



**MEETING MINUTES
LARADON HALL SOCIETY¹
JOINT BOARD OF DIRECTORS MEETING**

January 26, 2016

4:00 p.m. – 6:00 p.m.

Members Present: Bill Mitchell, Dennis Morgan, Ron Young, Frank Sommer, Allen Lenort, Jason Adams, Greg Beacom, Larry Burgess, Rachel DeWitt, Jim Garcia, Tom Welch, Mike Burns², Jerry Hilzer², John Galvin², and George Uhland²

Members Absent: Nancy Hodges, Emily McKissick-Diaz, Malcolm Freeberg², and Suzanne Bradeen²

Laradon Staff: Doug McNeill, Annie Greene, Tilman Adair, Heather Kijanka, Corey Kala, Angela Rotello

Candidates for Membership Present: N/A

I. PRELIMINARY

A. CALL TO ORDER: Bill Mitchell, Chair, called the meeting to order at 4:10 p.m. A quorum was present.

II. MEMBERSHIP

A. DEPARTING BOARD MEMBERS: Mr. Mitchell has completed his final term as Board Chair, he thanked all of the Board Members for their service. All other Board Members are remaining.

B. SECOND TERM NOMINATIONS: Board members, Dennis Morgan, Jim Garcia and Nancy Hodges, with first term expirations, they are up for re-election. Mr. Sommers made a motion to re-elect these Board members, Mr. Welch seconded the motion. All voted in favor.

C. ELECTION OF OFFICERS:

Chair: With Mr. Mitchell, Chair at term limit, a new Chair needs to be elected. Mr. Adams nominated Ms. Nancy Hodges for the office of Chair, seconded by Mr. Young. With no other nominations or objections, the Board unanimously voted in favor and accepted Ms. Hodges as Chair.

¹ These minutes are the confidential proceedings of the Laradon Hall Society Board of Directors. Directors are advised to use good judgment and common sense in discussing obviously sensitive matters. These minutes are not to be distributed beyond the Board of Directors without the approval of the Board Chairman.

² Laradon Foundation Board Member

Vice Chair: Mr. Sommer is up for re-election for Vice Chair. Mr. Adams nominated Mr. Sommer for re-election, Mr. Burgess seconded the nomination. With no other nominations or objections, the Board unanimously voted in favor and accepted Mr. Sommer as Vice Chair.

Treasurer: Mr. Sommers nominated Mr. Adams to continue as Treasurer. Mr. Welch seconded the nomination. With no other nominations or objections, the Board unanimously voted in favor and accepted Mr. Adams as Treasurer.

Secretary: With the office of Secretary newly vacated by Ms. Hodges, Mr. Sommers has nominated Ms. DeWitt for the office of Secretary. Ms. DeWitt has accepted the nomination. Mr. Burgess seconded the nomination. With no other nominations or objections, the Board unanimously voted in favor and accepted Ms. DeWitt as Secretary.

D. COMMITTEES:

Budget & Finance Committee / Compensation Committee: This committee is chaired by the Treasurer, Mr. Adams. Other nominated members are officers Ms. Hodges and Mr. Sommers, along with Board Members Mr. Welch and Mr. Sommer. All voted in favor.

Executive Committee: This committee is chaired by the Board Chair, Ms. Hodges. It includes all officers of the Board, Larry Burgess and Mr. Young. All voted in favor.

Nominating Committee: This committee is chaired by the Secretary, Ms. DeWitt. New nominees are Mr. Morgan and Ms. Hodges. All voted in favor.

Planning Committee: This committee has been eliminated in the new Bylaw updates.

III. BYLAW UPDATES

- A. **Bylaw Updates:** The Board reviewed the proposed updates to the Bylaws that including the following changes; changing the references of Executive Director to Chief Executive Officer or CEO, and elimination of the Planning Committee. These changes have already been reviewed and approved by the Executive Committee. Mr. Morgan made the Motion to approve the bylaw updates, seconded by Mr. Burgess. All voted in favor.

IV. REPORTS

- A. **CEO Report:** Laradon's Strategic Planning process is still on track in gathering information from "Thought Leaders" around the IDD and Human Service industry, surveys from individuals, families and staff, along with a real estate feasibility study being done by City Projects. The strategic process should be completed in the first quarter of this year; a special meeting may be scheduled or at the next Board meeting recommendations will be presented.

