

Envision Creative Support for People with Developmental Disabilities
BOARD OF DIRECTORS' MEETING
Thursday, October 10, 2024, at 7:30AM by Zoom
Minutes

Board Members Present

Victoria Garcia
Erica Herman
Jon Jonson
Taylor Malott
Shaun May
Meghan McWilliams
Pat Roesler
Christina Ruffatti
Dray Scurry
Melissa Stockberger

Board Members Absent

Tannis Bator
Tommi Bator
Kassi Decuir
Allison Kanzler
Tyler Richardson

Other People Present

Celeste Ewert, Executive Director
Shawn Croissant, Interim PS Director/DP
Coordinator
RuthMary Lyons, Interim Finance & Admin
Director
Cindy Brekke, EI Associate Director – Business
Matt Winter, EI Contract Technician
Ciara Wortley, Residential Director
Shannon Burley, Housing & Benefits Mgr
Cheryl Gantz, PS Technician
Kim Sager, Human Resources Director
Tiffany Cron, COEF

Meeting was called to order at 7:32 AM (Herman)

Roll call indicated attendance as above

Agenda Additions – N/A

Ewert shared a vision victory – Mackenzie being hired by Eaton School District; helping in the cafeteria

MOTION made to approve the minutes of September 12, 2024 meeting and seconded (Stockberger/Jonson) motion carried

Lyons provided the financial report ending August 31, 2024

MOTION made to approve the financial report ending August 31, 2024, with an YTD net income of \$127,091 and seconded (Ruffatti/Malott) motion carried

Lyons provided an updated on H' Art of Envision - \$3723 in sales and donations; about \$1500 is original paintings

No updates on board membership

Ewert will be sending out annual Conflict of Interest Acknowledgement forms through Dropbox Sign

Ewert/Malott updated for the Fund Development and Communications Committee (FDCC) – Met on 9/30/2024 and moving forward with a letter to send out for potential annual sponsorships

MOTION made to approve community member Lauren Tipton to be on the FDCC and seconded (Scurry/Roesler) motion carried

Board Retreat Follow-up – Celeste Ewert – Great Retreat in July 2024

- Same goals as last year – new action steps
- Financial Firm RFP – Malott/Scurry/Stockberger met and recommended considering Sageview and Raymond James for Financial Firms; asked that the Executive Committee make the final decision, including whether or not to meet additionally with either/both of them

- Ewert provided an update on building renovation – Haz Mat Testing is scheduled for 10/18; Property Survey was 10/9 and 10/10. Once receiving those results, schedule another meeting with Ian
- Cron facilitated the “Funding Streams” activity; all people present participated
- Applying for a grant with the Rotary Club to pay for the balance of a transportation shelter
- Employer of choice – need to complete a follow-up survey to last fall

STRATEGIC OUTCOMES from July 2024 BOD Meeting

<p>Operations: Within 18 months (by 12/2024), we will establish a fiscally responsible facility that meets the needs of the operations of the organization.</p>	<p>BOD will conduct a Market Analysis of current Envision space; Departments/staff will complete a space/building assessment – 12/2023</p> <p>BOD to vote on building/space decision; staff to continue assessing needs of space/vehicles – 6/2024</p>	<p>Waiting for estimates from Contractors/Architects for costs of potential renovation to new space. Waiting for an estimate from realtor to potential purchase new space. Legal Counsel working on Letter of Intent for City of Evans.</p> <p>UPDATE: LOI has been sent to Evans and GMC; Evans reviewing at City Council on 2/6/2024</p> <p>UPDATE: We are not selling to Evans – start process of renovation in current space</p> <p>UPDATE: Meetings with staff/teams regarding space</p>
<p>BOD/Staff: Envision will be the employer of choice of non-profit agencies in Weld County.</p>	<p>BOD/Management Team will conduct a staff survey to determine the baseline of the current Envision culture (including “stay interview” questions). Staff will review/redo all job positions/workflow processes and requirements to determine an appropriate staffing level; HR/ED will conduct a wages/benefits survey of the area – 12/2023</p> <p>BOD will develop a compensation & benefits plan for employees; Staff will implement a culture of employee engagement accountability – 1/2024</p> <p>BOD/Management Team will conduct a second staff survey regarding culture of Envision to see if anything has changed – 6/2024</p>	<p>Survey completed in fall of 2023.</p> <p>COEF completed summary of survey.</p> <p>Survey results and summary sent to BOD on 1/1/2024.</p> <p>Survey results will be shared with the Management Team on 1/9/2024 and then with all Envision staff.</p> <p>UPDATE: opened and hired a Residential Director</p> <p>Culture survey summary sent to employees</p> <p>Working on compensation & benefits plan</p>

		<p>Completed Strategic Planning with Supported Employment in 10/2023.</p> <p>Residential Strategic Planning happened on 3/7/2024.</p> <p>Need: Day Program, Finance & Administration, and Early Intervention.</p> <p>UPDATE: Management Team Assessment – what makes us employer of choice</p>
<p>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.</p> <p>1: Signature Event 10: Grant Opportunities 1000: Individual Donors</p>	<p>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</p> <p>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 it a great success – 1/2024</p> <p>BOD/Staff will identify specific people/entities to financially support Envision through direct donations; ongoing support – 1/2024</p>	<p>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</p> <p>Applied for Littler Grant through Weld Community Foundation for Summer Respite Camp.</p> <p>Soliciting 5K Sponsorship</p> <p>Seeking grants for renovations</p> <p>UPDATE: we received Littler Grant (Weld Community Foundation) \$20,000; \$2,000 from City of Evans</p>

Ewert provided information from monthly reports with State and Local updates. (See report)

There were not Community Outreach Activities/Opportunities shared

Directors or Designee provided department updates

There were no additional audience comments

Next Meetings and Events:

- NO NOVEMBER EF MEETING
- **NOVEMBER BOD MEETING – 11/7 at 7:30 AM by Zoom only**
- December EF Meeting – 12/9/2024 at 7:30 AM by Zoom
- Annual Employee Lunch – 12/10/2024 at 11:30 AM at Envision
- December BOD Meeting – 12/12/2024 at 7:30 AM by Zoom

MOTION made to adjourn the meeting at 8:44 AM and seconded (Jonson/Scurry) motion carried



11 / 07 / 2024

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The document has been completed.