

**Board of Directors Retreat Minutes**  
**July 10, 2024, from 1pm-4pm**

**Location:** Cornerstone Community Church, 1321 9<sup>th</sup> Ave, Greeley, CO 80631. Park on South side of the building (on 14<sup>th</sup> St. between 9<sup>th</sup> and 10<sup>th</sup> Avenue). Celeste’s phone numbers: (970)590-6902 or (970)313-2603

**PRESENT:** Erica Herman, Allison Kanzler, Dray Scurry, Tyler Richardson, Meghan McWilliams, Tommi Bator, Tannis Bator, Kassi Decuir, Taylor Malott, Victoria Garcia, Melissa Stockberger, RuthMary Lyons, Celeste Ewert, and Tiffany Cron (Facilitator)

**GUEST:** Jan Thomas – Logan/Johnson/Thomas Auditing

**EXCUSED:** Christina Ruffatti, Shaun May, Pat Roesler, Jon Jonson

Issue/Question	Decision/Information	Notes	Minutes
<b>Opening Round</b>	Activity	<b>Actions:</b> Please share a “Rose-Bud-Thorn” for our opening activity.	<b>Summary:</b> Everyone participated in sharing a Rose-Bud-Thorn.
<b>2023-2024 Audit Presentation</b>	Information	<b>Actions:</b> Presentation by Jan Thomas	<b>Summary:</b> Outcome of Audit was very positive. First time required to complete a Single Audit, and it was one of the best they have completed.
<b>Action Items</b>	Decision	<b>Actions:</b> Review BOD action items. <ul style="list-style-type: none"> <li>• Approve June EF, BOD Minutes</li> <li>• Approve May Financial Statements</li> <li>• Discuss (maybe approve) Investment Vendor change</li> <li>• Approve Corporate Resolution (signers on bank/investment accounts)</li> </ul>	<b>Summary:</b> <b>MOTION:</b> made to approve the June Executive Finance and June BOD Minutes and seconded (Richardson/McWilliams) motion carried. <b>MOTION:</b> made to approve May 2024 Financial Statements with a year-to-date net income of \$117,239 and seconded (Kanzler/Scurry) motion carried. <b>MOTION:</b> made to send an RFP to financial firms regarding investment account management and seconded (Stockberger/Malott) motion carried. <b>MOTION:</b> made to approve Corporate Resolution with new bank signers, and seconded (Tommi Bator/Kanzler) motion carried
<b>Goals/Outcomes and updates</b>	Information	<b>Actions:</b> Review the goals and outcomes from the completed BOD Strengths Weaknesses Opportunities and Threats (SWOT) analysis <ul style="list-style-type: none"> <li>• Progress made</li> <li>• Continued work needed</li> </ul>	<b>Summary:</b> A review of last year’s developed goals and outcomes was reviewed emphasizing that these goals will continue for this year as additional work is still occurring. The goals are: <b>Operations:</b> Within 18 months, we will establish a fiscally responsible facility that meets the needs of the operations of the organization. <b>BOD/Staff:</b> Envision will be the employer of choice of non-profit agencies in Weld County.

			<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><b>Employer of Choice</b></p>	<p>Activity</p>	<p><b>Actions:</b> Round-robin activity, please share what makes an agency an employer of choice. With post-activity review of highlights from Management Team.</p>	<p><b>Summary:</b> In small groups, ideas and information were added to eight categories of what it means to be an Employer of Choice. BOD responses are listed in black. Items that are underlined and in red represent commonality with what the BOD came up with that mirror sentiments from Envision’s Management Team. The items listed in blue and in italics at the end of each section are the items the Management Team came up with.</p> <p><b>Employee Experience:</b> Supervisor Training/Responsive; Listened to/valued; Tools to do my job; Someone to talk to at work/someone to trust; Who can you turn to if there is an issue; Feeling connected through remote work; Employee onboarding; Work life balance; High performing &amp; collaborative teams; No remote work/work from home.</p> <p><i>Assessing employees likes/dislikes to assessing employees likes/dislikes to personalize recognition.</i></p> <p><b>Employee Feedback &amp; Recognition:</b> Staff surveys – current and exiting; Proactive recognition/kudos for staff - example: employee wall; Tokens of appreciation; Employee committees; Employee recognition program; Bonuses; Staff appreciation events.</p> <p><i>In addition to more formal recognition, employees should receive frequent verbal recognition; 1:1 meetings with staff; performance evaluations reviews, not just annually.</i></p> <p><b>Diversity, Equity, Inclusion, &amp; Accessibility:</b> Updated job description; Awareness/conversations; Using person-centeredness w/employees and people served; <u>Education/training</u>-Ex. Gen awareness; Skill development; Comp analysis.</p> <p><i>Include DEIA training in all new-hire training and ongoing training.</i></p> <p><b>Professional Development &amp; Career Growth:</b> Paid training/Education/LinkedIn education; Tuition Reimbursement/Certificates/Credentials; Cross training/Program for advancement; Internal trainings ‘paid’; Mentorship; Promote within; Management/Leadership track; Peer shadowing/ learning about other departments; Training – but the time to actually do it and leadership support.</p> <p><i>All staff regardless of how long they have been here, feel like they can still ask questions; Offering “project” work opportunities for employees who can explore and stretch in their skills.</i></p>

