



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 <p>Proposed Organizational Chart Discuss near term and long term options for:</p> <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	5) Loan / Finance / Accounting Financial Overview: <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] Business Insurance: <ul style="list-style-type: none"> - Approach - Status Update - Brokers / CIRSA - Next Steps Payroll: <ul style="list-style-type: none"> - Payroll: ADP or similar
20 minutes	6) Office Space <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	7) Staff Transitions / Benefits Staff: <ul style="list-style-type: none"> - Approve Arapahoe County Staff [Voting Item No. 7] Benefits: <ul style="list-style-type: none"> - Approach/ Philosophy - Broker - Recommendations/ Options considered - Approve Benefits Package and Enrollment [Voting Item No. 8]
10 minutes	8) Outreach Program <ul style="list-style-type: none"> - Discuss Overview of Outreach Program - Approve Web Site to Go Public [Voting Item No. 9]
5 minutes	9) Closing Remarks

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