**Envision Creative Support for People with Developmental Disabilities**

**BOARD OF DIRECTORS’ MEETING**

**Thursday, January 11, 2024 at 7:30 AM**

**Zoom**

<https://us02web.zoom.us/j/87002167074?pwd=T01yT0N2cWVqQ3FxajR0R3oxdVNwZz09>

**Mission:** To enhance the quality of life for people with Intellectual and Developmental Disabilities in Weld County.

**Vision:** Empowering people to live, love, work and play their way.

Call to Order – Erica Herman

Roll Call – Celeste Ewert

Agenda Additions – Erica Herman

Vision Victory – Celeste Ewert

Approval of Minutes of December 14, 2023 Meeting – Erica Herman

Approval of Financial Report Ending November 30, 2023 - RuthMary Lyons

Board Membership – Erica Herman/Celeste Ewert

Fund Development and Communications Subcommittee Update – Pam Shaddock/Celeste Ewert

Early Intervention RFP – Celeste Ewert/Jenny Acevedo

Board Retreat Action Steps updates – Celeste Ewert

STRATEGIC OUTCOMES:

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| **Operations:** Within 18 months (by 12/2024), we will establish a fiscally responsible facility that meets the needs of the operations of the organization. | BOD will conduct a Market Analysis of current Envision space; Departments/staff will complete a space/building assessment – 12/2023  BOD to vote on building/space decision; staff to continue assessing needs of space/vehicles – 6/2024 | Waiting on estimates from Contractors/Architects for costs of potential renovation to new space.  Waiting on estimate from realtor to potential purchase new space.  Legal Council working on Letter of Intent for City of Evans. |
| **BOD/Staff:** Envision will be the employer of choice of non-profit agencies in Weld County. | BOD/Management Team will conduct a staff survey to determine the baseline of the current Envision culture (including “stay interview” questions). Staff will review/redefine all job positions/work flow processes and requirements to determine an appropriate staffing level; HR/ED will conduct a wages/benefits survey of the area – 12/2023  BOD will develop a compensation & benefits plan for employees; Staff will implement a culture of employee engagement accountability – 1/2024  BOD/Management Team will conduct a second staff survey regarding culture of Envision to see if anything has changed – 6/2024 | Survey completed in fall of 2023.  COEF completed summary of survey.  Survey results and summary sent to BOD on1/1/2024.  Survey results will be shared with Management Team on 1/9/2024 and then with all Envision staff. |
| **Funding;** Envision will be a well-funded agency with a robust portfolio and diverse funding streams, to meet the needs of the people of the organization.  1: Signature Event  10: Grant Opportunities  1000: Individual Donors | Staff will create a database for grant tracking and purchase a grant research program to help identify local, state and federal grant opportunities – 9/2023  BOD/Staff will assess current Envision special events to identify which event we want to be our primary fundraiser each year; and how to make is a great success – 1/2024  BOD/Staff will identify specific people/entities to financially support Envision through direct donations; ongoing support – 1/2024 | Data base created by Americorps VISTA – still waiting for it to be emailed.  Purchased a membership through Grant Station to help with research of potential grants - 10/2023 |

Conflict Free Case Management/Case Management Redesign Updates – Celeste Ewert

Executive Director’s Report with State and Local Updates – Celeste Ewert

Community Outreach Activities/Opportunities – Board Members

Department Director Updates – Erica Herman

Audience/Public Comments – Erica Herman

Adjournment – Erica Herman

Next Meetings:

* Executive Finance Committee – Monday, January 8, 2024 at 7:30 AM
* January BOD Meeting – Thursday, January 11, 2024 at 7:30 AM
* Envision Closed – Monday, January 15, 2024
* Executive Finance Committee – Monday, February 5, 2024 at 7:30 AM
* February BOD Meeting – Thursday, January 11, 2024 at **11:30 AM at ENVISION**
* Envision Closed – Monday, February 19, 2024
* Executive Finance Committee – Monday, March 11, 2024 at 7:30 AM
* March BOD Meeting – Thursday, March 14, 2024 at 7:30 AM