



Board Meeting 15 Oct 2018

Members Present:

| | | |
|--------------------|--------------|-------------------|
| Beardall, Margaret | Hartman, Jay | Leatherman, Brian |
| Folsom, Brad | Hugill, Kent | Meyer, Dan |
| Gesler, Tim | Kullas, Dan | Reiners, Tom |
| Girten, Cady | Lauth, Nancy | Schnese, MK |

Committee Reports

[Treasurer](#)

[Development](#)

Meeting called to order at 1830

1. Review and approval of previous minutes – Approved
2. Financials
 - a. We are currently ahead of budget by about \$6,500
 - b. Board approved moving \$12,000 to the interest bearing account
 - c. Has completed building up an adhoc financial control investigation committee
3. Artistic Director's Report (Leatherman Lowdown)
 - a. Presented the board the proposed travel itinerary for the 2020 trip
 - b. Discussed a possible commissioned piece for our 40th season
4. Artistic Committee
 - a. Talked about plans for the February Basilica Concert
5. Development Committee
 - a. Polishing the Planned Giving Program
 - b. CO Gives Day is coming up 14 Dec
 - i. Last year the chorale was donated \$11,000
6. Marketing Committee
 - a. We have seen a 30% savings on printing by working with the CCSD printing offices
7. Membership Committee
 - a. Reports that \$458 in grocery cards so far this year
8. Out Reach Committee
 - a. Spoke about concerns over inadequate lighting conditions
 - b. Working on cross training ambassadors and ushers
9. Production Committee
 - a. Was pleased with the response from the chorale for concert break down
10. New Business

- a. Some concerns were raised about the ease of using the new Tix.Com ticketing service

11. Assignments

- a. Deliver a list of instruments needing donations to Brad and Kent
 - i. Brian
- b. Send a note to the chorale membership thanking them for concert breakdown
 - i. Tim

12. Motions

- a. Requested to move \$12,000 to an interest bearing account from daily checking
 - i. Board approves unanimously
- b. Motion to move forward with travel plans and a presentation by KI Concerts
 - i. Board approves unanimously
- c. Motion to require the bookkeeper to request permission/guidance from the Executive Director, President, or Treasurer before reporting suspicious or unknown transactions as being fraudulent.
 - i. Board approves unanimously

Meeting adjourned at 2010

Treasurer's Report

1. Treasurer now has online access to both Wells and FirstBank to review statements.
2. Balance Sheet:
 - a. Balance Sheet reflects Cash on Hand of \$46,670 which is divided between the Wells Checking account and Wells Savings account.
 - b. The Checking account as of the September 30, 2018 had a balance of \$40,166. This is prior to the deposit of ticket revenue for the October concerts.
 - c. Estimated expenses for November per the budget are \$11,000.
 - d. It would be my recommendation that \$12,000 be transferred to the First Bank money market account leaving \$28,000 or approximately 2+ months expenses in the checking account.
 - i. After receipt of ticket revenue, the account can be reviewed and additional funds transferred if prudent.
 - e. There are some timing differences which need to be reconciled and changes made to reporting if necessary. There are also a couple transactions which need to be confirmed with Carol.
3. Income Statement:
 - a. Income for September was \$1,500 over budget primarily in dues payments and individual donations.
 - b. Expenses for September were \$5,000 under budget, attributable to Production expenses and space rent which will probably self-adjust in October.
 - c. The net result is \$6,500 ahead of where we planned to be at the end of September.
4. The committee to review and draft procedures for financial transactions will be:
 - a. MK Schnese
 - b. Debbie Blydenburg
 - c. Steve Runkel
 - d. Kent Hugill (possibly)

Development Committee Report

1. Secured grant check from SCFD/Arapahoe County Cultural Council: \$29,175.57

2. Individual Donations booked in September:
 - a. Ron Lester \$250
 - b. Karan Cravens \$3507 (automobile donation)
 - c. Jesse Avila \$50
 - d. Ruth and Carl Armstrong \$200

3. Program Ads Status Posted as of September M/E

| | |
|--|-------|
| Heather Garden Brokers (Nancy Henson) | \$200 |
| Mile High Music Therapy (Felice Morel) | \$200 |
| Miller & Steiert | \$200 |
| Sparks Financial | \$200 |

4. Checks submitted but not posted by September M/E:

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|---|-------|
| Center for Health & Hope (Chin Tan) | \$200 |
| Colorado Music Institute (Kerry Cottingham) | \$200 |
| Levin Family Dental | \$200 |

5. Just received:

| | |
|---------------------|--------|
| JAMS (Norm Haglund) | \$200 |
| | |
| Still outstanding: | \$600 |
| Total: | \$2200 |

6. Will have Legacy Program concert program ad and webpage copy completed in time for December concert.
7. Cindy Runkel, Marilyn Bogan and KH to meet November 8 to finalize initial planned giving options.
8. Colorado Gives Day is Tuesday, December. Updated webpage copy sent to Mike.