

Steamboat Springs Education Fund Board and Grant Commission
September 15, 2021
5:30PM
Zoom virtual meeting

Education Fund Board Directors participating included Sam Jones, Cristina Magill, Norbert Turek, Jon Wade, Jim Beers, Jill Brabec, Julie Tourigny, Kandise Gilbertson, Adam Alspach, Mary Johnston, and Mandy Maass. Lisa Ruff and Beth Wilhelm were absent. Also in attendance were Linda Thomas (SSEF accountant); Tim Miles, Mark Rydberg, Brad Meeks and Katy Lee (SSSD); and Rim Watson (Soroco). Sarah Katherman prepared the minutes.

- **Call to Order:**

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

- **Public and Advisory Board Comment**

No comments.

- **Meeting Minutes – EFB April 7, 2021:**

MOTION

Cristina moved to approve the EFB meeting minutes cited above, as written. Jon seconded the motion. The motion carried unanimously.

- **Meeting Minutes – GC March 17, 2021:**

MOTION

Mandy moved to approve the EFB meeting minutes cited above, as written. Mary seconded the motion. The motion carried unanimously.

- **Summer Sessions Recap and Consideration of combining the GC & EFB**

Sam reviewed the summer sessions. See summary document included in the meeting materials. He noted that there had been discussion about the concept of combining the EFB and GC. He reviewed the arguments for doing so. Norbert noted that the GC is not a committee of the Board, as only two members of the Board are one it. The GC is an advisory non-voting group of volunteers appointed by the Board. There was discussion of enlarging the maximum number of board member and making all GC members EFB members. Mary stated that it is important that all members understand and be engaged in all aspects of the process. Sam agreed, saying that all EFB members need to participate in at least one of the committees. Mary noted that although this year there will be fewer accountability reports (ARs) to review, there needs to be a sufficient number of reviewers on the grants/accountability committee to handle the workload in the future. Jon, Jim, Jill and Kandise stated their support for combining the groups. Norbert dissented and said that there was no need to have AR reviewers be Board members. Julie offered that this year the SSEF could operate as a combined group without making any official change to the by-laws. The current EFB would remain the voting body with fiduciary responsibilities.

Jill stated her intent to resign from the EFB, citing work obligations. She said that her decision was not based on the proposed change. Following discussion of the appropriate number of total members, Sam

said that Kip Rillos had expressed interest in joining the board. Norbert said that he also knew a potential candidate. Norbert and Sam will send Sarah the contact info for these individuals, and she will forward the application to them. They will also be invited to the October meeting.

MOTION

*Cristina moved to approve the proposal for the EFB and GC to operate as a single entity this year with joint meetings. Julie seconded the motion. **The motion carried unanimously.***

- **Calendar**

Cristina said that in order to minimize conflicts in scheduling the combined meetings of the EFB and GC, the 3rd Wednesday of the month works better. She reviewed the “merged” calendar. There were no objections to the proposed calendar.

MOTION

*Mary moved to approve the “merged” meeting calendar, as presented. Kandise seconded the motion. **The motion carried unanimously.***

Cristina will finalize the calendar and send it to Sarah for posting on the meeting materials site. The calendar should also be posted on the SSEF website.

- **Financial Report**

Linda noted that both the fiscal year-end financial statements (ending June 30, 2021), which were sent to the auditors, and the financial statements through August 31, 2021 were included in the meeting materials. She reported that the audit was almost complete. Linda reviewed the current financial report and noted that the sales tax revenues from June (received in August) were \$463,823 – up 61.9% year over year. She stated the current projected revenues for the fiscal year are \$6,311,830, including a reserve balance of \$2,548,360.

Sam reviewed that the payment schedule to the school districts had been accelerated last spring such that all remaining funds owed the districts were paid out in June. Linda said that the payments to the districts in the current year will be made in November, February and May. Sam noted that these payments are no longer in arrears and that detailed receipts will no longer be required. Linda said that she had discussed this change with the auditors, who had no problem with it. The community groups are still paid in arrears as reimbursements of funds spent, with receipts required prior to payment.

- **Revenue Budget**

MOTION

*Adam moved to approve the revenue budget for 2021-22 equal to the actual revenues received in the 2020-21 fiscal year. Jim seconded the motion. **The motion carried unanimously.***

- **SSEF By-laws**

Norbert stated that the by-laws would need to be revised, and that the change to meeting as a combined group is completely different than what is outlined in the Policies & Procedures. He proposed holding a separate board meeting for the purpose of revising these documents. Following discussion, it was decided that Sarah would send out the current approved By-laws and Policies & Procedures documents to all members for comment. She will also create a page in the meeting materials where these will be permanently posted.

- **Orientation & Committees**

Sam asked if an orientation was needed. Sarah suggested that a review of the current structure of the SSEF and a review of who is going to do what would be useful. Candidates will be invited and interviewed at the October meeting.

Linda asked who should be authorized to sign on the bank account. Sam suggested that Jeanne could simply be removed from the list, leaving Sam, Cristina and Norbert.

- **Agenda for October meeting**

- Review of current organizational structure and process - Sam
- Grant Writer report
- Conflict of interest forms
- Interviews of candidates
- Discussion of changes to by-laws & policies and procedures
- Committees

- **Accountability Reports**

Mary reviewed the AR template for school districts, noting that this year's reports will be somewhat different because single lump sum grants were awarded to the school districts in 2020. The districts will be reporting to the SSEF how that money was spent. Mary said that the focus should be on the post-program outcomes, with as detailed and data-driven reporting as possible. She said that the ARs for the community groups will be the same as in the past few years. Only three community groups were granted funding in 2020. Cristina presented a sample spending report that each district will fill out to show how their funding was allocated, categorically and on a program level. One AR will be submitted for each category in which funds were spent. The ARs are due on October 8th. The reports will be assigned to reviewers at the October 20th meeting.

The EFB meeting adjourned at 7:15 p.m.