

Steamboat Springs Education Fund Board and Grant Commission
October 20, 2021
5:30PM

Education Fund Board Directors participating included Sam Jones, Cristina Magill, Jon Wade, Jim Beers, Kandise Gilbertson, Mary Johnston, and Mandy Maass. Lisa Ruff and Adam Alspach were absent. Also in attendance were Linda Thomas (SSEF accountant); EFB candidates Amanda Koziar and Kipp Rillos; and grant writer Emily Beyer. 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.

- **Organizational Review**

Sam noted that the Orientation PowerPoint presentation was included in the meeting materials. He asked everyone to review it. He added that in combining the EFB and GC, the hope is for increased engagement from all members. He reviewed the committees and stated that all members should be willing to participate in at least one of the committees. Sam noted the recent resignations on the EFB and listed the current members.

- **Grant Writer Report**

Emily stated that she works with SSSD, South Routt and Hayden school districts. She reviewed the report included in the meeting materials. She said that of a total of 42 competitive grants applied for, 38 were awarded, totaling \$9,405,539 (including multi-year grants), which amounted to 98% of funds requested. She also reviewed the non-competitive grant funds that were awarded. Emily discussed some highlights of the grants that were funded and reviewed the complete list. She noted that in addition to applying for grants she spends a significant amount of time managing existing grants. She discussed some new opportunities and potential relationships with new funders and partners. Emily stressed the importance of collaboration.

- **Appointment of new members**

Kandise stated that she would be willing to remain on the Board. Sam introduced Kipp Rillos and presented his application. Kipp reviewed his background in the community and with the schools in Routt County.

MOTION

*Mary moved to approve Kipp Rillos as a Board member. Cristina seconded the motion. **The motion carried unanimously.***

Amanda Koziar introduced herself and reviewed her background, her experience and her interest in serving on the SSEF Board. She highlighted her experience with advertising and marketing and said that she would like to use these skills to assist the SSEF. She said that she would fill out a formal application form. Sam suggested that Amanda could be provisionally appointed to the Board.

MOTION

Steamboat Springs Education Fund Board of Directors' Meeting

*Cristina moved to approve Amanda Koziar as a Board member. Mary seconded the motion. **The motion carried unanimously.***

MOTION

*Mary moved to approve Mandy Maass as a Board member. Kipp seconded the motion. **The motion carried unanimously.***

- **Meeting Minutes – EFB September 15, 2021:**

Amanda corrected the spelling of her name.

MOTION

*Mary moved to approve the EFB meeting minutes cited above, as amended. Jim seconded the motion. **The motion carried unanimously.***

- **Financial Report**

Linda reviewed the financial statements through October 19, 2021. She stated the only potential rescission is \$3,342.74 in unused funds that were budgeted for administrative expenses. She noted that the sales tax revenues from July (received in September) were up 41.2% year over year, for an average 44% increased in revenues fiscal year to date over 2020. She stated the current projected revenues for the fiscal year are \$6,575,047, assuming that the remaining tax revenues are equal to last year's.

Sam noted the very low cost (approximately 0.5% of revenues) of administering the SSEF. He explained that all budgeted but unused funds from the prior fiscal year are rescinded to the SSEF annually in the fall.

MOTION

*Cristina moved to rescind \$3,342.74 in unused funds from grant G21-09-A (Administrative costs) to the SSEF. Mary seconded the motion. **The motion carried unanimously.***

- **Audit and Form 990**

Linda stated the completed audit required no adjustments. The Form 990 was based on the audited financials. Both documents were included in the meeting materials.

MOTION

*Cristina moved to approve the 2021 audit and 2020 Form 990, as presented. Kandise seconded the motion. **The motion carried unanimously.***

- **Accountability Report Reviews**

Mary described the annual accountability report (AR) review process. She presented the summary form that contains a separate row for each AR and columns that the reviewers fill out with summaries, highlights and any questions they might have about the reports. Mary said that usually the goals and outcomes listed on the ARs are compared to the original applications, but in 2020 the school districts were granted lump sums and reported after the fact on how the money was spent. The community groups did fill out applications, so the normal comparison process will apply to their ARs. Mary presented a sample school district spending report that shows the breakdown of how the lump sum grants were spent. She presented a sample AR. She also reviewed the instructions for filling out the AR summary document. Mary noted that reviewing the ARs is a great way to understand how SSEF grants are used and how they benefit the students of Routt County.

- **Committees**

Sam reviewed the committees of the Board.

Grants Committee

Sam said that 7 – 8 people will be needed for the Grant Committee. The following members volunteered: Sam, Kandise, Cristina, Kipp, Amanda and Mandy. Mary is the Chair of this committee. Lisa is also a member of the Grants Committee.

Finance Committee

This committee includes Sam, Cristina and Adam.

Communications

This committee includes Amanda (Chair), Jim and Mary.

Governance

Sam suggested that rather than having a committee specifically to address governance, governance should be handled cooperatively by the entire Board. Sarah said she would initiate a policies and procedures document that could be shared with all members for comment and collaboration.

- **SSEF By-laws**

Sarah presented the existing (Eighth Amended) bylaws, and the comments and suggestions that had been made to them by SSEF members. She then presented a clean copy that incorporates all the recommended changes. The biggest change is the removal to all reference to the Grants Commission and the Executive Committee, as these are both simply committees of the Board that can be assembled and directed by the Board, as needed. The changes to the bylaws will allow flexibility such that they will not have to be amended so frequently. Following discussion, it was decided the eleven was an appropriate number of Board members.

MOTION

*Kipp moved to approve the Ninth Amended Bylaws, as presented. Cristina seconded the motion. **The motion carried unanimously.***

Sam stated that Adam had volunteered to serve as Vice President. Following discussion, Kipp volunteered to serve as Secretary.

MOTION

Sam moved to approve Kipp Rillos as Secretary and Adam Alspach as Vice President of the SSEF Board. Jim seconded the motion. **The motion carried unanimously.**

- **Agenda for January meeting**

- Sunshine Law Resolution
- Accountability Reports Review
- School districts' request for direct payments
- Review of allocation model
- Systems and processes for grant application reviews

- **Other business**

Sam provided a brief summary of the districts' request for funding to come directly from the City. He noted that the item was originally scheduled for discussion at this meeting, but was moved to January at

the request of the school districts. The current arrangement through which tax revenues pass through the SSEF and are granted to the districts and community groups is defined in an agreement with the City of Steamboat Springs. Sam reviewed the allocation model and the categorical grant process for the new members. It was decided that all Board members would participate in the review of the grant applications. It was also decided the applications would be reviewed in March and April. The final itemized budget will be approved in May.

The EFB meeting adjourned at 7:30 p.m.