

Operations & Finance Department

September 30, 2022

Carolyn Carlson, Director of Administration

Jess Willuweit, Finance Manager, Lisa Oakley, HR Coordinator, Dalton Herrin, Finance Associate & Mike Wold, Administrative Assistant

- Successful transition of our endowment funds from Texas Presbyterian Funds to Vanguard. All funds have been transferred and allocated as per our newly adopted Investment Policy Statement.
- Completed the screening, interviews, and successful onboarding of several new seasonal Retail Clerks, a Field Institute Coordinator, a Member & Donor Services Associate, a Fall Brown Family Fellow, a Bailey Research Fellow, and several RMNP interns
- In collaboration with members of the Facilities Committee, created a portfolio of operational and financial decision-making materials for board evaluation and subsequent approval for the Grant housing project.

Recent Accomplishments and Current Activities:

- Operations
 - Projects & Aid Highlights:
 - Cascade Cottages: Under contract with Mundis Bishop to provide construction drawings for future project phases.
 - Shadow Mountain Lookout Tower: Park has determined final materials selections and scheduled last on-site visit. Construction drawings from Anderson Hallas expected by late Feb '23.
 - Sister Park: Along with RMNP, met with full delegation from the Republic of Slovakia including the Minister of the Environment, Slovak Ambassador to the US, and the Slovak Director for National Parks to provide successful partnership guidance and answer questions.
 - '23 RMC and RMNP project budgets finalized and ready for recommendation.
 - Field Institute Building closed: phone systems, server decommissioning, dumpster services, cleaning, mail/phone transfers all completed by 8/31 deadline.
 - Grant Property:
 - In conjunction with Joel Mayo, work with independent counsel to review the AIA draft contracts between RMC and Kinley Built
 - Working with Mattias Borrman of Borrman Consulting to provide financial oversight of project completion and contractor disbursements.
- Finances
 - Q2 2022 financials have been completed and distributed to all department heads.
 - Successful implementation of CDOR Retail Delivery Fee (RDF) for online orders.
 - Opened new bank account for employees of KVC in Grand Lake, CO to streamline the process of change orders and depositing cash sales.
 - Opened a new brokerage account with Vanguard for stock donations. This account will be entirely controlled by RMC and provide timely information on the receipt of stock donations.

- Human Resources
 - 100% continued staff compliance with RMC & RMCCC Covid-19 Vaccination Policy despite the park's election to discontinue their mandate surrounding vaccinations.
 - Implementation of Property Checklists for all RMC office staff documenting what pieces of RMC equipment and/or property employees have in their possession
 - Currently screening and interviewing for Field Institute Bus Driver position, FT/YR Retail Clerk positions on both sides of the park, FT/YR warehouse positions, a 6-month RMNP Cartographic Technician position to begin in November 2022 as well as a Diversity Cohort Program Assistant to begin working with Steven Ochoa.

Upcoming Activities and Projects

- Beginning the OPS 2023 budget process. This process includes analyzing all insurance renewals and binding new coverages.
- Opening a new Bank of Estes Park account and transfer the approved funds for the Grant project.
- Analyze impact for AICPA's lease accounting standard and begin implementation.
- Opening a new E*Trade account to receive one pending and possible future estate gifts.
- Compile data and review existing policies to create and implement an RMNP/RMC Clerk Handbook to be rolled out for the 2023 season
- Research on Paylocity vs. Culture Amp and provide recommendation on Performance Management Software for rollout and utilization in 2023.
- Research, create, and apply for an exemption to implement an RMC leave plan to satisfy Colorado FAMLI law requirements by 01/01/23.
- Revise the New Hire Orientation PowerPoint to incorporate newly implemented policies in handbook. It will also provide clarification and more detailed verbiage surrounding existing benefits, time off, medical insurance, holidays, and other policies.
- Lisa attending a 5-day accelerated Human Resource Certification course in October 2022.
- Anticipating the installation of a new RPRO system and SonicWall at Estes Park visitor center for the upcoming store launch.
- As our accounting program Financial Edge 7 will not be supported much into 2023, negotiating the cost, creating a project timeline, and planning the data migration work to transfer to cloud hosted FENXT.

Challenges and Opportunities

- Work with Pinnacol to research and reinstate Driving Program to ensure best practices and insurance rates moving forward.
- Continue analyzing our current cash position, while considering FDIC insurance limits, to identify potential opportunities and exposures.
- Learn the routine maintenance and determine needed repairs at the Young-Pierce cabin prior to the upcoming spring season.

Program Financials

- Administrative revenue is up due to increase in interest rates and a \$485,000 donation in kind of property from the Young-Pierce property.
- Other expenses exceed budget as of August 2022 primarily due to timing differences.
- Note: Large variance between 2021 and 2022, in administrative expenses was due to the write-off of the buildings on the Grant property totaling \$185K in 2021.