

WORK SESSION

- Discuss Restructuring Meeting Format
 - Virginia Christensen Bylaws
 - Membership Recruitment
 - Any other business

POSTED 11/22/17

MEMO

DATE: April 28, 2017
SUBJECT: Agenda Items

TO: Mayor and BOT
FROM: Randi

Hello everyone...Occasionally, some process improvement ideas arise that necessitate us getting together outside of the normal VC meeting cycle for discussions. Cat Augur and I met up this spring after the Virginia Christensen spring round and brainstormed about improving the process. Additionally, at their annual retreat this October, the Board of Trustees identified some changes they would like to see in the bylaws and expressed support for continued attention to improvement. Thanks for taking some time to consider these ideas!

RESTRUCTURING MEETING FORMAT

Cat and I explored scheduling the meeting over at least one entire day. Having the entire process take place in one evening has become hurried and very challenging for many reasons, and we would like to recommend that it be changed to an all-day annual meeting. Cat pointed out that she would prefer if presentations occurred during a normal work day since most presenters are doing it as a function of their employment. She also felt that a once-per-year time commitment, especially if it were on a Friday, is a fair request from advisory board members in the course of their duties. I would add that it would allow me time during a mid-day break to take the scores, total them and prepare them for the advisory board so that time isn't hurried or wasted. Rubric scoring is not without its challenges, and we hope at the very least to carve out some room in between scoring and discussion to get the best results. I've included the rubric in this packet for reference. I think that it would also help us address the poor attendance issue that we had last time, not to mention, I don't think anyone does their best thinking at 11 p.m. The schedule is not working particularly well on any front. What do you all think about this? If you are amenable to it, what seems realistic? Should we agree to start at 9 a.m. and generally break for lunch once all presentations have been heard? The longest span we've needed that I could find was four hours, but its generally more like three hours, and we often finish earlier than expected. I suspect that if I score over lunch we could start funding discussions with the totals and not have that weird pause in between, and it would be possible to finish up the recommendation by the end of the day...

BYLAWS

This has been on the update list for a long time now; I think the last update was in the 90s. The board got a chance to review it last week, and we've added some standardized terms, quorum rules, and attendance and meeting policies. I've included a draft of the changes proposed. How does it look to you? How do you feel about the term limit?

MEMBERSHIP RECRUITMENT

We've had two resignations this year. Please thank Charlene Ameel for her 16 years of service and JB Alexander for his 13 years of service to the Virginia Christensen Advisory Board. They were instrumental in over \$1,000,000 in the Creede & Mineral County community. Krisen and I are planning to put together some recruitment materials for this board and two others during December and we hope to make our practices a little more effective and better marketed in general, so you will see these seats advertised. Do you have any input or suggestions for this process? Please also be thinking about who might make an ideal candidate and encourage them to apply. We may add a "due date" to these in late January just to ensure that we have a full board for April. Its also worth pointing out that we will need to appoint a new chairperson this spring, along with a vice chairperson since I don't even know if we have one. Does anyone know?

OTHER BUSINESS

Meet Krisen, by the way! Krisen is Creede's Deputy Clerk and she will be participating heavily in the VC process starting this spring.

Its worth exploring a philosophical question with both the Advisory Board and the Board of Trustees, and I'll quote Cat directly here:

- "It would be helpful to have guidance as to whether funding from VC is seen as an investment over time in particular organizations, or if funding from VC should be spread around more liberally? More simply, I am looking for guidance to address the "feeding from the trough" mentality. Many granting organization want to work with the same organizations year over year because they see the value in investing in that organization's work over time, but that seems to contradict the current mentality of some members of the Advisory Committee. If the goal is to get new projects in, and not encourage the "feeding from the VC trough" year-over-year, than perhaps we look at a structure where an applicant can be funded for 3 years in a row, and then they have to sit out for 1 year."

Is there anything else you would like to discuss? Now is the time...

Again, thank you for your time and service, and let me know if there's any information I can provide...

VIRGINIA CHRISTENSEN TRUST FUND GRANT APPLICATION SCORING RUBRIC

APPLICANT: _____ **PROJECT:** _____ **SCORER:** _____

Instructions: Indicate in the table below, on a scale of zero to four, with zero not impacting at all and four being most impactful, how well the project addresses the values in the first column in the Creede & Mineral County area.

VALUE	4	3	2	1	0	TOTAL	COMMENTS
ENTERTAINMENT							
RECREATION							
COMMUNITY BEAUTIFICATION							
ECONOMIC WELL-BEING							
HEALTH							
EDUCATION							
SAFETY							
ENVIRONMENT							
HISTORIC PRESERVATION							
ART							
TOTAL							

Virginia Christensen Advisory Committee Bylaws

PURPOSE & PROCEDURE. The Virginia Christensen Advisory Committee (VCAB) serves at the pleasure of the Board of Trustees in an advisory capacity. The meetings and discussions necessary to provide the recommendations for distribution of funds from the Virginia Christensen Trust to the Board of Trustees are to be determined by the VCAB approved by the Board of Trustees prior to the meeting.

