

Agenda

embrace colorado

Members Meeting

February 16, 2009
4:00 p.m. – 5:30 p.m.
UNC Center at Centerra
2915 Rocky Mountain Avenue
Loveland, CO

- | | |
|--|--------|
| A. Introduction and Tour of the UNC Center | 20 Min |
| B. Approval of Minutes (January 19, 2009) | 05 Min |
| C. Status – CDOT Contract | 05 Min |
| D. Board Membership | 10 Min |
| a. Candidate Strategy | |
| b. Board Candidates | |
| E. Report on Work with the Community Foundation of Northern Colorado (Verbal) | 10 Min |
| F. Executive Director Employment Contract | 10 Min |
| G. 2009 Schedule of Activities & Scope of Work | 10 Min |
| H. Fund Raising Report (Verbal) | 10 Min |
| i. Status of Effort | |
| 1. Business Support | |
| 2. Foundations | |
| ii. Vestment of Board Members | |
| 1. Make checks payable to Embrace Colorado | |
| iii. State (DOLA) Grants/Resources Timeline | |
| a. Local Sponsors Report (Windsor, Evans, Eaton, Johnstown, Larimer County, Severance) | |
| b. Regional Managers' Meeting | |
| iv. Outreach | |
| I. Next Meeting Date/Place/Agenda | 05 Min |
| J. Other Business | 05 Min |
| K. Adjourn | |

**Governing Board Meeting
Summary**

embrace colorado

**January 19, 2009
4:00 p.m. – 5:30 p.m.
Hahn Conference Room
2725 Rocky Mountain Avenue
Loveland, CO**

Members Present:

Louis Swanson
Tom Selders
Milan Karspeck
Ed Starck
Rocky Scott
Angie Milewski
Glenn Vaad

Members Absent:

John Kefalas
Bill Kaufman

Staff Present:

John Daggett

Guests:

None

Call to Order

Acting Vice Chair Swanson called the meeting to order at 4:10 p.m.

Minutes from December 15, 2008

Selders moved to approve the minutes. Starck seconded the motion. The minutes were approved unanimously.

CDOT Contract

Daggett briefly explained that staff continued work with Colorado Department of Transportation (CDOT) representatives to complete the contracting arrangement between

embrace colorado and the State. Daggett identified a fifteen-step process the CDOT has yet to complete. CDOT's target date for contract execution is February 13, 2009.

Vaad gave a motion to approve Resolution 2009-01 Authorizing the Execution of the 2009 Contract between Embrace Colorado and the Colorado Department of Transportation. Acting Secretary Karspeck seconded the motion and it passed by unanimous vote (7-0).

Daggett reminded the Board that this was a reimbursable contract with a required match in local funds of \$41,575 and estimated that the minimum amount of local funds and cash flow needed for a calendar year of operations would be approximately \$75,000.

Board Membership

Board members continued their conversation about the size and makeup of the Board. The consensus of the members present was that the Board should be expanded to eleven.

The Board discussed resolution # 2009-01 which would amend the Bylaws to increase the size of the Board to eleven (11) and define a quorum of the Board for taking formal action as five (05) voting members. Daggett provided Bylaw language for that purpose. Notice was given to Board members of such a change prior to the meeting consistent with the adopted Bylaws.

Vaad gave a motion to approve Resolution 2009-02 Adopting Amendments to the Bylaws. Acting Secretary Karspeck seconded the motion and it passed by unanimous vote (7-0).

Board members discussed the concept of involvement in **embrace colorado** being an important aspect of collaboration on the important and sometimes controversial issues that **embrace colorado** will surely address over the next several years and during a visioning effort. Members discussed the difference between involvement at the Board level and participating in **embrace colorado**, e.g., as a part of the general membership, steering committee, working group, being a sponsor or participating in **embrace colorado** activities.

Daggett passed out Terresa Tellechea's biography offered by John Kefalas for consideration for Board membership. Daggett and the Board members discussed Terresa, Tom Heron, Gordon Thibedeau and Dave Edwards as prospective members.

Board members agreed that the role of the Board was to provide guidance to the staff and to govern the corporation. Board members suggested that all interested parties could not participate in that role without the Board becoming very large. Board members did agree that expanding the Board size could be accomplished again if necessary for representation of important constituencies such as the conservation or philanthropic communities and the strategic nature of the two vacant seats.

