

**COMMUNITY TABLE**  
**Board of Directors**  
**Meeting Minutes**

**June 26, 2019**

*To do and action items are in italics*

A.	<p><b>Call to Order/Attendance</b> The meeting was called to order at 4:01 p.m.</p>
	<p><b>Attendees:</b> <i>BOARD MEMBERS:</i> Jill Fellman, Doris Stipech, , Carl Kantner, David Jones Erika Pullen, Harry Fuller, Mike Reinhardt, Judith Denham, Steve Galbraith, Margaret Olek Esler, Carol Eddy, Jeff Staniszewski, Josh Rudin and Harriet Hall. <b>Not Present:</b> Alan Albrandt, Jerelyn Marinelli and Wendy Ferrell. <b>Staff:</b> Sandy Martin, Sandie Hammerly, Gretchen Parker, Leanne Cadman, Mark Stratford and Bernadette Velasquez. <b>Guest:</b> Tom Keyse from Bill Charney &amp; Associates Ltd.</p>
B.	<p><b>Board Chair's Remarks</b> Jill welcomed board members and invited Leanne to introduce her interns Zack Harris and Mary Kate McCandlish.</p>
C.	<p><b>Approval of Minutes</b> Jill called for a motion to approve the meeting minutes of May 22, 2019. Erika so moved and Jeff seconded the motion. Motion passed 13-0.</p>
D.	<p><b>ENDS: Policies</b> Tom discussed with the board and gave instructions on how to implement the policies.</p> <p><b>Policy 4.3 Delegation to the CEO</b></p> <p>The Board will direct the CEO through written policies setting forth the organizational Ends to be achieved and organizational situations/actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies.</p> <p>Accordingly: (1) Ends policies direct the CEO to achieve certain results, for certain recipients at a specified worth or priority. These policies will be systematically developed from the broadest, most general level, to more defined levels. (2) Management Parameters policies define the boundaries of legality, prudence and ethics within which the CEO is free to operate. These policies describe the practices, activities, decisions and circumstances that would be unacceptable to the Board, even if effective in producing the desired results. Management Parameters will also be systematically developed from the broadest, most general level to more defined levels. To ensure accountability for performance, the Board will not prescribe organizational means delegated to the CEO. (3) An Ends or Management Parameters policy at a given level does not limit the scope of any preceding level. (4) The CEO is authorized to establish further policies, make decisions, take actions, establish practices and develop activities as long as they are consistent with any reasonable interpretation of these Ends and Management Parameters policies. (5) The Board may change its Ends and Management Parameters policies, thereby shifting the boundary between Board and CEO domains. By doing so, the Board changes the latitude of choice and authority given to the CEO. However, as long as any particular policy</p>

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	<p>delegation is in place, the Board will respect and support decisions made by the CEO that are consistent with Board policy, as reasonably interpreted.</p> <p>Jill opened up a discussion on the monitoring scheduling and reporting. Margaret suggested in March when visiting 1.4 to also revisit 1.0 as well. <b>Jill called a motion to approve the monitoring schedule. Margaret so moved and Erika seconded the motion. Motion passed 13.0.</b></p>
E.	<p><b>MONITORING REPORTS</b></p> <p>Jill passed out <u>A guide to Internal Monitoring of Organizational Performance</u> and <u>Suggestions on the Monitoring Report</u>. Tom gave a brief overview on how the monitoring reports should be done.</p> <p>A. Financial Planning &amp; Budgeting (3.5) Carl/Sandy Presented and provided a budget report based on the past 3 years with 3 different type of reporting. 1: the summary of account; 2: each of the area within the organization. <b>Jill called a motion to approve the budget, Harry so moved and Doris seconded the motion. Motion carried 13.0.</b></p> <p>Tom covered and explained the process.</p> <p>B. Policy 3.8 Board Awareness and Support</p> <p>The CEO will not cause or allow the Board to be uninformed or unsupported in its work.</p> <ol style="list-style-type: none"> <li>1. The CEO will not: Withhold, impede or confound information necessary for the Board's informed accomplishment of its job. The CEO will not: (A) Neglect to submit monitoring reports (including the CEO's policy interpretations, as well as compliance data) required by the Board (see <i>Monitoring CEO Performance</i> Policy 4.4 in Board-Management Delegation) in a timely, accurate and understandable fashion. (B) Let the Board be unaware of any actual or anticipated noncompliance with any Ends or Management Parameters policy, regardless of the monitoring schedule set forth by the Board. (C) Let the Board be without objective background/decision information it periodically requests, or unaware of relevant trends or incidental information (e.g., anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal/organizational changes). Notification of planned internal changes is to be provided in advance, when feasible. (D) Let the Board be unaware of any Board or Board member actions that, in the CEO's opinion, are not consistent with the Board's own policies on Board Process and Board-Management Delegation, particularly in the case of Board or Board member behavior that is detrimental to the working relationship between the Board and the CEO. (E) Present information in unnecessarily complex or lengthy form or without differentiating among three types of written communications: 1) monitoring, 2) decision preparation or "action item"; and 3) incidental/FYI.</li> <li>2. Allow the Board to be without logistical and administrative support for official Board, officer or committee communications and functions.</li> <li>3. Deal with the Board in a way that favors or privileges certain Board members over others except when:</li> </ol>



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	<p>A. Fulfilling individual requests for information, or</p> <p>B. Responding to officers or committees duly charged by the Board.</p> <p>Tom would like the board to review the policy and at the next meeting be able to look at reports with a response yes it is reasonable and yes it is in compliance. <i>Board to review August and January retreat materials of samples reports. Jill will add to the agenda next month to practice to look over reasonable interruption and compliance.</i></p> <p><i>Jill would like the board to look over Policy 3.1 Treatment of Constituents and be ready to discuss the added language on the Client Guideline Handout at the next board meeting.</i></p>
F.	<p><b>Board Process</b></p> <p>Policy 2.6 Board Members Individual Responsibilities</p> <p>A. Board of Director Fundraising pledge Form. <i>Board members to return form by next board meeting.</i></p> <p>B. Policy 2.9 Board Size, Nominations, Elections and Terms Limits.</p> <p><i>Board members to look over 2018-2019 Board of Directors Term and return to Jill for any changes.</i></p> <p>Harry indicated his email address is Harry J1951@yahoo.com</p>
G.	<p><b>ACFB Foundation Updates: (Carl/Sandy)</b></p> <p>Carl updated the board \$120,000 already committed and the goal is to reach \$150,000 in sponsorship. In the packet was a flyer, Please Join Us, Jill would the board members to attend and buy tickets, if unable to buy tickets please contact Jill. Judith may need volunteers to help out with the Treasures Hunt. There is no requirement to dress up as a pirate. <i>Leanne is going to send out a PDF with the event links to buy tickets, registered to bid and look at the silent auction items.</i></p>
H	<p><b>CEO/Staff Updates:</b></p> <p>A. Development Update (Leanne) updated the board on Social Media, Instagram and Facebook.</p> <p>B. Financial Update (Sandie) report provided in the packet. No questions.</p> <p>C. Food Programs Update (Mark) report provided in the packet. Mark addressed the quality of food received from the stores.</p> <p>D. Bridges Update (Gretchen) report provided in the packet. No questions.</p> <p>E. CEO Update (Sandy) reminded the board Community Table is closed to clients on June 28 for inventory.</p> <p>F. Questions for Tom Keyse, No questions.</p>

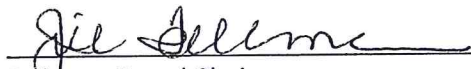
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<b>I.</b>	<p><b>Dates to Remember – Board Schedule:</b></p> <p>A. Upcoming board meetings on July 24<sup>th</sup> and August 28<sup>th</sup> will be held at the Presbyterian Church.</p> <p>B. Other meetings/events will be on the board master calendar.</p> <p>C. Volunteer Orientation, July 7<sup>th</sup></p> <p>D. Gala – August 17, 6:00 p.m. at the Arvada Center</p>
<b>J.</b>	<p><b>Summary of Follow-up items by Board Member</b></p> <ul style="list-style-type: none"> <li>• The board to look over Policy 3.1 Treatment of Constituents and be ready to discuss the added language on the Client Guideline Handout at the next board meeting.</li> <li>• Mark and Gretchen will present Client Guideline Handout at the next board meeting.</li> <li>• Board to review August and January retreat materials of samples reports. Jill will add to the agenda next month to practice to look over reasonable interruption and compliance.</li> <li>• Board members to return pledge form back at the next board meeting.</li> <li>• Board to read over Term Limits 2.9 and contact Jill with any changes.</li> <li>• Board members to purchase tickets to the Gala, if unable to purchase tickets contact Jill.</li> <li>• Board volunteers at the Gala for the Treasurers Hunt.</li> <li>• Leanne will send board members the PDF to the event links.</li> </ul>
<b>K</b>	<p><b>Adjourn:</b></p> <p><b>Jill called for a motion to adjourn the meeting, Carol so moved and Harriet seconded the motion.</b></p> <p>Motion passed 13-0. Meeting adjourned at 5:30 p.m. Next meeting will be held at the Presbyterian Church at 4:00 p.m. on July 24<sup>th</sup>.</p>

Minutes submitted by  
Bernadette Velasquez, Administrative Assistant

  
Fellman, Board Chairwoman

  
Carl Kantner, Treasurer