

MINUTES
SUCAP BOARD OF DIRECTORS
August 03, 2017

PRESENT: Karla Baird, Virginia Benton, Rocco Fuschetto, Kelly McCaw, Dan Naiman, Gina Schulz Emma Shock, Kathleen Sitton, Carol Thompson
EXCUSED: Amber Harrison, Kathleen Lorenzini, Chris O'Shea Heydinger, Shirley Reinhardt,
ABSENT: Edward Box III, Jeremy Cuthair, Adria Frietas
GUESTS:
STAFF: Char Schank, Teresa Campbell, Chloe Jackson, Dawn Farrington, Nita Emerson, Eileen Wasserbach, Matt Nesbitt

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:05 p.m. at the Ignacio School Administration Conference Room.
- II. ****Agenda:** There were no additions to the agenda. Kelly McCaw moved to approve the agenda; her motion was seconded by (R.F.), all were in favor, motion carried.
- III. **Oath of Office:** Elected on June 6 to a 2-year term on the SUCAP Board, Gina Schulz has completed her oath of office.
- IV. **Board minutes & Committee reports**
- A. ****Board of Directors July 13, 2017:** Changes was requested to reflect May on the Financials Grant Termination Report from instead of June as the reports are for the year through the end of May. Emma Shock moved to approve the minutes with changes; her motion was seconded by (C.T.); all were in favor; motion carried.
- B. **Board Development Committee, July 14, 2017:** Report accepted as information.
- C. **Image & Marketing Committee July 20, 2017:** Report accepted as information.
- V. **Old Business:**
- A. **Self-Assessment:** Peaceful Spirit and Youth Services are still working on their Division Assessments. Reports are expected to be available at the next board meeting in September. Senior Center self-assessment was provided those in attendance. Road Runner's Self-Assessment is scheduled for August. Ms. Kathleen Sitton and Gina Schulz are signed up to help with the transit review. Additional volunteers are encouraged to assist and will need to contact Matt or Nita. Clyde from the School District Transportation has been recommended to participate with the transit review. Matt will make the contact.
- B. **Duck Race Report:** Proceeds from the Duck Race hasn't been tracked accurately in the past but this year is a new beginning. With some revenues still pending at this time, total ticket sales were \$1,585. In addition, \$1000.00 in cash was received from First National Bank (\$500), Wasserbach Properties (\$400) and Garcia Chiropractic (\$100). There were approximately \$400 spent on advertising. Almost all of the ticket

sales were profited. This amount will be deposited with the SUCAP Head Start Facility Account.

VI. New Business:

A. **Retirement fund report** – A Demographic Plan Review, Benchmark Fee Report and Expense Analysis was provided with the packets. This report is provided by Mutual of America regarding the SUCAP Retirement Plan. Information is accepted as information.

B. ****Car donation program** – SUCAP is seeking ways to increase revenue, without adding too much work load on staff. Ms. Dawn Farrington researched some information about vehicle donation programs. The Vehicles for Charity is a nonprofit organization that provides the car donation program for other nonprofits. Information about the Vehicles for Charity was provided to all board members. The SUCAP fundraising strategy estimates making an average of \$500 per vehicle with hopes to obtain 30 vehicles for the first year. Costs for the first year would include staff time to promote & approximately \$5,000 for print promo materials such as newspaper ads & posters. SUCAP net unrestricted cash would be approximately \$10,000 for the first year. The Management Team has reviewed the concept and recommends approval of the board to pursue this form of revenue generation. Gina Schulz moved to approve to go forward with the program; her motion was seconded (K.M.); all in favor. Motion carried.

C. ****Unrestricted funds allocate to Curiosity After-School-** SUCAP is working to create funding to continue the afterschool program during the 2017-18 school year. Applications have been completed for LPEA for assistance and plan to reach out to other foundations and organizations during August. In the 1990s, the Tribe allocated some funding to SUCAP to support the Master's Degree program that was offered by the College of Santa Fe. At the end of that program, SUCAP had some funds leftover. Some of the funds were used to extend the Ignacio Community Collaborative Mental Health Program in 2011. There remains an amount of \$8,746 that SUCAP would like to apply to the Curiosity program. Permission from the board has been requested to spend the funds in support of the afterschool services. Kelly McCaw moved to approve the use of the amount to support the afterschool services; her motion was seconded (C.TS.); all in favor, motion carried.

VII. Staff Financials:

A. **Cash Flow/Financial Projections Report.** The end of June we have total assets of \$1,726,976.25; Bank Deposits of \$1,028,679.42; Accounts Payable (201,511.79); All Payroll (429,668.77).

B. **Indirect Cost Report.** Indirect Revenue to date is \$333,112.61; Carry Forward is \$50,169.00; Total available is \$383,281.61 and the IDC expense to date is \$347,326.06. The Total Revenue over expenses is \$35,956. There is an adjustment of \$46.13 to be made in July.

A. Grant Termination: The grant year has us at 50.00% of budgets. Central Admin spending is at 55.97%. Head Start is at 53.32%. There is a onetime payment from United Way HS/EHS; we are still awaiting the 2017 award amount. Youth Services is at 53.62%. Senior Center is at 59.11%. Tribal Senior Center funds will be spent as of 9/30. Budget for T3 includes Prog Inc. and will be carried forward to PY17. TTA is at 52.05%. Archuleta County EF is no longer renewed. Transit is at 48.54%. Peaceful Spirit is at 49.14% of budget. Misc Gaming spent is \$884. Grand total expenses to date are \$3,975,260 with a 52.12% of total budget.

C. Financial Ratios: The financial ratios explanation sheet will be provided at the next board meeting in September. Current ratio is at 3.83:1. Graphs will be included from month to month to visually see the progress. More information will be available for interpretation of this information next month and going forward. Accepted as information.

D. Head Start Monthly Expenditure Report/Credit Card transactions: Board reviewed report and accepted as information.

E. Grant Tracking 2017 – United Way hasn't been allocated to each divisions, which are HS & SC. HS COLA has been awarded. The IHS 638 has been fully awarded for PS. The United Way for YS-CHC has been denied. LPEA application is pending. CDOT Operating 5311 & New Freedom now 5311 is also pending. CHF for GP has been awarded for year two.

VIII. Program Director Reports/Announcements/Miscellaneous Information- Accepted as information. Eileen informed the board that Dennis Dahlke's last day was Monday, July 31. There is a possible candidate for his position. Board would like to take a look at his application. The Interview committee would like to consider the applicant if they accept the position.

Emma Shock moved to adjourn; her motion was seconded (D.N.); all in favor. Meeting adjourned at 1:18 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors

