

Steamboat Springs Education Fund Board

February 6, 2019

5:30PM

Human Services Board Room

Education Fund Board Directors present included Sam Jones, Jeanne Mackowski, Cristina Magill, Jay O'Hare, Kandise Gilbertson, Adam Alspach, Julie Tourigny, Jon Wade, Jill Brabec and Chris Johnson. Norbert Turek was absent. Also in attendance were Jenny Maxwell (GC); Jay Hamric and Michelle Dover (SSSD); Brandon La Chance and Dan Kohler (NRCCS); Brian Hoza (HSD); and Linda Thomas (SSEF accountant). Sarah Katherman prepared the minutes.

- **Call to Order:**

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

- **Public and Advisory Board Comment:**

Brian and Jay said all was going well with the current grant cycle.

- **Meeting Minutes – January 9, 2019:**

MOTION

*Kandise moved to approve the EFB meeting minutes of January 9, 2019 as written. Jeanne seconded the motion. **The motion carried unanimously.***

- **Accountability Reports**

Jenny reviewed the process through which Grants Commissioners reviewed each accountability report and compared the outcomes described with the plan and goals stated in the original application. She stated that all grant plans had been fulfilled, although some goals/targets were not entirely met, often due to partial funding. She noted that the accountability report instructions for next year will specifically ask grantees to explain the reasons for any shortfalls.

Sam offered that the accountability reports serve the important purpose of fulfilling the SSEF's responsibility to the community to ensure that their tax dollars are being well spent. He encouraged all EFB members to read over the summary document in preparation for evaluating the current grant cycle's applications. Once the accountability report summary document has been finalized, Sarah will send it to Jeanne for posting on the website and to Sam to include in his (now overdue) annual presentation to City Council.

Julie suggested that checking-in with grantees mid-year, when funded projects are underway, would offer an opportunity to capture better, more robust data.

- **Financial Report**

Linda reported the January sales tax deposit (for revenues collected in November) was 10.1% over forecast (which is pegged to last year's actual revenues). She said that the current projection for funds available on June 30th is \$4,163,885. After taking out the 10% cash flow cushion, the current projected funds available for granting is \$3,747,497. Sam stated that the EFB would set the final grant budget in March.

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Cristina reviewed the working budget spreadsheet, which is available on the meeting materials Google site via a separate tab. This document will be updated when the final budget is set, and after the preliminary readings by the GC. At Sam's request, Cristina said she would add an extra page to the spreadsheet showing the past two years of funds requested and approved, for comparison purposes.

Sam noted that \$82,000 has been requested for Pathways projects, up from a total of \$35,000 granted last year to Innovation Grants. Sam highlighted the 5-year plan included in the SSSD grant application for the staff training at the Smithsonian Institute. Jay Hamric discussed the program said that he looks forward to working with other districts in Colorado that are participating in the same program.

- **Determination of EFB member terms**

Following discussion of the most efficient way to divide the Board into more or less even groups, with a third of the Board terms expiring each year, Sarah asked that EFB members email her if they have a strong opinion about when they would like their term to end.

- **Committee Reports**

- Governance – no report.
- Finance – no addition report.
- Communications – Jeanne said that she is working with SSSD to acquire some new photos for the website. She said that she will post a press release when the final budget is set and again after the grants have been awarded.

- **Topics for March meeting**

- Set the budget

- **Other discussion – application process feedback**

Jenny reviewed the deadlines for questions on the applications and for applicants to respond. In response to a request from Brandon, Sarah said she would send out an email telling applicants when all the questions have been posted, and reminding them when responses are due. There was a discussion of ways to improve the application process. Jay suggested that a short instructional video on the Q & A process might be useful. Brandon also recommended switching to a Google sheet for the budget template, and providing an instruction to applicants that they should not upload attachments until they are ready to submit the application.

Sam suggested that adding an agenda item for feedback from applicants to the February meeting next year would be valuable for continuing to improve the process.

The EFB meeting adjourned at 6:30 p.m.