The Board of Trustees shall budget distributions for the upcoming year as a part of their annual budget. The Board of Trustees shall have authority to schedule additional funding rounds, cancel any given funding round, and change the regular funding cycle dates at their discretion. Generally, applications for a given funding round will be due on or near April 15th of each year.

The Board of Trustees may at its discretion cancel a particular round of funding. In such case, the Board of Trustees will notify the Virginia Christensen Advisory Committee in writing at the earliest convenient time and in no case less than two weeks prior to the scheduled funding round.

DUTIES. The Virginia Christensen Advisory Committee is an advisory body to the Board of Trustees in the matter of applications submitted for funding from the Virginia Christensen Trust. The duties of the Advisory Committee include, but are not limited to,

- Recommend any changes to procedure, criteria for the application form, applicant requirements, and other screening criteria subject to approval by the Board of Trustees
- Review of submitted applications for accuracy of the financial information, and other requested data
- Conduct a presentation meeting to review the applications with the applicants and conduct questions and answers to further clarify any portion of the application
- Provide some form of guidance, answers to the application process, or workshops to assist applicants completing the application form for submittal
- Make recommendations to the Board of Trustees in writing within two weeks of the Advisory Committee meeting determining their recommendations regarding the applications, whether recommending funding and the amount, or rejecting a given application
- Other duties as requested by the Board of Trustees related to the review, screening and recommendations process concerning applications to the Virginia Christensen Trust fund.
- Participate in any discussion or presentation of the Virginia Christensen Trust Investment Fund performance.

At no time is the Board of Trustees bound to the recommendations of the Virginia Christensen Advisory Committee, and can, in its own judgement, make distribution of funds from the Virginia Christensen Trust as they deem appropriate.

Members of the Board of Trustees are encouraged to attend any and all Virginia Christensen Advisory Committee meetings. Members of the Virginia Christensen Advisory Committee are encouraged to attend any and all Board of Trustees meetings, especially the budget meetings at which annual distributions are decided and those where recommendations made by the Advisory Committee are under consideration for final determination by the Board of Trustees.

As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct. [Move to Meetings]

MEMBERSHIP. The VCAB shall be composed of not less than five (5) or more than seven (7) members appointed by the Board of Trustees. All members of such commission shall be registered electors of Creede or Mineral County. Four (4) members of the VCAB shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number shall adjourn any meeting to a later time or date. In the absence of all members, any staff member shall adjourn any meeting to a later time or date. The term of office for a member shall be four (4) years on an overlapping tenure. Vacancies are filled by selection of candidates submitting a letter of interest for a vacancy by the Board of Trustees. Current members are welcome to submit letters of interest to the Board of Trustees to serve for another term. A member of the VCAB may be removed by the Board of Trustees pursuant to *Removal from Office*. The VCAB shall select its own chairperson and vice chairperson from among its members. The chair or, in the absence of the chair, the vice chair, shall be the presiding officer of its meeting. In the absence of both the chair and the vice chair from a meeting, the members present shall appoint a member to serve as acting chair at the meeting. All members of the VCAB shall serve without compensation for their services.

REMOVAL FROM OFFICE. A member of the VCAB may be removed for misconduct, conduct unbecoming of a city official, violation of the state or local code of ethics, inefficiency, or with unexcused absence from two of three consecutive regularly scheduled meetings. Prior to removal, the Board of Trustees shall conduct a hearing and shall provide written notice to the VCAB member stating the grounds for removal at least three (3) days prior to the hearing.

VACANCIES. A vacancy on the VCAB shall occur whenever a member of the VCAB is removed by the Board of Trustees, dies, becomes incapacitated, or resigns. In the event a vacancy occurs, the Board of Trustees shall appoint a successor to fill the vacancy and serve the remainder of the term of the former member.

STAFF. The City Manager or City Clerk shall serve as the staff of the VCAB and shall provide the service of recording recommendations and official actions, who shall also act in the capacity of liaison between the Board of Trustees and the VCAB and administrator for the VCAB for the purpose of receiving applications, providing research, and issuing and other material for consideration by the VCAB.

MEETINGS. Meetings will be generally be scheduled approximately two weeks after applications are due. Staff will assemble application packets and distribute agenda and packet material to VCAB members no later than 10 days prior to the regularly scheduled meeting. Meetings will generally include presentations from applicants, scoring and discussion, and recommendation of funding to the Board of Trustees. Failure of any member to attend presentations will preclude them from participation in scoring applications or making funding recommendations. Occasionally, work sessions or special meetings for Virginia Christensen business may be necessary, and will be scheduled by staff as required. As a Committee appointed by the Board of Trustees, the Virginia Christensen Advisory Committee is considered part of the City of Creede official body. As such, all meetings of the Virginia Christensen Advisory Committee are subject to Colorado Sunshine laws, and therefore are open to the public at all times. Further, the committee is expected to follow the City of Creede Agenda Policy and Rules of Procedure during meetings, and members are expected to adhere to the City of Creede Code of Ethics and Conduct.