

Steamboat Springs Education Fund Board  
March 1, 2017  
5:30 PM  
Human Service Center Board Room

Education Fund Board Directors present included Sam Jones, Kandise Gilbertson, Jay O'Hare, Jeanne Mackowski, Cristina Magill, Norbert Turek, Kristin Wilson, Jill Brabec and Summer Johnson. Chuck Mitchell and Alissa Merage were absent. Also present were Linda Thomas (SSEF accountant); advisors Brian Hoza, Bob Logan and Margie Huron; George Purnell (Soroco); Michael Hayes (MVMCS); and Phil Kasper (HSD). Sarah Katherman prepared the minutes from a recording of the meeting.

- **Call to Order:**

Sam Jones called the joint meeting of the Steamboat Springs Education Fund Board to order at 5:30 PM.

- **Public Comment:**

There was no public comment.

- **Advisory Board Reports:**

Sam reviewed the newly established policy regarding the Advisory Committee. In response to a question from Margie, Sam stated that the policy document is intended to clarify the role of the Advisory Committee, which had not been previously defined. He stated that the idea was to provide a committee structure through which the advisers' input will be heard, but that allows the EFB control over its deliberations. Sam said that the advisers would be allowed to comment on any agenda item, as that item is discussed.

- **Meeting Minutes – February 1, 2017:**

**MOTION**

*Cristina moved to approve the EFB meeting minutes of February 1, 2017 as written. Jay seconded. **The motion carried unanimously.***

- **Grants Commission Representative Reports:**

Cristina reviewed the Innovation Grant and Community Group Grant presentations that had been made to the GC. She said that the GC held an informal preliminary discussion of the applications, but did not eliminate any from consideration. She noted that there were questions regarding how innovative some of proposals really are. Cristina reported that Diane Maltby had reduced her request from \$50,000 to \$25,000, and the Routt County CEO program had withdrawn its application.

Cristina said that the most recent budget spreadsheet would be included in the meeting materials for each meeting. She said that the budget set later at this meeting would be added to the spreadsheet prior to next week's GC meeting.

There was a discussion of the application review schedule and the change in process to phase out the "first readings." Sam requested that at its meeting next week the GC should discuss the budget in aggregate and provide some feedback to the EFB regarding the gap between the amount requested and the funds available for granting.

- **Communications Report**

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Jeanne said that she had been trained on Word Press for the new website. She reported that she had received permission from three of SSEF's partners to use photographs. She said that she would get together with Sarah and Norbert to ensure that the content is current and complete. The current by-laws will be posted to the new site. It was recommended that links to the meeting materials, as well as the application site, be added to the website. Jeanne and Sam encouraged other EFB members to participate in meetings with Teresa from the *Pilot*. There was a discussion of the importance of emphasizing how much money is *available* for granting (as opposed to the difference between that and the amount being requested).

- **Financial Report**

Linda reviewed the financial report. She highlighted that sale tax revenues have come in 9.97% higher than forecasted, averaged over the first eight months of the fiscal year. She stated that the money currently expected to be available for granting is \$3,460,196, after taking out the \$450,000 for the cash flow cushion.

Sam noted that available funds currently expected to be available is \$356,000 more than was granted last year, but that there remains a gap of \$471,000 between the current projections and the total amount requested. This will allow the SSEF to make choices regarding which projects it supports.

Cristina asked if the EFB would be approving a single amount for Innovation Grants to be allocated by the GC, as in previous years. Sam suggested that because the grant cycles had been aligned, this process was no longer necessary. Cristina said she would list all Innovation Grant applications individually on the front page of the budget spreadsheet. She also noted that in the future the technology budget would be divided into four categories: software, hardware, network and personnel. This change will be made to the budget spreadsheet.

Norbert urged all EFB and GC members to document the procedures followed throughout the grant cycle.

- **Preliminary Budget**

Sam noted that after the budget is set, additional revenues will come in. He recommended that the budget should not be changed as a result of those actual collections. He explained that any additional funds over the set budget would simply go into the reserve account, which would then be reduced back down to the \$450,000 cash flow cushion next year, freeing up those "surplus" funds for granting in next year's cycle. Sam recommended sticking with a forecast based on the actuals of the previous year. The current amount projected to be available for funding (\$3,460,196) is based on the actual revenues received through the first eight months of the fiscal year, plus the expected revenues for the next four months, assumed to be even with last year's actuals.

## **MOTION**

*Cristina moved to set the preliminary SSEF grant budget for 2017 at \$3,460,000. Jay seconded. **The motion carried unanimously.***

Sam said that Jeanne would communicate this figure to Teresa.

- **Agenda for the March meeting**

- Discuss preliminary feedback from GC on grant allocations
- Determine upcoming vacancies on EFB and GC, discuss skill sets and recruitment efforts
- Review contracts; prepare RFPs as necessary

There was a discussion of how candidates for EFB and GC positions are identified. Phil suggested that the school districts could make recommendations. Norbert noted that although sitting BOE members are not allowed to be EFB members, there is nothing in the by-laws that prevents them from being GC members. Brian noted that BOE members have always been *ex officio* or non-voting participants. He offered that communication (in both directions) was the most important function of the Advisory Committee.

- **Adjourn**

**MOTION**

*Summer moved to adjourn the meeting; Cristina seconded. **The EFB meeting adjourned at 6:45 p.m.***