



Meeting Minutes
December 6, 2021
Service Center Conference Room
3280 Redstone Park Circle, Highlands Ranch, CO 80129

Attendance: * Excused Absence ** Unexcused Absence

Bob Epstein
Gary Herbella

Roy Mapp
Christina Marriott

Mary Parker

Others Present: Tammy Tucker

1. Call to Order

The meeting was called to order by Gary Herbella at 6:01 pm. A quorum was present.

2. Approval of October 2021 Meeting Minutes

A motion was made by Bob Epstein and seconded by Mary Parker to approve the October 2021 meeting minutes as distributed. The motion passed unanimously.

3. Review Finance Reports

***Motion:** A motion was made by Roy Mapp, and seconded by Bob Epstein to approve Finance Reports as distributed. The motion passed unanimously.*

4. Colorado Gives Day

- Colorado Gives Day is December 7, and some donations have already been received.

5. 2021 Work Plan

- 2021 Project list was reviewed.

6. 2021 Projects Status

- Project updates were provided. Some projects will need to be moved to 2022.

7. 2022 Work Plan

- It was requested that staff provide projects for the 2022 Work Plan.

8. 2022 Meeting Schedule

- Meetings will be held quarter in 2022, on the first Monday of each month, as noted below:
 - February 7, May 2, August 1, November 7

9. Foundation Documents

- Foundation documents including Mission Statement, Standard Operating Procedures Manual, were distributed for verification of current application.
- Documents will be distributed for review at the February 7 meeting.

Motion: *A motion to amend the Standard Operating Policy and Procedure: Spending Authority & Check Signing Procedures by replacing 'Carrie Ward' with 'HRMD PROS Director', was made by Christina Marriott, and seconded by Mary Parker. The motion passed unanimously.*

10. Foundation Facts

- Previous Foundation activities with HRMD were discussed

11. Next Meeting: Monday, February 7, 2022

Agenda Items

- a. 2022 Project Plan
- b. Verify Current Foundation Documents

Adjourn The meeting adjourned at 7:14pm