Mission Statement

Board members continued the discussion on a draft mission statement. The current statement reads: "**embrace colorado** seeks to preserve and enhance the quality of life in Northern Colorado by establishing a common vision for the future".

Scott suggested Daggett might ask Burns Marketing to review the current mission to see whether they might be able enhance the wording. Daggett agreed to ask for their assistance.

Executive Director Employment Resolution

Daggett reported that he had met with Acting Chair Kaufman and discussed details of the employment agreement. He noted that Kaufman was absent and recommended that action not be taken on the agreement in his absence.

Budget/Fundraising

Daggett gave an overview of fund raising strategies and tactics. The board felt that associating with the Community Foundation of Northern Colorado would be very beneficial and should be a first step in fund raising. The Board felt that if its work could be better aligned with Community Foundation efforts, **embrace colorado** would not be perceived as being competitive with local foundations or other projects. The Board also agreed that Acting Chair Kaufman would be the best person to contact Gov. Ritter and members of the Congressional delegation about figuring out how **embrace colorado** might fit into the federal stimulus funding package?

Rocky Scott suggested that the Board postpone action on items D (Final Budget and Work Plan) and F (Employment Agreement with John Daggett as Executive Director) on the agenda until the Board heard the outcome of discussions with the Community Foundation.

Vaad moved to table the two items. The motion was seconded by Karspeck. The motion passed unanimously.

Next Meeting

The next meeting will be held in the UNC Center at Centerra from 4:00 – 5:30 p.m. on Monday, February 16, 2009.

Other Business

Vaad suggested the Board make some changes to the one page statement of **embrace colorado** goals and objectives. A discussion followed. The Board took no formal action, but agreed to continue the discussion at subsequent meetings.

Swanson thanked all who attended.

The meeting adjourned at 5:30 pm.

embrace colorado

Choosing Our Future

Agenda Item Summary	Item: C
	Date: February 16, 2009
Embrace Colorado Board of Directors' Meeting	Staff: Daggett

Subject:

Contracting with CDOT

Action:

Update only.

Executive Summary:

embrace colorado staff has been in discussions with the Colorado Department of Transportation (CDOT) on the conditions and timeline related to the reimbursement contract for \$200,000 in federal funds for services performed in an approved scope of work for 2009.

CDOT staff has informed embrace colorado that due to delays they have not completed their internal contracting process. In all likelihood, contract execution will be delayed until approximately February 27th at which time embrace colorado™ should receive a "notice to proceed".

embrace colorado

Choosing Our Future

Agenda Item Summary	Item: D
	Date: February 16, 2009
Embrace Colorado Board of Directors' Meeting	Staff: Daggett

Subject:

embrace colorado Board Membership

Executive Summary:

At the Board meeting of January 19th, the **embrace colorado** Board approved amendments to its Bylaws. The Board has been expanded from nine (09) to eleven (11) members. Two members are currently serving in the State House of Representatives and those members will likely be unable to attend throughout the legislative session although they will retain their Board membership.

Board members agreed that the role of the Board was to provide guidance to the staff and to govern the corporation. Several Board members suggested that all interested parties could not participate in that role without the Board becoming very large. Board members expressed the desire that other important roles and opportunities should be created for stakeholders.

Board members did agree that expanding the Board size could be accomplished again if necessary for representation of important constituencies and the strategic nature of the two vacant seats. Board members acknowledged the importance of making strategic appointments to the newly created seats.

Board members discussed nominees to fill the two (02) additional Board seats created by the amendment. A strong consensus emerged that all the candidates that have been brought forward were strong nominees.

Board members discussed a desire to work with the philanthropic community on matters of mutual interest including developing a vision framework for Northern Colorado.

Board members need to address several items:

1. Shall the Board confirm the nomination and appoint Dave Edwards to the Board? (Lou Swanson)
2. Shall the Board fill the remaining open seat at this time?
3. Are there specific constituencies Board members feel should be represented on the Board?

embrace colorado

Choosing Our Future

Agenda Item Summary	Item: F
	Date: February 16, 2009
Embrace Colorado Board of Directors' Meeting	Board: Kaufman

Subject:

Employment Agreement with John Daggett as Executive Director of **embrace colorado™**

Executive Summary:

The proposed resolution relates to approval of an agreement for employment of John Daggett as Executive Director to serve the Embrace Colorado Board. This action approves the proposed agreement and authorizes and directs the Board Chair to execute the employment agreement between **embrace colorado** and Daggett.

