

COLORADO FAMILY SUPPORT COUNCIL AGENDA MINUTES

July 12, 2019

10:00 AM

Adams County

Location: 11860 Pecos St, Westminster CO. 80234

Conference room: Cherry (reserved from 9 am to 3 pm)

Call in number: 720-523-6000

Meeting number: 2659#

Access Code: n/a

CALL TO ORDER- JoAnna at 10:09 AM

ROLL CALL & INTRODUCTIONS – Board members present & on phone (P)

- JoAnna Finney, Jerri Fritz, Tracey Rumans, Silvia Retana, Lupe Abeyta, Kelley Gibler, Marinda Hernandez, Kathy Marcantonio, Olisa Schaefer, Kelly Keane, Johnathan Harris, Anna Perez, Donna Gibbs, Christian Maddy, (P) Gina Tyler, (P) Chris Sorenson.

SECRETARY REPORT- n/a

- Board reviewed and approved the minutes from June meeting.
 - Corrections: Stacey Williams and Gina Tyler in attendance for June meeting.
 - Motion to accept secretary's minutes with corrections: Anna
 - Seconded by: John
 - Motion passed by board response.

TREASURER REPORT- Kelly G./Jerri

- Total balances as of end of June:
 - Checking-\$60,997.62
 - Savings \$71,453.76
 - Total: \$132,451.38
 - Still need to pay charity after credit card/all fees clear remaining from past conference.
 - Estimate of \$9,100 to go to charity after all fees are removed. This amount does not include county cash contributions. (Arapahoe/Denver- additional \$2228.00 in cash donations)
 - Still need to pay auctioneer after credit card/all fees clear remaining from past conference.
 - Auctioneer receives 10% of total auction sales as payment for services.
 - Motion to accept treasurer's report: Donna
 - Seconded by: Kathy
 - Motion passed by board response.

OLD BUSINESS- Board

- Review of 2019 Conference- Joanna/Board
 - Board discussion on what went successful or went well:
 - Overall session feedback was positive.

- Nick & Donna- thanked board for having them and ready to come back!
 - All sessions being on 1st level was nice.
- Board discussion on areas needing improvement from 2018-2019 conference.
 - Application used for conference
 - 1st days sessions feedback all pooled into one, difficult to determine what feedback was received for each individual session.
 - Specifically, not registration friendly and created a lot of work on the back end for registration this year.
 - Event Mobi seemed more user/conference friendly.
 - Communication around conference
 - E.g. uploading all speakers' presentations, handouts beforehand and communicating through app or ACSES mail prior to actual conference.
 - Some speakers refused to share presentations, stating they are copyrighted.
 - Shared folder accessible by board to house all board/conference documents and speakers' contracts.
 - Website to be up to date and have documents uploaded.
 - Hard deadlines for speakers and keynotes to avoid last minute chaos and cancellations.
 - Food
 - Alternative options to just sweets being offered at breaks and breakfast.
 - Buffet line was long and took a long time.
 - Option to move buffet option to lunch versus dinner.
 - Plated food option works better.
 - Coffee to be offered 1st thing each morning.
 - Vouchers for breakfast (provided by hotel/board for those not staying at the hotel) since Loveland offers continental breakfast option with stay for this year's conference.
 - Registration
 - Wasted time to have open all day during conference.
 - Option of walkie talkie use or shifts/rotation of volunteers to man table throughout conference.
- Survey Discussion options around 2018-2019 conference- Anna/JoAnna
 - Anna showed board possible survey options and went over what was already completed for after conference survey.
 - Briefly discussed how STABS/CWFS uses surveys for their conferences and how board may align our survey to other conferences to capture feedback.
 - Anna asked board for questions and feedback. Board discussion around type of questions to be asked, target audience and the reason/value behind the survey response received.
 - JoAnna recommendation of sub-committee to be created and timeline for survey completion and to be sent to all general members.
 - By show of hands, board consensus on subcommittee being created of the following members: Anna, Christian, Marinda and Jonathan
 - Tentative Deadline for completion and survey to be sent is 7/22/2019.

- Update on meeting with Hotel Elegante- Sabrina
 - Tabled until August meeting.
- Criteria for Awards (from 11/02/18 meeting) specifically Outstanding County- JoAnna/Lupe
 - Awards
 - Follow-Up from 11/2/2018 meeting around board discussion to update state/individual awards and new criteria/point system to be used to determine award winners going forwards.
 - Board can make decision now to be used if not for this year's conference and awards, 2021 for Blackhawk.
 - Recommendation to reach out to IVD administration for their feedback/comments around the idea.
 - Recommendation that communication is sent from board to all general board members regarding updating/change in awards & awards criteria.
 - JoAnna recommendation to form a sub-committee to discuss updating awards and determining new awards criteria and bringing back to group as a presentation on what was determined by subcommittee.
 - By show of hands, board consensus on subcommittee being created of the following members: Tracey, Lupe, Christian, Donna
 - Tentative time frame- presentation to be given to board by subcommittee at October meeting.
- Invest any portion of CFSC Funds- JoAnna
 - Group discussion around investment options for origination monies.
 - Money market, mutual funds account, etc.
 - Recommendation to find out what legal options board can/cannot do as being non-profit organization.
 - Donna to call and find out what opportunities are available and bring back information to board for August meeting.

