

**Connections for Independent Living
Board of Directors Regular Meeting Minutes
Wednesday, September 16, 2020 @ 11:00 a.m.**

Attendance in the Meeting:

President-Mary Jo Brockshus, Treasurer-Josh Fulenwider, Secretary-Elizabeth Mahoney, Member-Kate Howell, Member-Lou Steinberg, Executive Director-Rochelle Miller, Communications Director – Rick Rhinehart, CPA-James Childress, Executive Associate – Carol Cochrane

President Brockshus called the meeting to order at 11:05 a.m.

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

Financial Report

Mr. Childress presented the Financial Report:

- The audit is in process. 95% of items requested by the auditors are completed.
- Work in improving the accounting system continues. Changes integrated into the accounting system are now part of a routine process. We anticipate being out of emergency mode in four to eight months. Our intent is to provide the most efficient and cost effective accounting process for the long term.
- The team is on track to be ready for the 2019-2020 year audit in November. Discussion ensued on keeping the current auditing firm in place while we clean up the findings in the previous and current year audits. Board members concluded that the same auditors should be utilized until we have a clean audit and then we will distribute an RFP to be in compliance with State statute.
- The Balance Sheet shows \$313,000 available cash balance which is 2.2 times the average monthly expense. Most of the recent work on Accounts Receivable was in CDLE, MCR and UC Health. Today the UC Health group invoice package is slated for submission. UCAR and UNC updates are also today.
- The Profit and Loss Statement shows a large net loss. This is due to write-offs and deficit spending. There is still some work to do. After President Brockshus questioned the amount of \$11,118.00 in repairs ED Miller explained that it is mostly from painting the interior of the building.
- The enhanced financial package, utilizing a dashboard, is still in development.
- The FY 21 Operations budget shows a loss of approximately \$70,000.00. It is a conservative representation between a worst case scenario and the past year. Discussion of the budget by the board members ensued. After many questions were raised and answered and other items reviewed, Treasurer Fulenwider moved to approve the budget. Director Steinberg seconded. Motion passed unanimously.
- A new invoice system (USked) for Interpreting is under evaluation.
- Mr. Childress left the meeting at 11:50 a. m.

Operations and Executive Director Report

- ED Miller introduced the new Communications Director, Rick Rhinehart. He gave a brief presentation of his background as well as an overview of the current projects.
- Treasurer Fulenwider asked if Connections is meeting the fundraising requirement. ED Miller responded Colorado Gives Day and an end of the year appeal satisfy the requirement. Further discussion ensued concerning possible additional fundraising efforts.
- President Brockshus asked if the Housing Grant Deposit funds were exhausted. ED Miller replied that a fourth grant was approved this morning by the three person committee. We have spent \$2,700.00 of the \$5,000.00 approved amount.
- ED Miller stated that Communications Director Rhinehart is working on the G Suite migration with an approved partner. That company will do all the technical work needed and this supported move into G suite should be completed in October.
- One Tribe Creative has provided templates for the new website. It incorporates the adaptive technology. We also plan to provide information via FAQ's for both the public and staff members.
- Three versions of a new logo were presented along with three possible new tag lines. After a brief discussion the board unanimously chose the logo. A new tagline was also presented and decided upon. Public unveiling will be in October.
- A handicapped accessible 2010 Honda van was donated to Connections. After having it mechanically reviewed we are accepting the donation. It needs approximately \$2,500.00 in repairs and scheduled maintenance. It will be used to travel to our eastern counties.
- The SEEKS Grant project is at the waiting for referrals stage. We are cautioned to act carefully in public discussions of the grant so as not affect the research.
- Secretary Mahoney presented a plan to increase Board Membership. The intent is to recruit one or two board members between October and January. A spreadsheet matrix of background and diversity of the current board is in process.
- Treasurer Fulenwider stated that Secretary Mahoney is now a member of the Finance Committee. The \$70,000.00 movement of the CDLE re-payment is now complete. The Finance Committee will be reviewing alternatives for investment of reserve funds. Director Steinberg suggested that a bank Trust Department is a safe and secure investment possibility and may provide a better return than a CD. ED Miller will be sending out a complete list of reserve assets to the finance committee to begin "shopping" best interest rates to consolidate funds.

New Business

- President Brockshus stated that part of the Strategic Planning Package includes six additional sessions in fiscal year 21. The board needs to choose six of eight possible topics. Director Brockshus will send out the list and requests that each board member email back their choices.
- Secretary Mahoney will speak with the facilitator concerning the resumption of Clifton Strengths training for staff and board members.

- Director Steinberg will try to set up speaking engagements via Zoom for ED Miller with the Greeley and Downtown Rotary Clubs.

Director Steinberg moved to adjourn the meeting. Treasurer Fulenwider seconded. Motion passed unanimously.

The Board adjourned at 12:55 p.m.

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

October 14, 2020

APPROVED AT BOARD MEETING held _____.

Affirmed by: _____  _____ Date: 10/27/2020
Elizabeth Mahoney, Board Secretary