



Board of Directors Meeting  
October 16, 2018

**Board attendance**

Carla Hartsell, Jan Martin, Mary Ellen McNally, Jolly Wall, Lynne Jones, Dave Bunkers, Scott Whittington and Steve Hunsinger

**Staff attendance**

Pat Ellis, Deb Risdén, Val Anders, Cathy Grossman, Derek Wilson and Paula Humber

**Guests-** Mitch Downs and Hillary Carlson of Osborne, Parsons & Rosacker, LLP

Board meeting called to order by Carla Hartsell, Chair at approximately 4:06 p.m. with introductions of all present. The meeting opened with the audit presented by Mitch Downs.

**Presentation of 2017-2018 Audit**

- Audit presented to Finance Committee in depth; pleased with results
- Audit went well; unqualified –unmodified opinion
- 10-12 adjustments to financial statements at the client’s request A few deficiencies in control policies have been identified but did not rise to the status of “significant deficiencies” – changes are underway
- No findings to report on the federal funds
- 990 in process and expected to be completed by November 15
- December should complete the government contracts audit

Steve Hunsinger moved to approve the audit as presented; Mary Ellen McNally seconded the motion. The motion was unanimously approved

**Consent Agenda** – Lynne Jones moved to approve the consent agenda which includes the minutes from the September 18, 2018 Board meeting and the CEO Report. Mary Ellen McNally seconded the motion. The motion was unanimously approved.

**Finance Update**

- Financials were included in the packet for the 1<sup>st</sup> quarter results
- Val Anders reviewed the highlights from the Executive summary regarding the Operating Results such as:
  - Year to date net income is \$33k more than last year at this time
  - Grants are in line
  - Rockin Fundraising netted \$103k
  - Program revenues are at goal; the Thrift Store continues to be at projections
  - Revenue received from the hail damage claims will be moved to the balance sheet
  - Payroll continues to be under budget due to some positions that remain open
  - Capital Campaign pledges this month of \$213k; left to raise as of September 30 is \$273k

**Committee Updates**

**Building Committee** –

- Did not meet this month; however did receive \$50k from a grant request to complete the (pro forma) application to CHAFA

### Capital Campaign

- Donor Wall project – Dick Wilhelm is looking to have a piece of stone donated and will be engraved with names of donors \$10k and above
- The recent mailer challenge to the board and community expects to raise donation levels

### Search Committee

- Committee is expecting to narrow down the applicants to approximately 5-8 candidates at a meeting scheduled for next week
- Screening process is very specific to the job description and not to the status of the candidate

### **Old Business – Board Retreat goals**

Included in the packet is a summary of the strategic plan from the Board Retreat held in February

- Short term goals have been completed
- Strategic Initiatives that identified specific goals have made great progress
  - Community Engagement - Laurie Onstott will be taking over as the Activity Director and will also be responsible for the needs assessment for social programs
  - Future Revenue – Pat and Deb will be meeting with the Quad for fall term recommendations
  - Brand awareness – completed and will be on going
  - Core Services –
    - grant received for feasibility study and focus group discussion around volunteer drivers using own vehicle as a means to expand transportation services
    - MOW - received a community block grant for geographic expansion of underserved areas for service
    - Volunteer guardianship program plan has been completed; Pikes Peak Elder Abuse Coalition and the Magistrate's offices in the County Courts are working with our guardianship program to implement
    - Received a \$107k grant hire a Case Manager who will specialize in housing; the grant will also include the use of a designated vehicle assigned to Case Management for this purpose; grant period is two years
  - Volunteer recruitment – a computer based training system has been created by our Volunteer Manager, Linda Arguello, for volunteers to complete their training on line as their hours and our hours may conflict; participant for each module needs to be completed
  - Sustainability-
    - new grant opportunities have been successful
    - Derek is working on planned giving program which will include an advisory committee and a legacy society
    - Val is working on an endowment policy
    - Derek has completed a fundraising plan

### Other Business-CEO search

- skills necessary to manage the diversity of the programs
- manage the various funding sources
- human service background
- known in the community and connected
- cultural fit within the organization

### Marketing Update

- Newsletter and annual report will be ready to go out November
- Upcoming Senior Expos – focus on Home Delivered meals
- Publications being updated with new services names
- Lobby and exterior signage also in the works

**New Business**

- BBB Charity Certification – final item to complete the certification is to develop and approve a CEO performance evaluation policy. Sample policy has been included in the packet for review.
- VA Choose Home Grant – we received notification of the \$417k grant
- Active shooter training was conducted on October 30<sup>th</sup>
- Empty Stocking Fund – board mixer kick off tomorrow, casual attire

Next meeting is scheduled for December 11, 2018

Meeting adjourned at 4:45 p.m.

/s/   
Amy Silva-Smith, Secretary

Paula Humber, Recorder