			<p><b>Benefits and Compensation:</b> PTO at day one; Cumulative benefits; Hiring bonuses- Referral bonus; Health Insurance (no wait); Wellness Programs; 401k etc.; No PTO bank; Remote/hybrid work; PTO donation; <u>Competitive</u>, livable <u>wages</u>; Retention/Tenure bonus; Pay increases; <u>Partner w/gyms or other community businesses for discounts</u>.</p> <p><i>Discounted daycare or in house daycare options; Offering mental health benefits to all employees- full time and part time, everyone at Envision to help with stress management; Wage/benefits that place us in a greater than 50 percentile of a local/regional salary survey.</i></p> <p><b>Company Value &amp; Culture:</b> Team players; Clear expectations; Open door policy/transparency; Accountability/strong work ethic; Review/Check-ins/on-going feedback; Policy/procedure, employee handbook; Lead by example (sr. Leadership); 6-month face-to-face open forum/updates/check-in.</p> <p><i>Fun, supportive culture; current employees feel this and would refer their friends to work here too.</i></p> <p><b>Community &amp; Social Responsibility:</b> Sharing Envision’s mission statement; <u>Paid volunteer work</u>; external surveys, Envision giving back to community.</p> <p><i>Working with community vendors to offer discounts to our employees – rec passes, phone discounts. Provide staff members a “volunteer” day to do work in the community giving back.</i></p> <p><b>Brand &amp; Reputation:</b> Outreach to community partners; Networking; More community visibility; Getting our brand out there, example: vans; Marketing = increase/ quality/ quantity; Strong relationships w/stakeholders/community partners; External surveys; <u>Update marketing materials/ website</u>; Thank Yous &amp; Recognition.</p> <p><i>Update website, marketing, brochures, social media – content is accessible (language of choice); Offer “Culture” days – people can bring foods, items “show and tell” about their culture.</i></p>
<b>Break</b>	Break	<b>10-minute break</b>	<b>N/A</b>
<b>2024-2025 Budget</b>	Decision	<b>Actions:</b> Review Envision projected financial information and budget for FY24-25 and discuss the wage and benefits studies and recommendations.	<b>Summary:</b> <b>MOTION</b> made to approve the budget for FY 24-25 and seconded (Kanzler/Tannis Bator) motion carried.

<b>Funding Sources</b>	Activity	<b>Actions:</b> Bluesky additional funding sources for Envision.	<b>Ran out of time:</b> Activity postponed to the August BOD meeting.
<b>Core Values and Operating Objectives</b>	Decision	<b>Actions:</b> Reviewing current Envision Core Values and Operating Objectives and creating new comprehensive core values.	<b>Summary:</b> Ideas were shared on sticky notes highlighting suggested words that could be included as core values of Envision. A total of six themes emerged from this activity from the BOD including: <ul style="list-style-type: none"> <li>• Integrity/Stewardship</li> <li>• Respect</li> <li>• Collaboration</li> <li>• Empowerment</li> <li>• Compassion</li> <li>• Person-Centered</li> </ul>
<b>Closing Round</b>	Information	Share your “Ah-ha” moment from today’s activities.	<b>Highlights:</b> Employees value the culture; Being in-person; Hearing from employees; Stellar audit received feedback; Great discussion and participation; Auditor response; continuous path and progression; Proactive Culture; Seeing the budget; The Budget; How supportive the board is; Core Values activity.
<b>Board Retreat Ends</b>	Information	Thank you for your participation!	N/A

*AHL*

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## Document History



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IP: 68.64.211.166



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**11 / 05 / 2024**

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IP: 107.123.1.119



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