

Colorado Nonprofit Development Center
Board of Directors Meeting – Minutes
August 24, 2022
3:00pm – 4:35pm

In-Person/Virtual Meeting Held at the Bonfils-Stanton Foundation and via Videoconference

Present Board Members (In-Person): Ann Hovland, Stefan Stein, Raymael Blackwell, Rich Martinez, Maribel Cifuentes, Maria Montoya, Kelly Berg, Will Chan

Present Board Members (Virtual): Andrew Ritz, Melissa Johnsen, Kaia Gallagher, Allison McGee Johnson

Absent: None

Present Staff (In-Person): Melinda Higgs, Angela Schreffler, Will Lewis

Present Staff (Virtual): Kevin Van Vleet

- I. Board Chair Ann Hovland
 - A. Welcome and Introductions
There were no introductions.
 - B. Conflicts of Interest
There were no conflicts of interest.
- II. Approval of May 25, 2022 Board Meeting minutes
Board Action: Stein moved, and Chan seconded to approve the May minutes, which were unanimously approved.
- III. Update on The Colorado Trust Melinda Higgs

Higgs provided an update on the decision by The Colorado Trust (TCT) to end their community partnership strategy and reminded Board members that ten Projects will be affected. CNDC anticipated Project fee revenue from work related to TCT Projects over multiple years, and Higgs, Hovland, and Cifuentes are in conversation with the Trust regarding an off-ramp grant. Board members discussed the process for evaluating future special Projects and partnerships and agreed it would be ideal to include a separation agreement before commencing work. Schreffler noted that many of CNDC's justice, equity, diversity, and inclusion (JEDI) initiatives were implemented earlier than they would have been had CNDC not entered into community partnerships with the Trust. Hovland thanked Higgs, Schreffler, and CNDC staff for their continued work.
- IV. CNDC Application & Selection Process Update Angela Schreffler

Schreffler presented an update on CNDC's Project application and selection process, as well as recent Project activity at CNDC. The new process was led by a subcommittee of CNDC staff, who placed an emphasis on having each application question relate to a specific criteria for selection. Groups with a focus on emergency relief and those working with vulnerable populations are required to provide information that is not asked of other applicants. Schreffler noted the process has moved applicants through the pipeline more promptly and added that more applicants are submitting proposals. Staff members have the opportunity to review final applicants before they are brought on as Projects of CNDC, and groups who are approved are invited to join CNDC on a rolling basis. Schreffler emphasized the ability of groups with smaller budgets to join CNDC more smoothly, balancing a focus on the bottom line with the importance of expanding an equity lens. The Communications Committee has been tasked with increasing CNDC's external marketing and visibility to continue growing the applicant pipeline. Hovland thanked Schreffler for reviewing the changes to the process.

V. Committee Updates

A. JEDI Assessment

Melinda Higgs

Higgs shared results from the JEDI assessment that was distributed to staff and Board members. There was a discussion regarding the method of identifying areas of opportunity, and Cifuentes suggested simplifying this question by qualifying CNDC's specific aspirations for this work. Various Board members highlighted the fact that this work is an ongoing journey meant to be implemented as part of the culture of CNDC. There was a discussion regarding the dissemination of this survey among Projects in order to establish a baseline of where CNDC sits presently before developing future goals and benchmarks. Board members requested that the survey be shared with an articulation of the goals of the JEDI committee to ensure transparency.

Cifuentes provided an overview of the glossary of terms within the context of CNDC's JEDI work, with the goal of providing shared definitions for talking about aspects of JEDI. There was a discussion regarding the inclusion of a disclaimer at the beginning of the document noting that it represents a living glossary and is not a definitive list of terms and definitions. Higgs also noted that the document is provided as a resource for staff, Board members, and Projects, and is not a condition of employment with CNDC.

B. Communications Committee

Allison McGee Johnson

Johnson reviewed CNDC's timeline for submitting an RFP to undergo a logo rebranding as well as a new website. Updates to the website will include elements of

design, functionality, accessibility, and revisions to content. Johnsen announced the RFP will be posted by the end of August, with a goal for completion by year end.

C. Metrics Committee

Melinda Higgs

Higgs announced that CNDC has begun work with OMNI to perform an in-depth review of client satisfaction, including a cost-benefit analysis and a review of CNDC's Project portfolio. The JEDI, Metrics and Success, and Communications Committees will all intersect in this evaluation process, focusing on clearly tracking how well CNDC is meeting its stated purpose and mission as a fiscal sponsor. There was a discussion regarding the inclusion of a risk management score for evaluating the activities of Projects under CNDC.

D. Nominating and Governance Committee

Maribel Cifuentes

Cifuentes reminded the Board to begin thinking about recruiting candidates as terms of some members near completion. There was a discussion regarding the need to seek out candidates who share similar professional backgrounds with members who are leaving, such as communications, marketing, and legal expertise. Cifuentes reminded the Board that there is an official nomination process led by the Nominating and Governance Committee, and to reach out to Committee members with questions. There was a discussion on leveraging professional forums for networking, as well as including a value proposition regarding service to the Board. The Committee highlighted the goal of growing a pipeline of nominees that can be called on to serve future terms. Lastly, Board members discussed elevating the visibility of the CNDC Board and executive leadership for industry awards and recognition, and Higgs agreed this strategy reinforced the need to expand CNDC's communications capacity.

VI. Finance Committee

Rich Martinez

A. June 2022 Financial Report

Martinez presented the June 2022 financial report and noted the report had been reviewed in detail by the Finance Committee on August 10th. Martinez presented the consolidated and CNDC-only financials. Total consolidated assets were approximately \$1.9M less than June 2021. Revenue increased by \$1.75M while expenses increased by \$2.7M. Martinez noted these figures were partly a reflection of Projects beginning to spend more money as they resumed in-person programming and events. CNDC's liabilities were \$343k less than June 2021, with an increase of \$421k in net assets. In addition, revenue rose by \$51k and expenses decreased by \$42k. Hovland thanked Martinez for presenting the financial statements to the Board.

VII. Other Business

There was no other business.

VIII. Adjourn

Hovland adjourned the meeting at 4:35pm.

Raymael Blackwell, Secretary
