

Steamboat Springs Education Fund Board and Grant Commission  
September 20, 2023  
5:30PM

Education Fund Board Directors participating included Adam Alspach, Jon Wade, Kandise Gilbertson, Lisa Ruff, Amanda Koziar, Mandy Maass, Mary Johnston, Lauren Hughes, Jeff Steck and Kipp Rillos. Jim Beers was absent. Also in attendance were Linda Thomas (SSEF accountant); Celine Wicks and Alissa Merage (SSSD); Ed Anderson (HSD); and Dan Kohler (NRCCS). 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 April 12, 2023**

Lauren corrected the name of a member of the public who spoke at the meeting.

**MOTION**

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

- **Summer Sessions Recap**

Adam reviewed the summer session. There was a discussion of the guidelines for evaluating community group applications. There was consensus that the guidelines would be helpful, but that they should remain as guidelines only rather than being codified as SSEF policy. No action was taken. Adam noted that the allocation model had also been reviewed at the summer session and there had been a robust discussion of whether the SSEF should consider funding for pre-school programs. Sarah reviewed the updates to the website and online application for community groups. Kipp said he would follow-up on plans for a get together to thank Sam and Cristina for their service.

- **Financial Report**

Linda noted that both the fiscal year-end financial statements (June 30, 2023) 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 and the adjustment for unspent administrative expenses, the year-end financials were the same as those sent to the auditors. Linda reviewed the current financial reports, noting that the name of the second tab had been changed back to “forecast revenue” from “year-over-year analysis” because the revenue budget had been set at 6% lower than actuals for last year. Linda reviewed the revenues received for the first three months of the current fiscal year and stated that overall they are up 6.9% over projections, primarily due to an extraordinarily large deposit in July. August and September deposits were below forecast. Adam noted that the funds that support the SSEF include both sales and use taxes, so the amounts received by the SSEF will vary from the published changes in sales taxes alone. Linda reviewed the expected rescissions, highlighting that Partners was unable to use almost half of their awarded funds.

Linda discussed the timing of the audit and the tax return. She said that both should be ready for review and approval at the October meeting.

- **Yampa Valley Autism request for change in use of funds**

Sarah said that she had received a letter from YVAP requesting a change in their use of awarded grant funds. The EFB reviewed the letter.

**MOTION**

*Lisa moved to approve the request by the Yampa Valley Autism Program to adjust the use of the grant funds (G24-14-COM). Jon seconded the motion. **The motion carried unanimously.***

- **SSEF By-laws**

Sarah reviewed the items she had identified in the current by-laws that might need to be changed. It was agreed that the State of the Fund report provided to City Council is no longer written and that all references to the corporate seal should be deleted, since there isn't one. Adam recommended retaining the article regarding bonding. Sarah highlighted the mention of K-12, and said that this would need to be changed if any consideration of funding for pre-school is considered in the future. Several EFB members expressed concern with changing this language and offered that such a change should be approved by the voters. Kipp offered that although pre-school funding might be considered in the future, the EFB had decided it would not be considered this year and that a change to the by-laws would be premature. Sarah will provide a red-lined and a clean copy of the by-laws for review and approval in October.

Jeff offered that the SSEF should consider funding for pre-school programs, citing the real need in the community. Adam stated that the issue is complex. He said while the decision had been made for the current grant cycle, the subject would be discussed again next summer.

- **Calendar**

**MOTION**

*Mary moved to approve the SSEF 2023 – 2024 calendar, as presented. Kandise seconded the motion. **The motion carried unanimously.***

- **Accountability Reports**

Mary reviewed the AR review procedure. She noted that most members would have two reports to review this year. The AR templates have been sent out and are due back from the grantees on October 9<sup>th</sup>. Mary has assigned the ARs to EFB members for review, with most people reviewing the same grants/organizations they reviewed last year. AR reviews are due back at the beginning of November. Adam noted the importance of the AR process.

- **Agenda for October meeting**

- Review of current organizational structure and process - Adam
- Grant Writer reports
- Conflict of interest forms
- Approval of audit and tax return
- Review and approval of by-laws

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