

Steamboat Springs Education Fund Board and Grant Commission
October 19, 2022
5:30PM

Education Fund Board Directors participating included Adam Alspach, Jim Beers, Mary Johnston, Kipp Rillos, Kandise Gilbertson, Lisa Ruff, Amanda Koziar. Jon Wade and Mandy Maass were absent. Also in attendance were Linda Thomas (SSEF accountant); Stephanie Juneau, Emily Beyer, and Kristi Brown (SSSD); Betsy Bauer (SM); Kirk Henwood (Soroco); 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.

- **Conflict of Interest Forms**

Sarah said that she will email the EFB with the conflict of interest form. EFB members should print, sign and return it to her or bring a hard copy to the January meeting.

- **Collaborative Grant Writer Report**

Emily Beyer introduced (former EFB president) Kristi Brown, who has joined the collaborative grant writing team. Emily noted that the help has been very valuable in response to the increasing opportunities for competitive and non-competitive grant funding, which also means increasing obligations for grant management and compliance. She reviewed some highlights from the recent year, including partnering with YVCF to implement a private philanthropic program, the purchase of an electric bus fleet and a grant to support early literacy. A full breakdown of the current and past grants was included in the meeting materials.

- **Steamboat Montessori Grant Writer Report**

Betsy Bauer, whose part-time position is supported by a \$8500 SSEF grant, commended Emily for her efforts at collaboration. She said that they were successful in being awarded a collaborative grant to support a full-time position for a school nurse, which is shared between SM and NRCCS. She said that 46% of the current SM budget is funded by grants and reviewed the programs that are grant supported. Betsy said that for every dollar of SSEF grant that supports her salary, she has brought in \$57 for SM programs.

- **Appointment of prospective EFB member Lauren Hughes**

There were no further questions for Lauren.

MOTION

*Lisa moved to appoint Lauren Hughes to the EFB. Jim seconded the motion. **The motion carried unanimously.***

- **Meeting Minutes – EFB September 21, 2022:**

Mary noted that Adam was misidentified as Amanda in the Call to Order.

MOTION

Kandise moved to approve the EFB meeting minutes cited above, as amended. Kipp seconded the motion. The motion carried unanimously.

- **Financial Report**

Linda reviewed the current financial reports, noting that the SSEF currently has \$3,824,422.49 in available cash. She said that tax revenues continue to outpace last year’s collections by an average of 12.36% since the beginning of the fiscal year. Linda noted that she had renamed the tab from “forecast” to “year over year analysis.” There was a discussion of the policy to use last year’s actual revenue as the baseline for evaluating the current year’s revenue. Sarah reviewed that the current year’s revenue is what is paying for the grants awarded in the spring of 2022. In response to a question from Stephanie, Linda confirmed that the SSEF will have sufficient funds to make its scheduled payments to the school districts in December.

- **Rescissions**

Linda reviewed the list of unspent grant funds from the 2021-22 school year that are to be rescinded to the SSEF, as follows:

G22-15-COM	Social Thinking in the Classroom	\$ 3,500.00	
G22-19-COM	Dance Programing in Local Schools	692.35	
G22-20-COM	Adaptive Physical Education	24,139.00	
G22-23-A	Admin: SSEF Admin	598.31	
	Total Outstanding Liabilities - Prior Year		<u>28,929.66</u>

Linda noted that although the SSEF categorizes the administrative expenses as a grant, the auditors do not, so the total rescissions will not match the amount listed in next year’s audit.

MOTION

Mary moved to accept the rescission of \$28,929.66 in awarded funds back to the EFB, as presented. Lisa seconded the motion. The motion carried unanimously.

- **Audited Financial Statements for FY22**

Linda reviewed the audit, noting that it was clean, and without adjustments. She also noted that there had been no rescissions in that year and that there had been only three community group grants due to COVID-19 cutbacks.

MOTION

Jim moved to approve the audit for the fiscal year ending June 30, 2022, as presented. Mary seconded the motion. The motion carried unanimously.

- **IRS Form 990 – tax return**

Linda stated that the tax return is based on the audit but includes a lot more detail about SSEF operations.

MOTION

*Kandise moved to approve the IRS Form 990 for the fiscal year ending June 30, 2022. Mary seconded the motion. **The motion carried unanimously.***

- **Accountability Reports**

Mary reviewed the accountability report review process and thanked all EFB members for participating. She reviewed the shared summary document that includes links to the original applications for the community groups, the spending reports for the school districts, and each individual accountability report. She urged all reviewers to respect the deadlines and complete their reviews by November 2.

- **Proposed Changes to the Collaborative Grant Writer Budget**

Emily stated that because neither she nor Kristi are enrolled in the district-offered healthcare benefit they will not be needed the full \$180,000 granted. She said that they had, however, identified some additional expenses not included in the original application. She reviewed the proposed changes to the budget, which will still result in a \$20,000 rescission to the SSEF. Additional expenses (beyond grant writer salaries) include training and professional development, supplies, and some costs associated with private funder cultivation. The revised budget was included in the meeting materials.

MOTION

*Kipp moved to approve the proposed changes to the Collaborative Grant Writer budget for FY22-23, as presented. Kandise seconded the motion. **The motion carried unanimously.***

- **Agenda for January meeting**

- Accountability Reports Review
- Sunshine Law Resolution
- Conflict of interest forms
- Community Group Grant application review process
- Review of allocation model

- **Other Business**

Sarah said she would add the SSEF orientation/organizational structure Power Point to the meeting materials site and distribute it to the EFB for review. She added that the public facing website: <https://www.steamboateducationfund.org/> is up-to-date and contains a thorough review of the processes and history of the SSEF.

The EFB meeting adjourned at 6:50 p.m.