Doug shared that as a result of some issues at Rocky Mountain Human Services (RMHS), Dr. Irene Aguilar has introduced a bill that will affect the CCB's, forcing them to be transparent with all of their financials, board information and operations reporting. This will result in additional expense and work that is not reimbursable for the CCB's. The concern is if this bill passes, will providers like Laradon be next? Should we post our

Board minutes, financials and the 990 report on our website? There are pros and cons to both. Doug asked that the idea of greater transparencies be put on a future Board meeting agenda.

The school is going to be over budget on enrollment in the next few weeks. Currently there are 12 students waiting to enroll in Laradon. On boarding these students takes time, and must be done in the best manor for the students. By the end of the school year it is anticipated to have our enrollment up to 60 students. This will add significant dollars to revenue and profitability.

Laradon staff is continuing to work on our relationships with the CCB's, which has been resulting in more adult referrals. Though the Day Hab. Program is still operating at a loss, the other adult programs, CES and Residential are operating at a profit. With Lynnette's hard work getting more referrals for the Residential Program, the adult programs will be a positive profit source.

B. MINUTES: Mr. Mitchell stated that they will dispense the reading of the minutes. Minutes from November 2015 need to be corrected with the following members to be shown as absent, Dennis Morgan and Tom Welch. Mr. Sommers made a MOTION to accept the November minutes with corrections, Dennis Morgan seconded the motion. All voted in favor.

C. LARADON FOUNDATION:

Philanthropy currently funds approximately 15% of the Society's operating budget. Roughly half is from Foundation investment revenue disbursement and the rest from current year fundraising. The vision is for the Society budget to be self-supporting and the Foundation funds to be available for society budget enhancement, special projects, and capital needs.

2015 Areas of Focus: As the new Foundation Executive Director, Tilman's areas of focus in the first half of the current fiscal year was to learn of Laradon's mission and programs, assess the potential impact of the Foundation, and build community relationships for Laradon. Special appeals such as "Hungry to Learn" and the annual holiday appeal allowed the team to assess the capacity of our current systems, staffing, and also experiment with new communications tools. Key strategic relationships are tracked and next steps are formally discussed in a monthly team meeting with the CEO.

2016 Areas of Focus:

- 1) Build important relationships with large funders, historic donors, and prospect referral sources.
- 2) Planned Giving / Endowments. Promote a program, actively build relationships with trust officers, and solicit gifts for program-specific endowments.
- 3) Foundations. Build open communication and partnerships with major foundations to provide the most effective proposals, and build collaborations with multiple funders for the same project.
- 4) Annual Fund / Communications. This is a gap in our staff capacity, especially in light of the increased activity of the Foundation. Discussion and decision to rehire the vacant Development Associate position will occur in the next month. This role will be responsible for administrative and donor database support, as well as - communications;

- annual fund appeals and marketing; events (such as July 4th “Celebration of Independence” at Colorado Rapids; October “Celebration of Community”); mass email & social media; network fundraising; engagement with fundraising groups.
- 5) Assessment of any fundraising policies and procedures in partnership with finance department.
 - 6) Board Members. The Foundation Board has 2 terms that have expired this month (Jerry Hilzer and George Uhland). The Foundation will discuss these positions and bring forward candidates for the Society Board to consider.

D. FINANCIAL REPORTS: Mr. Kala reviewed the Balance Sheet and the Statement of Revenues and Expenses ending December 31, 2015. For December, Laradon’s revenue was \$795,292, with expenses of \$832,260, showing a net loss of -\$66,241. Laradon’s net income YTD is -\$62,660 versus a budgeted loss of -\$138,404 and the YTD loss in 2014 of -\$376,000. We have made substantial progress in stabilizing our financial base, and in progressively toward year end profitability.

Expenses for the fiscal year are under budget, the top three line items, salaries, benefits and contracted services are under budget YTD by \$230,482.

Mr. Adams made a MOTION to approve the financial reports. Mr. Burgess seconded the motion. All voted in favor.

V. OLD BUSINESS

- A. **Campus Security:** Bill wanted to reassure the Boards that he has reviewed Laradon’s Safety and Security Policies; he feels that Laradon has a good plan. He and the local resource officer will continue to work with Heather, HR Director, on safety and security plans.

VI. OTHER BUSINESS: None

VII. NEW BUSINESS: None

VIII. EXECUTIVE SESSION: None

IX. ADJOURNMENT

- A. The meeting adjourned at 5:30 pm.

Submitted by: _____ Date: _____