



To: Executive Board
From: Kevin Bommer, Executive Director
Date: June 13, 2024
Subject: Agenda for June 20, 2024 Board Meeting at the CML Annual Conference

Attachments:
CML Policy on Selection of Officers
Meeting Minutes from April 26, 2024
CML Board Retreat Info & Facilitator Bio
CML Banking Resolutions and Authority
RFP for Audit Services
Amicus Update
Ballot Initiatives Memo

As previously announced, the CML Executive Board will meet **Thursday, June 20, 2024, immediately following the Annual Business Meeting (around 3:00 p.m.) in the Lake Loveland A/B meeting rooms.** Adjournment is anticipated before 4:30 p.m. There is no remote option for this meeting.

AGENDA

** Designates action item requiring a vote*

3:00 PM Call to order, President Sandgren.

Establishment of a quorum. (At least eight Board members must be present.)

Executive session: (Staff members will be excused.)

Policy on selection of officers. (Jessica Sandgren, attachment)

***Election of President, Vice President, and Secretary-Treasurer.** The Board will cast ballots to elect executive officers for 2024-2025. (President Sandgren)

Regular meeting: (Staff members return to the meeting.)

***Approval of attached April 26, 2024 minutes.**

Board & Staff Members introductions.

Board Retreat – July 11-13 in Colorado Springs. Staff will cover details of the retreat and provide important deadlines to new Board members and others that have not yet RSVP'd or made lodging reservations. The retreat will be facilitated by Gregg Piburn (Kevin Bommer, attachments)

Overview of Board Roles and Responsibilities. The CML Executive Board Manual will be available on CML's Board SharePoint site and not printed. Staff will provide information on how Board members can access it and encourage new Board members to review it prior to the CML Board Retreat in Colorado Springs. (Kevin Bommer)

Information Sheet for Board Members. Carryover and reelected Board members will be asked to confirm the contact information currently on file. Newly elected Board members will be asked to provide their preferred contact information. Handouts will be provided at the meeting. (Kevin Bommer)

***Update on CML Banking Resolutions and Authority to Update Signatures on all bank accounts.** Staff requests board approval of the CML General Banking Resolution. Staff also requests approval to update bank accounts with organization resolution/master service agreements to reflect the newly elected Board officers. (Allison Wright, attachment)

***RFP for Audit Services.** The BAM committee request board approval of the RubinBrown proposal for audit services for years ending 12/31/2024, 12/31/2025 and 12/31/2026. (Seth Hoffman, attachment)

Reconstituting the BAM Committee. The Budget, Audit, and Management (BAM) Committee's duties include reviewing and making recommendations to the Executive Board concerning the annual audit, annual budget, monthly and quarterly financial reports, various substantive changes to CML's personnel policies, various professional service contracts, and miscellaneous management and finance items. The BAM Committee consists of six (6) Board members: the Vice-President (non-voting member), the Secretary-Treasurer (committee chair), and four other Board members selected by the President. If you have an interest in serving, please inform the President. Appointments will be confirmed as soon as possible. (Kevin Bommer)

Amicus Update. Staff will provide an update on pending cases in which CML participated as an *amicus curiae*. (Robert Sheesley, attachment)

Initiatives update. Staff will provide an update on ballot initiatives of municipal interest that have qualified or may qualify for the November ballot. (Robert Sheesley, attachment)

Executive Director Report. Staff will provide a brief overview of the first half of 2024 and issues of interest for the remainder of 2024. (Kevin Bommer)

Scheduling of Future Board Meetings. Please put these dates in your calendar now. Board meetings will be scheduled at CML offices for the following Fridays as follows:

2024: September 13, October 18, and December 13.

2025: January 24, February 28, March 21, and April 25

All meetings will be held at the CML offices from 10:00 am - 2:00 pm, unless otherwise designated by the president. In-person attendance is encouraged, but remote participation via Zoom is allowed. (Kevin Bommer)

Adjournment.

Board photo. Officers will need return to the meeting room to sign the CML banking resolutions.

Next Meeting Date:

Friday, September 13, 10:00 AM – 2:00 PM at CML, 1144 Sherman St., Denver.