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

**BOARD OF DIRECTORS’ MEETING**

**Thursday, May 9, 2024 at 11:30 AM in person or by 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 April 11, 2024 Meeting – Erica Herman

Approval of Financial Report Ending March 31, 2024 - RuthMary Lyons

Board Membership – Erica Herman/Celeste Ewert

Fund Development and Communications Subcommittee Update – Ewert

Presentation of officers: President – Herman

Vice President – Kanzler

Secretary/Treasurer – Scurry

Past President – Roesler

At Large – Richardson

Board Membership Renewal: Herman

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Malott

CCB Designation: Action Item – Ewert

Annual Board Retreat, 7/10/2024 from 1-4 PM – Ewert

Cancelling July BOD meeting – Ewert

5K Committee Update – Celeste Ewert

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; Evans reviewing at City Council on 2/6/2024  UPDATE: We are not selling to Evans – start process of renovation in current space  UPDATE: Meetings with staff/teams regarding space |
| **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  Culture survey summary sent to employees  Working on compensation & benefits plan  Completed Strategic Planning with Supported Employment in 10/2023.  Residential Strategic Planning  happened on 3/7/2024.  Need: Day Program, Finance & Administration, and Early Intervention.  UPDATE: Management Team Assessment – what makes us employer of choice |
| **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  Applied for Littler Grant through Weld Community Foundation for Summer Respite Camp.  Soliciting 5K Sponsorship  Seeking grants for renovations  UPDATE: we received Littler Grant (Weld Community Foundation) $20,000; $2,000 from City of Evans |

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:

* May Executive Finance Committee – Monday, May 6, 2024 at 7:30 AM
* May BOD Meeting – Thursday, **May 9, 2024 at 11:30 AM at Envision**
* **Envision Annual 5K & 60th Anniversary – Saturday, June 8, 2024 in the morning**
* June Executive Finance Committee – Monday, June 10, 2024 at 7:30 AM
* June BOD Meeting – Thursday June 13, 2024 at 7:30 AM
* July Executive Finance Committee – Monday, July 8, 2024 at 7:30 AM
* July BOD Meeting – Thursday July 11, 2024 at 7:30 AM (Habitat Breakfast is at the time)