**Capital Construction Assistance Board Meeting Minutes – August 29, 2019**

 **Fort Morgan County School District, Fort Morgan, CO**

**Capital Construction Assistance Board Members:**

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| Kathy Gebhardt – Chair | Allison Pearlman | Scott Stevens |
| Brian Amack | Denise Pearson | Michael Wailes |
| Jane Crisler | Brett Ridgway | Cyndi Wright |

1. Call to Order: Meeting called to order at 8:45AM
2. Pledge of Allegiance
3. Roll Call – Members Present: Kathy Gebhardt, Brian Amack, Jane Crisler, Allison Pearlman, Denise Pearson, Brett Ridgway, Scott Stevens, Michael Wailes, Cyndi Wright
4. Approve Agenda
	1. Scott Stevens made a motion to approve the agenda.
	2. Denise Pearson seconded the motion.
	3. Motion to approve carried unanimously.

1. Approve Previous Meeting Minutes from June 2019
	1. Brian Amack made a motion to approve the June 2019 minutes
	2. Denise Pearson seconded the motion.
	3. Motion to approve carried unanimously.
2. Presentations & Discussion Items
	1. Introductions
		1. Board members and staff all introduced themselves and shared motivations.
	2. Board Training
		1. Assistant Attorney General Joe Peters provided Open Meetings training to the Capital Construction Assistance Board (CCAB) per CRS 24-3.7-102
	3. History of BEST; BEST 101; Facility Insight Updates
		1. Kathy Gebhardt spoke about the history the Building Excellent Schools Today (BEST) grant program and Andy Stine presented an introduction to the program for new board members. Dustin Guerin provided updates on the Facility Insight program.
	4. Future Lease Purchase Cap Space; Assistance Fund Projections; Fall Summit on BEST Funding
		1. Andy Stine presented on and explained the current amount of debt service allowed by statute for funding grants through certificates of participation and shared projections on the balance in the Assistance Fund.
		2. Kathy Gebhardt led a conversation regarding meeting with people from all facets of the BEST grant program to talk about the future of funding for the program. The conversation revolved around setting the framework for a summit, who and what groups to invite, and possible new funding sources.
	5. Lessons Learned from Previous Cycle; SWOT Analysis Review; Recap / Takeaways; Brainstorming
		1. Andy Stine presented to the CCAB a list of “Lessons Learned” that staff discussed regarding the previous grant cycle. The group also reviewed results from the annual survey of BEST application participants.
		2. All other conversations were held for future meetings.
	6. Review BEST Timeline
		1. The timeline was reviewed to share with the CCAB the general timeframe for the grant program and to prepare the group for determining a date for the May meeting.
3. Action Items
	1. Set May 2020 Fund Recommendation Meeting Dates
		1. Denise Pearson moved to approve May 13 – 15, 2020 for the CCAB meeting to prioritize recommended projects for FY 20-21.
		2. Cyndy Wright seconded the motion.
		3. Motion to approve carried unanimously.
	2. Elect a Vice Chairperson for the CCAB
		1. Denise Pearson made a motion to nominate Scott Stevens for the Vice Chair position.
		2. Brian Amack seconded the motion.
		3. Motion carried unanimously.
4. Future Meetings
	1. A brief discussion was held regarding future meetings. Tentatively set for the following – **September 12, 2019**, 1 – 3:30 pm, The CO Talking Book Library, Denver, CO; **October 16, 2019**, 2:30 -5pm, Vail Marriot, Vail, CO; **November 14, 2019**, 1-3:30 pm, The CO Talking Book Library, Denver, CO; **December 5, 2019** 2:30 – 5pm, The Broadmoor Hotel, CO Springs, CO
5. Public Comment – None.
6. Adjournment
	1. Scott Stevens made a motion to adjourn the meeting.
	2. Denise Pearson seconded the motion.
	3. Motion carried unanimously and the meeting ended at approximately 4:00PM.