

**Colorado Nonprofit Development Center  
Executive Committee Meeting  
May 21, 2018**

**Present:** Dave Ryan, Andrew Ritz, Mark Sullivan, Melissa C. Johnsen, Melinda Higgs (Initial 30 minutes only)

The meeting convened at approximately 2:00pm at Racines.

Dave opened the meeting to identify topics for discussion for the Executive Committee:

1. Review Board Agenda / answer any questions /Edits
2. Melinda's annual evaluation (Melinda will be excused for this portion of the meeting)

**Board Meeting / May 23, 2018 Agenda**

All the attendees indicated approval of the board meeting agenda.

**New Retirement Plan – New Charter**

Melinda wanted to highlight the following for the committee in anticipation of the board meeting:

New Retirement Plan company, IMA Wealth (IMA), is in place. Their fees are less than prior plan manager.

IMA has recommended the drafting of a new Retirement and Investment Committee Charter, along with ensuring recurring plan meetings. Highlights of the new Charter include:

- Staff only as members of the committee, no board members as it is today.
- Outlines purpose of the committee
  - Establishing and maintaining the Investment Policy statement;
  - Selecting investment options;
  - Selecting investment managers;
  - Periodically evaluating the Plan's investment performance and recommending investment option changes; and
  - Providing for Plan participant investment education and communication.

Melinda recommends the following members of the new Committee:

- Melinda
- Kevin
- Debbie
- And one other staff member not defined at the time of the Executive committee meeting.

At the May 23rd board meeting, Andrew will discuss the above with the board.

**Insurance – Fee Allocation Policy**

Melinda requested assistance of the Executive Committee regarding our P&C insurance for programs. Melinda requires a board policy to enable the allocation of P&C Insurance fees on a consistent basis across CNDC programs.

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**ACTION:**

To develop a policy as to Board intent in the allocation of P&C Insurance Costs to projects above and beyond what is included in the project fee. Objective of transparency of approach for our projects. Staff will operationalize policy once approved by the board.

Require completion by AUGUST 31, 2018 for board review and approval. Timing is to ensure programs who are renewing contracts have the information.

**Key Program Updates**

*Family Resource Center*

Dave Bechhoefer, ED for Families Forward Resource Center (Lowry) is leaving the organization. The organization is one of the larger CNDC projects – 1.5M. Melinda will participate in the search committee with the project board and staff. During the search, the senior team will manage the organization (3 co-directors)

The Development Director has asked to meet with Melinda. Currently, Melinda does not know what the director wants to meet about.

Melinda was excused from the meeting.

**CEO Evaluation / Merit Discussion**

The Executive committee discussed Melinda's self-evaluation, along with our input regarding Melinda's performance/merit.

Meeting closed at approximately 3pm.