

# SCFD BOARD OF DIRECTORS MEETING

February 28, 2008

1:00 pm

Plains Conservation Center

Meeting Minutes

**SCFD board members present:** Chair James Harrington, Treasurer Stevan Strain, Secretary Dan Hopkins, Joseph Arcese, Kathleen Stapleton, Mark Addison, Nancy Lee, Jake Zambrano and Marcia Johnson

**SCFD board members absent:** Vice Chair Holly Osgood, Jim Martin

**SCFD staff present:** Executive Director Peg Long, Program Manager Nancy McCamey, Program Manager Donna Smith and Office Administrator Sheila Mieger

## 1. Introductions

James Harrington called the meeting to order at 1:00 pm, followed by introductions.

## 2. Plains Conservation Center

Executive Director, Tudi Arneill gave a short welcome and introduction to the Plains Conservation Center and how SCFD funds benefit the Center's programs.

## 3. Joseph Arcese

James Harrington introduced SCFD's newest Board member Joseph Arcese, Broomfield County Representative. Following the reading of Joseph's credentials James administered the oath of office and swore Joseph in.

## 4. Approval of last meeting minutes

Mark Addison motioned to approve the minutes for the January 24 board meeting and Kathleen Stapleton seconded. The motion passed.

## 5. Resolution 08-02: Appropriation and Distribution of 2007 Funds Collected Above Appropriated Revenue

Kathleen Stapleton motioned to approve Resolution 01-08, and Nancy Lee seconded. The motion passed.

## 6. Resolution 08-03: Change in Dual Check Signature Policy

Current operating account check policy requires two signatures for all checks regardless of the amount. Peg Long asked the board to consider Resolution 08-03 which would require only one signature on checks under \$5,000. Peg Long reported she does not plan to replace the deputy director position at this time. As a result, Peg Long is the only available staff to sign checks drawn on the general fund which is the operating account. She consulted the SCFD auditor, and he does not see a problem with the change. Peg reported that last year only nine checks written from the operating account were over \$5,000. James Harrington read an email from Holly Osgood in which she stated would like to keep the two signature requirement. Both James Harrington and Stevan Strain expressed their support for the resolution. Both of them have had to take time to sign checks for day to day operations. They do not feel that it is necessary to have two signatures on every check. Joe Arcese suggested amending the language of the resolution to clearly limit it to checks written from the general fund. Stevan Strain also suggested that the SCFD staff provide the full board a monthly list of checks written in the amount of \$2,000 - \$5,000. Mark Addison said the new resolution would provide a better check and balance for SCFD funds. Stevan Strain motioned to approve Resolution 08-03 with the suggested amendments, and Marcia Johnson seconded. The motion passed.

## 7. Reports

### 6.1 Chairman

James Harrington reminded Board members of the upcoming retreat on March 19 at the Museum of Nature and Science. He strongly encouraged everyone to attend. The focus of the retreat is to vision the future of the cultural community and the role of the SCFD over the next ten years.

### 6.2 Treasurer

Stevan Strain reported SCFD 2007 sales and use tax revenues came in at 6.07% above those for 2006.

### 6.3 Executive Director

Peg Long introduced Donna Smith. Donna has been hired as a program manager full-time for the next four months to manage the Tier II qualification and certification process and assist with the Tier II process. During this time Peg will evaluate the workload and staffing needs of the SCFD going forward.

Peg Long also mentioned the board retreat. She thanked the Museum for graciously hosting the meeting. Floyd Cirruli will begin the conversation by speaking about the history of SCFD. Karla Raines of Corona Research will facilitate the retreat. Mark Addison asked for budgeting of future elections costs to be on the agenda.

RFP's for legal services went out to 19 firms. Two firms have declined. The deadline for submission is Friday, February 29, 2008. Peg Long will deliver to Marcia Johnson and Stevan Strain copies of the RFPs early the following week.

Conflict of Interest statements were passed out. The current statement says that board members do not have any conflicts of interest in relations to the organizations they fund. Many Board members have relationships with the Art/Science community. They asked that Peg Long review the background history of the statement and perhaps discuss this with SCFD legal counsel, once selected.

Copies of resolutions adopted in January 2008 were handed out to the Board members. Peg Long asked that board members add these to their board books.

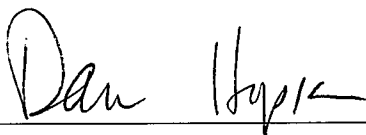
Nancy McCamey gave a report detailing the Tier III District Workshops which took place in January 2008 and the status of the current grant application process.

## 7. Public Comments

Steve Wilson of the SCC and the Mizel Center shared that the SCC now has their 501c3 and they have an auditor this year. The SCC would like the SCFD to consider continuing the collection of their funds from the Tier II organizations.

## 9. Adjournment

Stevan Stain motioned to adjourn the meeting and Kathleen Stapleton seconded. The motion was passed and the meeting was adjourned at 2:10 pm.



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Dan Hopkins  
Secretary