonstrates what it means to be dedicated to the youth that she deserves. Ann was nominated at the beginning of this process in January, however she has been recovering from a serious ski accident. She is back at work and has received her award. Good job Anne.

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

9th Annual Homegrown Retreat, Saturday, April 8 9A-3P at the ELHI Community Center. There is a \$25.00 donation suggested.

Karla Baird moved to adjourn; her motion was seconded (K.M.); all in favor. Meeting adjourned at 1:19 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors