

## Meeting Minutes - Final

### Quality Community Foundation

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Saturday, December 7, 2024

8:30 AM Commerce City Civic Center, 7887 E 60th Ave Commerce City, 80022 (Room 2108)

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#### Annual Planning Retreat

#### 1. Call To Order/Roll Call - 8:30am

*Meeting was called to order at 8:44am.*

*Attendees: Kayla Burby, Sarai Thomas, Valerie Price, Rachel Hafner, and Diane Narvaez.*

*Absent: Jeremy Eddie*

#### 2. Approval of Minutes

Min 24-226

October Meeting Minutes

*Sarai moved to approve October's meeting minutes. Diane seconded the motion, which was approved unanimously.*

#### 3. Ice Breaker

*Board members shared their skillset and interest in roles within the foundation.*

#### 4. Elections of Chair & Vice Chair

*Kayla was voted Chair 5-0. Sarai was voted Vice Chair 5-0.*

#### 5. Subcommittees

##### a. Grants & Scholarships

*A request from a scholarship student was presented. He is studying abroad this upcoming semester. All payments will continue to go to his school and it is an accredited program towards his degree. Kayla moved to approve the scholarship payment for this circumstance. Rachel seconded the motion, which was approved unanimously.*

*A request from a nonprofit program grant recipient was presented. They have unused funds that they would like to put towards future projects and/or general operating for the program. Kayla moved to deny the request and have them return the funds, and to encourage them to apply for a grant in 2025 still. Valerie seconded the motion, which was approved unanimously.*

**i. Program Review**

*Valerie and Sarai are going to come up with a policy if students do not submit necessary materials for scholarship payments, and at what point that forfeits their scholarship funds. They will propose this new policy at the February meeting. A Grant Q&A session was scheduled for Thursday, February 6th from 11am-2pm on Zoom for applicants to receive technical support.*

**ii. Application and Rubric Review**

*A note was made to make the comments section optional to complete in scoring.*

**b. Fundraisers****i. Curt Holland Golf Tournament**

*Rachel volunteered to be Co-Chair for the planning committee of the golf tournament. Diane volunteered to support.*

*We will reach out to Lori at Adams 14 again to make sure we are secure in using the Adams 14 platform for the silent auction.*

*The question arose if QCF has a raffle license. Staff will look into more information on that.*

24-289

CH Golf Partnership Matrix & Planning Timeline

**ii. Other Fundraising Event Brainstorm & CO Gives Day**

*Staff mentioned giving to QCF for Colorado Gives Day 12/10. The board discussed a variety of ideas for different fundraising events to pursue. The group ultimately landed on needing to create more partnerships this year as a key focus instead. They plan to connect with the schools in Commerce City to attend events happening at the schools, as well as city events. They mentioned a few large corporations that might become good partnerships as well. There might also be an opportunity to present at Leadership Commerce City to get QCF's story out there. It may also be worth pursuing announcing the winners and presenting certificates to scholarship recipients at a City Council meeting for more recognition of the program. It would also be beneficial to share the QCF story with Youth Commission, Senior Commission, as well as other boards as well to help spread the word.*

*Rachel will work with staff to create a list of schools to work off of.*

*Diane, Kayla and Sarai will brainstorm different partnership opportunities, as well as how to create a successful tabling experience.*

**c. Recruitment**

*The group believes that their focus on outreach will lead to recruitment of members as well.*

**6. 2024 Goal Review & 2025 Goal Setting**24-290 2024 Goal Review & 2025 Goal Setting DRAFT

*Many of the goals from 2024 were kept to carry over into 2025. The board removed raising \$2,000 for recreation scholarships from Goal #3, otherwise kept it as written. Rachel moved to approve the goals as written with the removal of recreation scholarships. Kayla seconded the motion, which was approved unanimously. They revised the approach under Goal #3 to be more focused on outreach and partnerships instead of hosting more fundraisers as discussed in the meeting previously.*

**7. 2025 Calendar Review**24-291 2025 Calendar - Draft

*Exact city event dates will be added as those are confirmed, as well as outreach events at different schools.*

**8. Treasurer's Report**

*Valerie shared. Thank you notes have been ordered, and will be brought to sign the next time the group is together.*

**9. Other Business**

*Kayla moved to amend the bylaws to follow Bob's Rules of Order instead of Robert's Rules of Order. Diane seconded the motion, which was approved unanimously.*

*The next meeting is scheduled for January 28th at 6:30pm virtually.*

*Sarai will be out in March.*

*There was some discussion about meeting more frequently in person. The April meeting will be in person at Civic Center, with Amanda and the golf planning committee being offered a virtual option to attend. We will discuss closer to the April meeting if we want to shift the meeting up to 6pm, and if we can cover dinner expenses from QCF.*

*July might be another month that we would have virtual, but we will discuss after the April meeting. Rachel will be missing that meeting.*

*December will still be our in person annual planning retreat each year.*

**10. Adjourn - 12pm**

*Meeting was adjourned at 12:15pm.*