



Agenda - Board Meeting September 7, 2006

3:00 p.m. - 6:00 p.m.

Meeting location: 10730 E. Briarwood Ave. (Suite 100) Centennial, Co.

Duration	Topic
15 minutes	1) Introductions <ul style="list-style-type: none"> - Welcome, opening remarks by Steve - Opening Remarks by each board member
40 minutes	2) Establish Board Operating Process <ul style="list-style-type: none"> - Selection of Chairperson (30 min) [Voting Item No. 1] - Substitutions / Alternates - Meeting schedule (Sept. - Nov.) - Meeting Documentation - Minutes, Etc. - Communications / Reporting to Council and BoCC - Approve Legal Filing(s) [Voting Item No. 2]
15 minutes	3) Status / Progress and Actions <ul style="list-style-type: none"> - Project Schedule - Current Activities
20 minutes	4) Contract Services / New Hires Proposed Organizational Chart Discuss near term and long term options for: <ul style="list-style-type: none"> - Executive Director - Finance / Office Manager - Auditor/CPA - Legal Support - Approve Contracting with Ed Krisor for near term [Voting Item No. 3] - Approve Advertising for Finance / Office Manager position [Voting Item No. 4]
10 minutes	BREAK

30 minutes	<p>5) Loan / Finance / Accounting</p> <p>Financial Overview:</p> <ul style="list-style-type: none"> - Discussion of expenses, revenue, and level of service - Cash Flow Analysis, Pro Forma Spreadsheet - Approval to sign loan [Voting Item No. 5] <p>Business Insurance:</p> <ul style="list-style-type: none"> - Approach - Status Update - Brokers / CIRSA - Next Steps <p>Payroll:</p> <ul style="list-style-type: none"> - Payroll: ADP or similar
20 minutes	<p>6) Office Space</p> <ul style="list-style-type: none"> - Needs - Tenant finish - Furniture and equipment - Timeframes - Temporary location at County - Approve Signing Lease [Voting Item No. 6]
15 minutes	<p>7) Staff Transitions / Benefits</p> <p>Staff:</p> <ul style="list-style-type: none"> - Approve Arapahoe County Staff [Voting Item No. 7] <p>Benefits:</p> <ul style="list-style-type: none"> - Approach/ Philosophy - Broker - Recommendations/ Options considered - Approve Benefits Package and Enrollment [Voting Item No. 8]
10 minutes	<p>8) Outreach Program</p> <ul style="list-style-type: none"> - Discuss Overview of Outreach Program - Approve Web Site to Go Public [Voting Item No. 9]
5 minutes	<p>9) Closing Remarks</p>

VOTING ITEMS SUMMARY

No.	CATEGORY	REQUESTED ACTION
1	Board Operating Process	Select Board Chairperson
2	Board Operating Process	Approve Legal Filing(s)
3	Contract Services / New Hires	Approve Contracting with Ed Krisor for Legal Support
4	Contract Services / New Hires	Approve Advertising for Finance/Office Manager Position
5	Finance / Accounting	Approve Operating Loan
6	Office Space	Approve Signing of Lease
7	Staff Transitions / Benefits	Approve Arapahoe County Staff as SEMSWA Staff
8	Staff Transitions / Benefits	Approve Benefits Package and Enrollment
9	Public Outreach	Approve Web Site to go Public