

**Connections for Independent Living
Board of Directors Regular Meeting Minutes
Wednesday, July 15, 2020 @ 12:00 p.m.**

Attendance in the digital Meeting:

President-Mary Jo Brockshus, Treasurer-Josh Fulenwider, Secretary-Elizabeth Mahoney, Board Member-Kate Howell, Board Member-Lou Steinberg, Communications Director - Roxanne Fry, CPA-James Childress, Finance Associate - Anne Yanez, Executive Associate – Carol Cochrane

Absent: Executive Director Rochelle Miller

President Brockshus called the meeting to order at 11:58 a.m.

Director Steinberg moved and President Brockshus seconded the approval of the June Board Meeting Minutes. Motion passed unanimously by board members present. Treasurer Fulenwider was absent at this point of the meeting.

Executive Director Report –

Communications Director Fry (CD) (filling in for ED Miller) began the report with updates on the Connections' staff. Team members continue to train on digital business use. The MICIL upgrade is on target for an August 1st launch date with the ILS team. DocuSign is in its early stages of adoption. Staff started contactless checkout of technology. Ten Chromebooks are available for checkout and six requests have been submitted. The leadership team is using Trello until G Suite is implemented as this will make for an easier path to the adoption of Asana.

COVID 19 Operations –

To further improve the checkout/reservation system for technology, staff developed an online request form, and a scheduling platform Calendly, will be enabled once the transition to G Suite is complete. Surveys will be sent out one week following check out and after equipment is returned to request information on how the utilization of the technology is going, any improvements or suggestions the user would have for the loan technology process, or any requests.

The Zoom Room and the Video Remote Interpreting (VRI) Room are in process of completion. Equipment needed for the rooms is being ordered.

Obtaining the rights to utilize G Suite is in process. G Suite offers their system free to non-profits. A former employee may have started the registration process, and staff is hopeful this will be accomplished within two weeks.

During the discussions by the board it was offered by Director Howell that Peg Petersen was still very interested in assisting Connections. Ms. Petersen would like to be notified of any

position that may become open. The board requested that the Financial Report be presented before completion of Communication Director Fry's presentation in respect of Mr. Childress's time.

Financial Report

Mr. Childress presented the Financial Report:

- Much work is being put in to the Accounts Receivable System by the Childress Accounting and Connections teams. The issues with University of Northern Colorado (UNC), our largest client, have been addressed, and the relationship repair is well underway. They have made a substantial payment on invoices. The other clients' issues are now being worked on one client at a time. This work entails reconciling the items in the interpreter system, Grid Check, with our accounting system, Quick Books. We are also communicating with each of our clients to repair and further promote our relationship and availability to them. Additionally, we are going from a system with few controls to one that will require the interpreters to verify information in Grid Check before it is downloaded to Quick Books.
- Another member of Mr. Childress's staff is working on the compliance relationship with the Department of Labor and Employment (CDLE). We are up to date with invoices and have received most of the payments requested. We are working on the payroll and vendor submission piece to make it more efficient. The budget for (CDLE) funding was submitted. It required slight adjustments to comply with the Governor's signed budget finalization. The total approved budget amounts are \$625,000 in the General Fund and \$37,500 in Part B Funding. Director Steinberg moved to accept the budget. Director Howell seconded. Vote taken. Motion passed unanimously.
- The auditors from Anton, Collins, Mitchell (ACM) are behind schedule. They failed to notify us that substantive testing was due to begin on Monday, July 13 and have placed the audit on their calendar for August 31 to September 4, 2020. Our goal is to have everything, including disclosures and accruals, completed by July 27, 2020. We are hoping that this will allow for ACM to move the audit back to the earlier part of August.
- The financial statements are a work in process. Cash flow is much improved. More invoices have been sent out and requests for reimbursement received. Accounts payable are in a fast turnaround process. Bill.com is working well, bills are paid timely. Accounts receivable is a work in process. Items still need to be researched and more work needs to be done. The Profit and Loss (P&L) statement presented is for the period of January 2020 to June of 2020. There is a net loss of \$44,000 for this period. We are working on putting together a P&L by Class vs. Budget so that items will be presented in context. Director Steinberg inquired about an A/R Aging Report. Mr. Childress responded that it is now in draft form and will be presented in the future. This concluded his presentation and he left the meeting at 12:25 p.m.

COVID 19 Operations continued–

One Tribe, the winner of the RFP for the website overhaul, has begun work on the project. September 30, 2020 is the go live target date.

Old Business

Equality messaging: Executive Director Miller and Communications Director Fry drafted static messaging for our digital media and traditional messaging. Discussion by the board followed. Director Steinberg moved and Secretary Mahoney seconded to approve the presented written message without the last three words. Vote taken. Motion passed unanimously. The message is: Connections for Independent Living promotes the full inclusion and integration of people with all types of disabilities into all levels of society. Just as we are committed to challenging physical and attitudinal barriers that restrict the rights and personal development opportunities of people with disabilities, we stand against racism and oppression that impact racially, ethnically, culturally, and linguistically diverse groups. We support individuals with disabilities who choose to engage in activism with the goal of improving services, programs, and outreach.

Communications Director Fry confirmed that a new logo was part of the new website being developed by One Tribe. The current logo depicts a wheelchair. In order to promote more inclusivity, the new logo will probably be void of any specific disability, as it would be cumbersome to include all. Director Steinberg suggested that a new logo might focus on independence.

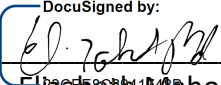
CD Fry confirmed that the staff is thankful for the awarding of forty additional hours of PTO.

Director Howell moved to adjourn the meeting. Director Steinberg seconded. Vote taken. Motion passed unanimously.

The Board adjourned at 12:40 p.m.

Respectfully submitted, done to the best of my belief and ability, by Carol Cochrane.

APPROVED AT BOARD MEETING held August 12, 2020.

DocuSigned by:
Affirmed by:  Date: 9/9/2020
Elizabeth Mahoney, Board Secretary