Background:

Through September 30, 2008, the North Front Range Metropolitan Planning Organization (NFRMPO) provided staff support for **embrace colorado**. As of October 1, 2008, the beginning of federal fiscal year 2008-2009, the NFRMPO no longer provided that support.

At this time, **embrace colorado** has no funded staff support, and there is no formal relationship between Mr. Daggett and **embrace colorado**. This item provides for executive support for the Board and organization by Mr. Daggett, and formalizes the terms of employment of Mr. Daggett, in anticipation of procurement of funding for **embrace colorado**.

Agenda Item Summary

embrace colorado™ Executive Director Employment Agreement

The proposed resolution approves the employment agreement and authorizes and directs the Board Chair to execute the employment agreement with Mr. Daggett which establishes the terms and conditions of his employment as Executive Director of **embrace colorado** contingent upon available resources.

embrace colorado

Choosing Our Future

RESOLUTION NO. 2009-03

OF THE GOVERNING BOARD OF *embrace colorado*
APPROVING THE EMPLOYMENT AGREEMENT AND DIRECTING THE CHAIR OF THE BOARD TO EXECUTE AN EMPLOYMENT AGREEMENT WITH JOHN DAGGETT AS EXECUTIVE DIRECTOR OF *embrace colorado*

WHEREAS, *embrace colorado*[™] is in the process of organizing its administration and developing funds for the 2008-2009 operating year; and

WHEREAS, the Governing Board of *embrace colorado* ("the Board") will require the services of an Executive Director as soon as possible, in order to continue to develop program resources and to administer, plan, manage and carry out the actions of *embrace colorado*, as directed by the Board; and

WHEREAS, the Board desires to employ the services of John Daggett ("Daggett") as Executive Director of *embrace colorado*; and

WHEREAS, it is the desire of the Board to enter into an employment agreement with Daggett, in order to provide certain compensation and benefits to Daggett, establish the terms and conditions of his employment with the Board, and to define the working relationship between the Board and Daggett; and

WHEREAS, Daggett has negotiated an employment agreement with a committee of the Board providing for his employment as Executive Director of *embrace colorado*.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF *embrace colorado*, that:

SECTION 1. The Board hereby approves the employment agreement with John Daggett and authorizes and directs the Board Chair to:

- a. Execute the employment agreement with Daggett as the Executive Director of *embrace colorado* effective March 1, 2009, contingent upon available resources.

Passed and adopted at the regular meeting of the Governing Board of *embrace colorado* this 16th day of February, A.D., 2009.

Acting Chair

ATTEST:

Acting Secretary

embrace colorado

Choosing Our Future

Agenda Item Summary	Item: G
	Date: February 16, 2009
Embrace Colorado Board of Directors' Meeting	Staff: Daggett

Subject:

embrace colorado™ 2009 Schedule of Activities & Scope of Work

Recommendation:

Staff recommends that the Board discusses the importance of coalition building with a variety of important stakeholder groups and provides staff with feedback on the general approach to a draft activity schedule for 2009/2010 for that purpose.

Staff also is asking the Board to acknowledge that these activities will play out in the context of accomplishing a scope of work that is required for the receipt of federal funds, but that these funds may be used in collaboration with other interests to accomplish mutual goals.

Executive Summary:

There are many tasks to be accomplished by **embrace colorado** to be successful as an enduring organization and implement a visioning process in Northern Colorado in the near term. Certainly staff can handle a large number of the tasks at hand and can provide Board members with support in their efforts.

Staff alone, however, cannot complete the work plan and schedule of activities identified below. Board members will play very important, essential, and often vital roles in accomplishing these tasks. So too will other collaborators such as

organizations, initiatives, projects, stakeholders, volunteers and others both through their efforts and through combining fiscal and human assets.

