

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, August 8, 2024, at 11:30AM In Person and by Zoom**  
**Minutes**

**Board Members Present**

Tannis Bator  
George "Tommi" Bator  
Kassi Decuir  
Victoria Garcia  
Erica Herman  
Jon Jonson  
Allison Kanzler  
Taylor Malott  
Shaun May  
Meghan McWilliams  
Pat Roesler  
Christina Ruffatti  
Dray Scurry  
Melissa Stockberger

**Board Members Absent**

Tyler Richardson

**Other People Present**

Celeste Ewert, Executive Director  
Shawn Croissant, Interim PS Director/DP  
Coordinator  
RuthMary Lyons, Interim Finance & Admin  
Director  
Jenny Acevedo, Early Intervention Director  
Jodette Hamilton, Admin Coordinator  
Shannon Burley, Housing & Benefit Manager  
Karen Colasacco, Early Intervention Service  
Coordinator  
Ciara Wortley, Residential Services Director  
Cheryl Gantz, PS Technician  
Serena Curtis, Health & Medical Services  
Zoe Herson, Early Intervention Service  
Coordinator  
Rachel Encinia, Early Intervention Service  
Coordinator  
Tiffany Cron, COEF

Meeting was called to order at 11:37 AM (Herman)

Roll call indicated attendance as above

Agenda Additions – N/A

Ewert shared a vision victory – This is the last week for Summer Respite Camp; a lot of fun activities; had a great summer

**MOTION** made to approve the minutes of July 10, 2024, meeting and seconded (McWilliams/Scurry) motion carried

Lyons provided the financial report ending June 30, 2024

**MOTION** made to approve the financial report ending June 30, 2024, with an YTD net income of \$208,074.00 and seconded (Tannis Bator/Kanzler) motion carried

Ewert provided an update on Board Membership – No new updates; need to have a person supported. Would be nice to have someone with backgrounds in following areas: legal, medical, PR/Marketing/Communications & Fund Development

Ewert/Malott updated for the Fund Development and Communications Committee (FDCC) – The Subcommittee plan to start meeting in the Fall 2024. Need to get together with Malott on a communication plan; social media, newsletter

5K Final Report – Celeste Ewert – Malott asked who covers the cost of t-shirts? Ewert, sponsorships and registration covers the cost; we also offered people to purchase a t-shirt. We had 159 registrations, 18 vendors, 24 donors, and 23 volunteers. Received \$5,000.00 more than our goal this year. Tommi Bator suggested

betater directions for where to turn around for the 1K; Shawn Croissant made a suggestion to stagger the 1k start a little more.

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

- Same goals as last year – new action steps
- “Employer of Choice” Activity – Tiffany Cron will summarize
- Financial Firm RFP – Morgan Stanley moved to another company. Last week the RFP went out; have until the end of August 2024 to respond; BOD to review at next meeting
- **ACTION ITEM:** Vote on Architect RFP – bids – Received 3 bids back, sent out to BOD. They were hard to compare; one (1) was an hourly fee and the other two (2) were total estimates. Sent an email to the one that was hourly, to provide a fixed amount, and they said no. Through an earlier email, Richardson highly recommended ALM2S. They have the capacity and experience to help with the City planning and permitting.
- **ACTION ITEM:** Core Values – Activity presentation by, Tiffany Cron. After a re-cap and discussion, the Core Values are Stewardship-PCT-Respect-Collaboration. Tiffany will consolidate and summarize.

**MOTION** made to accept the bid to work with Architect Firm, ALM2S and seconded (Kanzler/Scurry) motion carried

STRATEGIC OUTCOMES from July 2024 BOD Meeting

<p><b>Operations:</b> 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.</p> <p>Waiting for an estimate from realtor to potential purchase new space.</p> <p>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><b>BOD/Staff:</b> 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/define all job positions/workflow processes and requirements to determine an appropriate staffing level; HR/ED</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>will conduct a wages/benefits survey of the area – 12/2023</p> <p>BOD will develop a compensation &amp; 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 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 &amp; 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 &amp; Administration, and Early Intervention.</p> <p>UPDATE: Management Team Assessment – what makes us employer of choice</p>
<p><b>Funding:</b> 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)

Community Outreach Activities/Opportunities – N/A

Directors or Designee provided department updates

Audience/public comments – Victoria Garcia asked what type of marketing we do for the Rose Reception and H'Art of Envision. Ewert responded, radio, newspaper, free community pages, Chamber-Evans, social media, and email. Garcia suggested we try to do some marketing in Spanish as well.

**MOTION** made to adjourn the meeting at 12:47 PM and seconded (Tannis Bator/Kanzler) motion carried

Upcoming Events/Meetings:

- **Envision Health & Wellness Fair 8/8/2024 from 2-6 PM at Envision**
- **AGENCY CLOSED 9/2/2024 for LABOR DAY WEEKEND HOLIDAY**
- September Executive Finance Committee – Monday, 9/9/2024, at 7:30 AM
- September BOD Meeting – Thursday, 9/12/2024, at 7:30 AM
- **Rose Reception, Friday 10/4/24 from 5-6 PM at The Academy of Natural Therapy**
- **H'Art of Envision, Friday 10/4/23 from 6-8 PM at The Academy of Natural Therapy**
- October Executive Finance Committee – Monday, 10/7/2024, at 7:30 AM
- October BOD meeting – Thursday, 10/10/2024, at 7:30 AM



10 / 03 / 2024

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