

Steamboat Springs Education Fund Board and Grant Commission  
September 21, 2022  
5:30PM

Education Fund Board Directors participating included Adam Alspach, Jon Wade, Jim Beers, Kandise Gilbertson, Lisa Ruff, Amanda Koziar and Mandy Maass. Mary Johnston and Kipp Rillos were absent. Also in attendance were Linda Thomas (SSEF accountant); Celine Wicks, Stephanie Juneau, and Tim Miles (SSSD); Sam Jones and Lauren Hughes. Sarah Katherman prepared the minutes.

- **Call to Order:**

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

- **Public and Advisory Board Comment**

No comments.

- **Meeting Minutes – EFB May 18, 2022:**

**MOTION**

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

- **Summer Sessions Recap and Calendar**

Adam reviewed the summer session. The primary focus of the summer work session was the revision of the SSEF Policies and Procedures. He reviewed the two new policies regarding how funds would be distributed in the event of a shortfall and a clarification of who is allowed to apply for community group grants to avoid conflict of interest. Adam said that there had also been a discussion of a communications plan. Lisa said that the article about the grant funding approved in May had never published in the paper. She said that she would try to get that done this week. The calendar had also been discussed but had not been approved. No official actions are taken during the summer work sessions.

**MOTION**

*Kandise moved to approve the SSEF 2022 – 2023 calendar, as presented. Mandy seconded the motion. **The motion carried unanimously.***

- **Financial Report**

Linda noted that both the fiscal year-end financial statements (June 30, 2022) and the current financial reports had been included in the meeting materials. She said that, with the exception of the accrued revenue that had not yet been received, the year-end financials were the same as those sent to the auditors. Linda reviewed the current financial reports, noting that if tax revenues come in the same as last year, the projected cash available at fiscal year-end will be \$568,617. Current cash available is \$3,413, 564. Linda added that the outstanding liabilities are over \$7 million. Linda reviewed the revenues received for the first three months of the current fiscal year and stated that they are up 14.14% over last year. Linda reviewed the expected rescissions. Sarah noted that the Yampa Valley Autism grant for Social Thinking the Classroom will be rescinded in full because the organization had not been able to fill the position for the instructor.

Sam suggested that the “forecasted revenue” and “forecast accuracy” tabs on the financial reports should be renamed, since the forecast is always set at the prior year’s actual revenues to allow for year over year comparisons. The EFB agreed. Linda will rename the tabs accordingly.

Linda discussed the timing of the audit and the tax return, which is due November 15. If the audit is complete in time ready it will be on the agenda, along with the Form 990, for review and approval at the October meeting. If the audit is not ready in time for that meeting, the audit and tax return can be approved by the EFB through an electronic vote.

- **SSEF By-laws**

Sarah stated that due a formatting problem, the number of the pages on the .pdf version of the document did not match the stated number of the pages in the document. She said that she simply took out the statement regarding the number of pages; nothing else in the document has been changed from what was approved last year.

**MOTION**

*Jim moved to adopt the SSEF By-laws, as presented. Mandy seconded the motion. **The motion carried unanimously.***

- **Policies and Procedures**

**MOTION**

*Lisa moved to approve the SSEF Policies and Procedures, as presented. Kandise seconded the motion. **The motion carried unanimously.***

- **Accountability Reports**

In Mary’s absence, Sarah reviewed the AR review procedure. She noted that there would be 19 or 20 ARs to review this year. She said that Mary had asked that all EFB members participate in the review process this year. The AR templates have been sent out and are due back from the grantees on October 7<sup>th</sup>. Mary will then assign ARs to EFB members for review. AR reviews are due back at the beginning of November. Adam noted the importance of the AR process. Sam said that the ARs demonstrate the efficacy of the funding and are an important element in the “state of the fund” report that the SSEF president provides to City Council each year. Sarah asked EFB members to plan ahead to ensure that the AR reviews are completed on time.

- **Prospective EFB member Lauren Hughes**

Lauren introduced herself and reviewed her background. She said that she understands that she would need to recuse herself from any decisions that involve non-profit organizations for whom she works. Sarah will meet with her separately to discuss SSEF processes and deadlines.

- **Committees**

**Grants:** all EFB members

**Finance:** Linda, Adam and Mary

**Communications:** Lisa and Amanda

- **Agenda for October meeting**

- Review of current organizational structure and process - Adam
- Grant Writer report

- Conflict of interest forms
- Interviews/appointment of new SSEF Board members
- Approval of audit, if available

**The EFB meeting adjourned at 6:40 p.m.**