NEW BUSINESS: Board

- Secretary Position-JoAnna
 - Secretary position has become available since board elections, position to be filled asap.
 - JoAnna to reach out to new/returning members at large.
 - Board will vote on new secretary based in interest/response at August meeting.
- Members at Large Selection- Board
 - Board discussion around current 2019-2020 CFSC Board of Directors.
 - Board discussion around new/returning members at large except for Denver county member at large options and removing Jude Liguori and Donna Gibbs as member at large candidates.
 - Motion by Tracey to accept current members at large pool except Denver county and to eliminate Jude and Donna from current members at large list.
 - Seconded by Kathy

- Motion passed by board response.
- Board discussion/decision around Denver members at large.
- Board discussion around remaining members at large vacancies or decision to close vacant positions remaining for members at large for the current year.
 - Motion from Jerri to fill vacant members at large vacancies for the current year.
 - Seconded by Kelley G.
 - Motion passed by board response.
- Group discussion on determining how to fill remaining member at large vacancies.
 - JoAnna to reach out to board/members at large choose and send decision to board.
 - Board to ratify JoAnna's member at large decision at August meeting.
- Group discussion on determining how to fill secretary vacancy.
 - JoAnna to reach out to board/members at large choose and send decision to board.
 - Board to ratify JoAnna's member at large decision at August meeting.
- Committee Chair and Co-Chair Selection-JoAnna/Board
 - IV-D Track
 - Professional Growth
 - Attorney Track
 - Awards
 - AV
 - By-Laws
 - Donations
 - Entertainment
 - Finance
 - Historian
 - PR Booth
 - Registration
 - Site
 - Vendor
 - Group discussion around committees and response on what committees each member will be on.
 - Updated committee assignments to be sent once response from new/returning members at large is received.
 - Anna motioned to add AV to subcommittee social media/app subcommittee.
 - Seconded by Donna
 - Motion passed by board response.
 - Marinda expressed interest as board secretary and to fill board vacant position.
 - JoAnna to appoint Marinda as secretary for CFSC board.
 - Appointment ratified by board response.
 - JoAnna to appoint Donna as North West Vice President for CFSC board.

- Appointment ratified by board response.
- Board and Committee Handbook-JoAnna
 - JoAnna opened the floor for discussion around the boards thoughts on the creation and use of a Board and Committee handbook that could be referenced by returning and new members regarding the Colorado family Support Council.
 - Board agreed handbook would be of value and great tool to be used to help outline roles, responsibilities, duties and providing a timeline when serving as any position on the board.
 - JoAnna's ask is that previous chairs assist in adding to this handbook for new/returning committee chairs to reference or use in their current roles on the board.
- Appointment of Honorary Members -JoAnna
 - Group discussion around current and past honorary members.
 - Current honorary members for consideration:
Larry Desbien, Craig Carson and Tracey Graham
 - Christian asked if there was any value in discussion around honorary members who actively participate with board and those who may not.
 - Christian to follow up with other potential honorary member candidates and to follow-up with board.
 - Board discussion around honorary members being included in board emails or expectation in participation around being an honorary member.
 - JoAnna to create formal written letter for Honorary Members.
 - Board agreed to table appointment of honorary members at this time until August meeting for further discussion and appointment.
- Scholarship Follow-up-JoAnna/Lupe
 - Board discussion to whether these will be available for 2019-2020 conference.
 - Lupe to follow up with Larry and update board with Larry's response.
 - Olisa asked if there would be value in the board matching Larry's donation and offering (6) scholarships versus (3).
 - Board discussion around possibility of offering full scholarship, including room & mileage in scholarships already offered.
 - Board discussion around possibility of moving up scholarship deadline, suggestion of month/s of January or February.
- Awards- JoAnna/Lupe
 - Lupe opened the floor for review of this year's process and everyone on the board voting versus just the awards committee voting.
 - Board discussion around recommendation for 2019-2020 awards process/voting to return to awards committee only.
 - Lupe motioned for awarding voting to return to the awards committee to be reviewed and voted on solely by the awards committee
 - Seconded by Kathy
 - Motion passed by board response.

- Board follow-up discussion around tentative timeline for board update & presentation of new 2019-2020 awards process.
- Announce 2020 Conference Theme & Colors JoAnna
 - 2019-2020 conference theme: "Keep Moving Forward"
 - 2019-2020 conference colors: Purple, Silver & Black
 - Board discussed Logo and Logo timeline.

OTHER NEW BUSINESS- Board

- JoAnna opened the floor for the board's discussion around the upcoming meeting dates and locations.

Upcoming Meeting Dates & Locations

- August 2- Adams
 - September –Site Visit (Loveland)
 - October 4- Denver
 - November 8 - TBD
 - December 6 – Boulder
 - January 3- TBD
 - February 7- Jefferson
 - March 6- TBD
 - April – Site Visit (Loveland)
 - May 1- TBD
 - Conference – Embassy Suites, Loveland
- Board discussion around remaining vacant meeting dates.
 - Marinda asked if board would consider closer location for May meeting as it is the last meeting to get everything finalized for conference.
 - Remaining vacant meeting dates tabled to August meeting for additional discussion/selection from all members present at this meeting.
 - Donna to collect/create contact list of all 2019-2020 board members contact information.
 - Motion by Christian to close July board meeting
 - Seconded by Kathy
 - Motion passed by board response, July meeting adjourned.

NEXT MEETING: August 2, 2019. Location, Adams County