

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, November 7, 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  
Tyler Richardson  
Allison Kanzler

**Board Members Absent**

Tommi Bator  
Kassi Decuir  
Melissa Stockberger

**Other People Present**

Celeste Ewert, Executive Director  
Shawn Croissant, Interim PS Director/DP  
Coordinator  
RuthMary Lyons, Interim Finance & Admin  
Director  
Ciara Wortley, Residential Director  
Shannon Burley, Housing & Benefits Mgr  
Director  
Representatives from SageView Financial  
Representatives from Raymond James

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

Roll call indicated attendance as above

Presentation made by SageView Financial Services regarding investments

Agenda Additions – N/A

Ewert shared a vision victory – H'Art of Envision

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

Lyons provided the financial report ending September 30, 2024

**MOTION** made to approve the financial report ending September 30, 2024, with an YTD net income of \$119,942 and seconded (Scurry/Kanzler) motion carried

No updates on board membership

Ewert sent out annual Conflict of Interest Acknowledgement forms through Dropbox Sign – thank you to those who have completed them

Presentation made by Raymond James Financial Services regarding investments

**MOTION** made to accept Raymond James as our new financial firm for our investments and seconded (Scurry/Kanzler) motion carried

Ewert/Malott updated for the Fund Development and Communications Committee (FDCC) – We sent out annual sponsorship request letters; still need some contacts. Working on donation letter to be sent out; Colorado Gives Day campaign is under way

Board Retreat Follow-up

- Same goals as last year – new action steps

- Ewert provided an update on building renovation – Next meeting with Ian is 11/18/24; property survey and haz mat testing have been completed
- Employer of choice – need to complete a follow-up survey to last fall

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. 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><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/redefine 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 &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 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 &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

There were not Community Outreach Activities/Opportunities shared

Directors or Designee provided department updates

There were no additional audience comments

Next Meetings and Events:

- 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
- January EF Meeting – 1/6/2024 at 7:30 AM by Zoom
- January BOD Meeting – 1/9/2024 at 7:30 AM by Zoom

**MOTION** made to adjourn the meeting at 9:00 AM and seconded (Scurry/Tannis Bator) motion carried



12 / 12 / 2024

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### Document History



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**12 / 12 / 2024**

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VIEWED

**12 / 12 / 2024**

09:03:05 UTC-7

Viewed by Aldray Scurry (gsmsjs@gmail.com)  
IP: 71.33.142.224



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**12 / 12 / 2024**

09:03:24 UTC-7

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**12 / 12 / 2024**

09:03:24 UTC-7

The document has been completed.