Focusing on an agreed upon approach to a series of coordinated activities will maximize staff effectiveness. The schedule will also assist the Board in planning the most advantageous use of its time and effort.

embrace colorado

Choosing Our Future

Scope of Work

Methodology

Task 1 – Discovery

Sub Task A - Identify and interview local and regional stakeholders as part of a comprehensive visioning/scenario planning process for the Northern Colorado region (both individuals and in group presentations).

Deliverable: Quarterly reports to review committee

Sub Task B - Develop extensive stakeholder contact information for of a comprehensive visioning/scenario planning process for the Northern Colorado region.

Deliverable: Stakeholder database sort-able by geographic location, affiliation, and interest
Identification of persons interested in the visioning/scenario planning effort

Sub Task C - Provide an internet portal to promote transparency to the planning process and broad access to information about **embrace colorado** during its start up year.

Deliverable: An integrated Web Portal focused on communications and data collection

Sub Task D - Seek government, foundation and other grants to complete the seven-step visioning/scenario planning process.

Deliverable: Applications for state, federal, corporate, and foundation funding for a regional visioning/scenario planning project

Sub Task E - Develop public outreach plan, public outreach materials and perform public outreach activities, such as public meetings, forums, open houses, press releases, news conferences, etc.

Deliverable: A public outreach plan, outreach materials, and outreach activities in all subregions of the region during the startup year

Sub Task F - Develop benchmarks including environmental, economic, transportation, land use, housing, natural resources, and technological measures.

Deliverable: Data in all significant areas of study relevant to visioning/scenario planning for Larimer and Weld counties
Published Benchmark report

Sub Task G - Develop the Request for Proposals (RFP) for the visioning/scenario planning project.

Deliverable: Board adopted request for proposal for a visioning/scenario planning project

Sub Task H - Provide support for embrace colorado stakeholder committees in implementing visioning/scenario planning in Northern Colorado.

Deliverable: Staff support for stakeholder committees

Milestones (See deliverables above)

Start-up Activities	Month 1
Web portal effort begins	Month 2
RFP committee established	Month 3
Complete public outreach plan and materials	Month 3
Benchmark measurement project initiated	Month 4
Web portal completed	Month 6
Draft RFP completed	Month 9
Benchmark measurement project completed	Month 12
Complete stakeholder interviews	Month 12
Identify local and regional stakeholders	Ongoing
Local, state, federal, and foundation grant applications	Ongoing
Present visioning/scenario planning to jurisdictions	Ongoing
Perform public outreach activities	Ongoing

Schedule of Activities (Assumes a March 1, 2009 start date)

<p>March 2009 –</p> <ul style="list-style-type: none"> • Start up <p>April 2009</p> <ul style="list-style-type: none"> • Kick Off Open House/Reception 	<ul style="list-style-type: none"> • Establish Benchmark Technical Working Group – (develops quality of life measures) • Monthly Newsletter
--	---

May 2009

- Choosing Our Future – Speaker Series
- Establish Steering Committee – (provides advice on benchmarks, caucuses, and the Vision 2050 – Choosing Our Future Conference)
- Benchmark Working Group

June 2009

- Philanthropic Caucus
- Benchmark Working Group
- Steering Committee
- Leadership Development Workshop
- Monthly Newsletter

July 2009

- Choosing Our Future – Speaker Series
- Benchmark Report News Conference
- Establish Visioning Working Group – (develops proposal requirements for the visioning project)
- Steering Committee
- Monthly Newsletter

August 2009

- Mayors/City Managers Caucus
- Web Portal Launches
- Steering Committee
- Visioning Working Group
- Monthly Newsletter

September 2009

- Choosing Our Future – Speaker Series
- Steering Committee
- Visioning Working Group

- Leadership Development Workshop
- Monthly Newsletter
- Annual Membership Drive

October 2009

- Academic Caucus
- Steering Committee
- Visioning Working Group
- Monthly Newsletter

November 2009

- Choosing Our Future – Speaker Series
- Steering Committee
- Visioning Working Group
- Monthly Newsletter
- Annual Fundraiser

December 2009

- Monthly Newsletter

January 2010

- Business Caucus
- Steering Committee
- Choosing Our Future – Speaker Series
- Visioning Working Group Report & News Conference
- Monthly Newsletter

February 2010

- Vision 2050 – Choosing Our Future Conference
- Monthly Newsletter