

# Board Meeting Minutes

## Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via Google Video conference. Wednesday, February 22, 2023

Members Present: Michael Toothaker Board President(remote)  
Jessica McMillan (remote)  
Don Godshaw  
Vicki Holcomb Board Secretary (remote)  
Craig Kennedy  
Dan Bonner, Board Treasurer -joined at 1:57

Staff Present Ian Engle, Executive Director  
Meagan Carini, Finance Manager (remote) joined at 2:02

1:35 Michael calls the meeting to order. Justine Ager – board recruit hasn't gotten back to Ian. Craig is going invite her to a meeting and inquire about how serious she is about a board position.

1:42 Michael motions to approve the 1/25/23 Board Meeting Minutes as amended. Vicki seconds and the motion passes.

1:44 Development report. QB \$359,975, this amount exceeds what was budgeted for this current fiscal year.

1:52 The draft audit of NWCCI financial position for FY 2021-22 is reviewed. There were no material findings with the audit. Chris Catterson, our independent auditor will be invited to the next meeting to review and answer questions.

NWCCI is almost done with the transition to Just Works as our payroll service provider (PEO), the Board approves.

A transportation budget is being put together now that we know what our grant and contract income will be for 2023, the Board approves.

2:02 Meagan presents the Finance Committee Report.

Meagan and Ian are working on setting up the CDs with Dan's guidance, the Board approves. Meagan reiterated that the audit had no findings. Next step is for the Board to accept the audited financial statements as presented, then provide this information to Davidson Tax to file our 990.

Discussion about NWCCI office space. It was stated that a smaller space in Steamboat would suffice and could save us up to \$1000 a month. The following considerations are included in the NWCCI office discussion

1. Bus line location
2. Wheel-chair accessible
3. Private space for clients – consumer workstation
4. Size – approximately 1000 sq ft
5. Community desks – not every employee must have their own workstation.
6. Lease is up at the end of April – we can do month to month until we find something
7. We have a realtor – should we look to buy and if so, should we ask for some of the commission back due to being a non-profit?
8. The Board agrees it makes sense to look to purchase a building in Craig and rent office space in Steamboat.

Single Track will be done working with us at the end of February. Our 1099 filings will be with Just Works and all vendors will be paid through them also. We will have all rent paid through Just Works. JustWorks has been responsive and helpful with filing 2 workman comp reports.

2:28 Discussion about the 2 workman comp claims. At the Craig office, people slipped on the ice. We need to do what we can to mitigate this risk.

2:30 Review of QuickBooks Finance reports is tabled until next meeting.

2:34 Annual campaign discussed. It will be online with printed booklets available next month.

Hungry for Independence will be Aug/Sept 2024. The theme will be Celebrate the Success of People with Disabilities. The last HFI needed \$30,000. Marie will have more to come!

2:42 Program Report – Our service number is holding steady and we are providing great direct services. Moffat has the greatest needs and our total services are up.

2:45 Meeting is adjourned and next meeting is March 22, 2023 at 1:30