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

**BOARD OF DIRECTORS’ MEETING**

**Thursday, February 8, 2024 at 11:30 AM IN PERSON**

**Zoom Option**

<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 January 11, 2024 Meeting – Erica Herman

Approval of Financial Report Ending December 31, 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.  UPDATE: LOI has been sent to Evans and GMC; meeting scheduled with Evans after 2/6/2024 |
| **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.  UPDATE: opened and hired a Residential Director |
| **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:

* Evans Chamber Bowling at Chipper Lanes – Sunday, February 4 at 4:00
* 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
* STARS OF TOMORROW with Envision Art Show – 3/23/24 doors open at 6:00 at UCCC
* Executive Finance Committee – Monday 4/7/2024 at 7:30 AM
* April BOD Meeting – Thursday, April 10, 2024 at 7:30 AM