

APPROVED

**MINUTES
SUCAP BOARD OF DIRECTORS
May 03, 2018**

PRESENT: Karla Baird, Edward Box III, Jeremy Cuthair, Amber Harrison, Doug Little, Shirley Reinhardt, Gina Schulz, Emma Shock, Kathleen Sitton
EXCUSED: Rocco Fuschetto, Kathleen Lorenzini, Carol Thompson
ABSENT:
GUESTS:
STAFF: Chloe Jackson, Char Schank, Eric Foss, Eileen Wasserbach, Nita Emerson, Dawn Farrington, Peter Tregillus, Matt Nesbitt

I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:08 p.m. at the Peaceful Spirit Conference Room.

II. ****Agenda:** Karla Baird moved to approve the agenda; her motion was seconded (D.L.); all were in favor, motion carried.

Ms. Jennifer Jones was introduced to board. Ms. Jones is the Denver University MSW Program Intern working in Program Development with Peter Tregillus.

III. **Board minutes & Committee reports**

A. ****Board of Directors, April 05, 2018:** April board minutes need to reflect the opposing vote of item V. A. Karla Baird moved to approve the minutes with the changes; her motion was seconded by (S.R.); all were in favor; motion carried.

B. **Head Start Facility Project—Verbal:** There was a good discussion with the Tribal Council regarding several sites in mind but there was not a decision made. Tribal Council requested to go back to the Natural Resources and land department to get a recommendation from them. They indicated they didn't oppose to having the Head Start on campus. Beth Lamberson has been hired to be the Marketing Consultant and has been working on several fundraising activities. We are currently in the process of the Dum Dum Drawing and will go into the Duck Race where we will start selling tickets for the race. In October there will be a 10k race at Fox Fire Farm and registration is available on the runner website. At last night's community meeting it was presented the 120% club. If you are in 120% favor of Head Start. To become a member, one must pledge \$10/mo. where check, credit cards and cash are accepted. The current goal is a 6 mo. goal to have a site finalized where the building will be and a new amount of \$20,000 that Friends of Ignacio Head Start will raise.

IV. Old Business:

A. *Division Self Assessments:*

1. ***Admin Assessment-Initial Report:*** The committee for the Central Admin self-assessment was not able to meet due to ED being out of town and losing another board member. Other board members are encouraged to assist and to let Eileen or Nita know. We need a replacement to get this completed.
2. ***Peaceful Spirit Assessment*** – The final report has been provided to the board members and a brief overview was provided by Erik Foss, Division Director. He highlighted the Action Plan for Peaceful Spirit. Any additional questions can be directed to Erik.
3. ***Head Start – In progress:*** Each committee met on April 17, 2018 and are currently are setting up follow up meetings and will complete their final strategic planning.
4. ***Senior Center*** – schedule for May-June with a final report to be available at the July board meeting. We do need board members to assist.

B. ***2018 Board Self-Assessment*** – The 2018 board self-assessment responses were provided to the board. There were seven response received. The response will be shared with the Board Development Committee as the basis for board training opportunities or improved practices.

C. ***Everytown for Gun Safety Grant Update*** – No update provided at this time. The CHC Staff plan to meet with the students to come up with a plan on what to do with funds. The board will be updated once new information is received.

V. New Business

A. *****2017 Annual Audit & IRS Form 990 Presentation, Denes Tobie:*** Draft of the audit report and the PowerPoint presentation was provided to all board members and staff prior to the meeting. Denes went over her presentation and highlighted the upcoming changes highlighted in the presentation. Copy on file. Karl Baird moved to approve the 2017 Annual Audit; her motion was seconded by (G.S.); all were in favor, motion carried. The IRS Form 990 is not yet complete and has been tabled until the next board meeting.

B. *****CPP Annual Report & Refunding Application:*** The CPP Annual Report and Refunding application was provided to the board. This supports 42 afternoon Head Start slots. The HS/EHS Performance Standards require Board approval of all grants. Gina Schulz moved to approve the CPP Annual Report & Refunding Application; her motion was seconded (E.B. III); all in favor; motion carried

C. ***CACFP Review:*** The CACFP Review report was provided to the board. Char briefly went over the report and highlighted the findings and what the division's corrective

actions will be.

D. **DRS CLASS Scores** – The plan to correct the DFRS finding completed during the consultation with Office of Head Start Training/Technical Assistance Staff was provided to each board member. Accepted as information.

VI. **Staff Financials:**

A. **Cash Flow/Financial Projections Report:** The end of March we have total assets of \$1,465,114.15; Bank Deposits of \$1,057,037.97; Accounts Payable (\$236,084.90); All Payroll (\$397,293.97).

B. **Indirect Cost Report:** Indirect Revenue to date is \$163,170.33; Carry Forward is \$50,774.00; Total available is \$213,944.33 and the IDC expense to date is \$197,339.54. The Total Revenue over expenses is \$16,605.

C. **Grant Termination:** The grant year has us at 25.00% of budgets. Central Admin spending is at 28.54%. Head Start is at 25.16%. Youth Services is at 24.89%. Senior Center is at 25.46%. Peaceful Spirit is at 26.82% of budget. RRT is at 21.46%. TTA is at 25.16%. Misc. Gaming spent is \$6,934. Grand total expenses to date are \$1,956,555 which is 25.34% of total budget of \$7,713,312. There are some grants ended and is noted on the report.

D. **Financial Ratios:** Board reviewed and accepted as information.

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

F. **Grant Tracking 2018** – Board reviewed and accepted as information.

VII. **Program Director Reports/Announcements/Miscellaneous Information-** Division and Department reports were provided and accepted as information.

Announcement – Head Start graduation is May 23, 2018 at 5pm at the Museum. The theme is “O ‘fish’ally Graduated.”

Eddie Box III moved to adjourn; his motion was seconded (K.B.); all in favor. Meeting adjourned at 1:33 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors

