

**Denver College Success Corporation Board Meeting
8-10 am.**

**Denver Preschool Program Offices
305 Park Ave WB Denver, Colorado 80204
June 12, 2019**

Welcome

Call to Order

Attendees:

Board Members: Akasha Absher, Angela Cobian (phone), John Kechriotis
Steve Kurtz, Theresa Peña

Absent: Chris Herndon, Mark Goodman

Attorney: Trey Rodgers

City Representatives: No representatives

Public: No attendees

Review/Approval of Minutes:

- May 16, 2019, and June 5, 2019
- Motion: TP, JK Second, Motion carries
- May 9 minutes will distributed next meeting for approval

Executive Director, Search Firm, Job Description, Process: TP, AC, AA

- Action Items and Timeline:
- Interim COO Job Description – 6/14
- TP will send email to send to partner organization with job descriptions – 6/17
- Board send the job description to networks -6/17
- Posting to the City's website
- Interview Process:
- Rolling interviews
- Sub Committee – first interview
- Open to Board – second interview
- Full Board – third interview, executive session
- Preference to resumes received b/f Jul 15.

Law Firm Update: MG, JK

- Trey Rogers firm chosen, reviewing Retainer agreement

Accounting / Audit Firm Update: SK

- Anton Collins Mitchell (Greg Anton) chosen
- Reviewing capabilities and should have a recommendation to the Board next meeting.

Banking: UMB Bank: SK

- Reviewing account needs (Resolution, Articles, Contracts, etc.)
- SK & MG will create financial policies (internal controls)

Contract with City of Denver: TR

- Contract draft received from the city on June 11, 2019 in the evening and will circulate to the Board
- Action Item: Board review contract for the next meeting, goal to get contract to the City in a few weeks.

Tax Exemption Status

- TR will work with Anton Collins Mitchel to get the tax exempt status

Timeline Goals:

- Timeline below established to help the Board achieve the goal of distributions first awards on March 1, 2020

<u>Action Item</u>	<u>Completion/Due Date</u>
<u>Responsibility</u>	
Interim Director	7/15/19
Board	
Contract w/City	7/15/19
SK, TR	
Vision & Mission	7/10/19
AC	

Bank Accounts	Pending
MG	
Insurance: D&O, etc	6/19/19
MG	
Tax Exempt Status	
Legal & Audit	
Technical Support	
SK, TP	
Operating & Financial Policies	
MG, SK	
Budget & Cash Flow	
MG, SK	
Grant Application Form	
Board	
Website Design & Launch	7/15/19
TP	
DCSC Staffing	9/30/19
Interim Director	
PR & Marketing	9/30/19
Interim Director	
Scholarship Reimbursement Policy	9/30/19
Board	

Future Meetings:

- June 19, 2019
- cancel July 3, 2019
- July 10, 2019: DCSC Vision and Mission

Public Comment: None

Executive Session: None

Adjourn