



TRE  
The Resource Exchange

**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, May 15, 2019**

**MEMBERS PRESENT:**

BRAD HALLOCK, Chair  
CAROLYN WHARTON, Treasurer/Secretary  
SARAH BRITTAIN JACK  
TONY FELTMAN – via telephone  
DEENA HARTJE  
JUDITH LIGHT  
DIANE LOSCHEN  
RON RUBIN  
JULIA SANDS de MELENDEZ  
AMY YUTZY

**MEMBERS ABSENT:**

JONATHAN LIEBERT, Vice-Chair  
LISA WIELAND

**STAFF PRESENT:**

ELIZABETH ALBO, Donor Relations Manager  
COLLEEN BATCHELOR, CEO  
CAMILLE BLAKELY, Community Engagement Director  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant  
ROB FRANC, Project Manager  
KIRSTI FRIAS, Human Resources Representative  
DON GRAY, Facilities Coordinator  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Manager  
CALLIE TOLBERT, Lead Family Support Coordinator  
CHERI ULMER, Program Supports Supervisor  
NANCY VIGIL, Navigation and Quality Director  
LISA WIENER, Human Resources Coordinator

**GUESTS:**

DANNETTE NELSON, Discover Goodwill  
INDY FRAZEE, The Independence Center  
TRACY HIESTER, The Independence Center

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:35 am by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. APPROVAL OF MEETING MINUTES – APRIL 17, 2019**

**A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JUDITH LIGHT TO APPROVE THE APRIL 17, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. CONSENT AGENDA**

None.

**V. BOARD COMMITTEE REPORTS**

**Board members were asked to RSVP when planning to attend any Committee meetings.**

**a. Community Engagement Committee**

*Development* – Camille Blakely, Community Engagement Director reported that TRE is 96% to our goal of \$618,000 for this fiscal year.

New representation from the Board of Directors is needed. Lisa Wieland's second term is June 2019 and Ron Rubin is not renewing his second term.

*Marketing* – Facebook analytics indicate that month over month review shows 40% more activity/engagement than in previous months. The number of times that people like or share posts is up 87%.

Rocky Mountain Options' transition communications is going well. The State is using information shared by TRE. Letters to families, providers, community members, etc. have all been sent and a press release has been issued.

Mrs. Blakely also noted that TRE will need to rebrand due to the assignment of the RMO contract in FY2020. In July 2019, TRE will begin providing services/supports to all eleven waivers in the State which includes much more than services to people with intellectual and developmental disabilities. The plan is to start this process with focus groups during the next month or so and to launch the new brand in July 2019. The logo and name will not change.

The last Go Baby Go event was a success – Eighty volunteers were on build teams and 10 children received cars. One volunteer also set up a Facebook fundraising opportunity for Go Baby Go and TRE.

The next Art Show/Reception is scheduled for Wednesday, June 5. Please plan to bring a friend who might be interested in learning more about TRE.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer and Heather Whitworth, CFO, reported on the continuing work in preparation for the FY20 budget presentation at the June Board of Directors' meeting.

CFO Whitworth reviewed the April Financials and YTD Profit & Loss Summary with the group. The month ended showing a profit of approximately \$117,000 and YTD profit of approximately \$1 million. Most likely revenues will decrease as May and June are typically much slower revenue-earning months.

Cash flow was concerning in April due to the State paying on a net 45 basis per our contract, given that it had been net 30 or less to-date.

c. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that the Committee met to review the end of session report from Ed Bowditch. Mr. Bowditch will report at the August 2019 Board of Directors' meeting.

A legislative reception is also being planned to begin speaking with legislators about the upcoming legislative year.

The 13<sup>th</sup> Annual Legislative Town Hall will be held on October 23, 2019. The group is planning to work with Food 4 Thought to conduct a community gathering/roundtable before the Town Hall to help identify issues to be discussed in further detail at the Town Hall. It has also been suggested to host a roundtable after the Town Hall to address action items. More details soon.

d. Nominating Committee

Ms. Jack, Committee Chair updated the group on recruiting efforts for Board membership. Interested prospects will be invited to the future Board meetings and other upcoming TRE events.

Heidi Brandon will return as the self-advocate representative on the Board of Directors in July 2019.

Please send contact information and resumes, if available, if you know anyone that might be interested in serving on the Board, especially in the areas that were identified as an area of need.

e. Succession Planning Committee

Judith Light, Board Member distributed information from the Committee regarding Board Succession Planning. The Committee will continue to work on future implementation.

f. Social Enterprise Committee

Deena Hartje, Board Member and Colleen Batchelor, CEO reported on Futures' status to date. Rachel Tomlin and Samantha Satchell have tendered their resignations effective at the end of May. Ms. Tomlin and Ms. Satchell will assist with the transition as needed. The Committee and Leadership will continue to look at ways to restructure to better support Futures' efforts.

CEO Batchelor and Futures' staff are scheduled to meet with DVR on Thursday to stress TRE's continued commitment to this enterprise and status of the pilot. Currently, referrals have been put back on hold so these changes will not affect services.

g. Executive Committee

Chair Hallock reported that discussion was held on the Futures' changes and the opportunities presented with these changes.

Morale of the organization was also discussed in light of the continued transitions that TRE is experiencing and ways that the Board and Leadership can support staff.

Work continues on the Strategic Plan framework/roadmap. This information will be shared as soon as it is available.

The Board of Directors' held an executive session in regards to the CEO search. The Board has approved the use of the services of a national search firm. The Board will select which organization during the executive session today.

## VI. CHIEF EXECUTIVE OFFICER'S REPORT

*Rocky Mountain Options* – Both agencies have formed a joint transition team to ensure consistent communication, expanding true understanding of TRE culture and to better filter and handle rumors, questions etc.

RMO staff have been invited to complete applications for positions transitioning to TRE. One on one meetings are being scheduled to discuss contingent offers of employment.

CEO Batchelor shared additional information regarding proposed space and data transfer.

*Informal Visit from US Department of Health and Human Services – Lynn Johnson, Assistant Secretary for Administration of Children and Families at the US Department of Health and Human Services and other representatives are scheduled to visit TRE to learn more about TRE's efforts and innovations. It is hoped that we can begin the process of sharing information and collaborating on best practices.*

**VII. NEW BUSINESS**

*Banking Signatory Changes Resolutions –*

**A MOTION WAS MADE BY SARAH BRITAIN JACK, SECONDED BY DIANE LOSCHEN TO APPROVE THE FOLLOWING CHANGES TO TRE'S INTEGRITY BANK AND TRUST'S ACCOUNTS: DELETE DAVID ERVIN AND ADD COLLEEN BATCHELOR. NO CHANGES WERE MADE TO OTHER SIGNATORIES ON THE ACCOUNT. *Motion unanimously approved.***

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY RON RUBIN TO APPROVE THE FOLLOWING CHANGES TO TRE'S INTEGRITY WEALTH SERVICES ACCOUNTS: DELETE DAVID ERVIN AND ADD COLLEEN BATCHELOR. NO CHANGES WERE MADE TO OTHER SIGNATORIES ON THE ACCOUNT. *Motion unanimously approved.***

**VIII. OLD BUSINESS**

None.

**IX. PUBLIC COMMENTS**

None.

**X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, June 19, 2019** at 7:30 am at The Resource Exchange.

**XI. ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 8:20 am.

**XII. EXECUTIVE SESSION**

The executive session was convened at 8:25 am and adjourned at 9:05 am.

SUBMITTED BY:

*Colleen Head Batchelor*

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

*Tamara Engram*

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

*CWharton*

Carolyn Wharton, Treasurer/Secretary