



**Minutes  
Board Meeting  
September 9, 2019**

Attending: Cady Girtten, Pres  
Lisa Blunck, V. Pres  
Trevor Girtten, Pres Elect  
Tom Reiners, Past Pres  
Nancy Lauth, Sec  
MK Schnese, Treasurer  
Margaret Beardall, Artistic  
Brad Folsom, Marketing  
Kent Hugill, Development  
Kay Frevert, Membership  
Dan Meyer, Outreach  
Brian Leatherman, Fearless Leader,  
Cindy Runkel, Exec. Dir  
Jann Folsom, Bookkeeper

Absent: Brian Frevert, Production

1. Meeting called to order at 6:30 p.m.
2. Minutes approved as amended
3. Kantorei succession planning discussion, with Kevin Gunnerson, Board Member At Large and Joel Rinsema, Artistic Director in attendance.
  - a. Joel stated that Kevin was instrumental in reshaping Kantorei Board.
  - b. Kevin stated that Kantorei got about 3 months' notice from Dick Larson, at which time the Board formed a search committee of 8-9 people with 100% power in the decision-making. Kevin led the following discussion, with these talking points:
    - i. What is the choir trying to do/be?
    - ii. What does the choir need in an Assistant Conductor to help us achieve our goals?
    - iii. Kantorei Board was supportive in their search.
    - iv. Benchmarking is important. What are peer organizations doing?
    - v. The Search Committee would be making a recommendation, with input from singers.
    - vi. Feedback questions were deliberately structured so that singers knew it wasn't up to them to decide. (Kevin will provide Brian with questions.)
    - vii. Videos were requested – both in rehearsal and performance.
    - viii. Kantorei had interest from 50+ in a national search; about 30 filled out applications.
    - ix. The Director needed to fit the choir, not vice-versa.
    - x. Kantorei paid for candidates travel expenses.
    - xi. The Assistant Director (Sara Harrison) in the Kantorei interim year made the process successful.

- xii. Most of the trouble was in spending a lot of up-front time figuring out what Kantorei wanted to be. Therefore, have a Mission Statement prepared for applicant interviews.
- xiii. Allow time for decision-making after the last applicant interview.
- xiv. Have disqualification criteria to eliminate candidates; i.e. qualifications, experience, programming.
- xv. Kantorei identified what was important to them, and interview questions were formed accordingly.
- xvi. Kantorei had 5 final candidates who were allotted 45 minutes of rehearsal time each with the choir.
- xvii. Each candidate rehearsed the same piece, plus one piece of their own choice.
- xviii. Kantorei Board didn't have job descriptions for any positions in the organization, so they worked on that, as well as nominating and recruiting ideas, and succession planning.
- xix. Do not let the urgency drive the quality of your decision.
- xx. Part of Kantorei's vision is model non-profit organization.

c. Brian's points

- i. The idea of an interim person as a buffer was good.
- ii. Make sure the choir realizes its role.
- iii. The plan is to narrow down to 2 candidates, who will each rehearse the same piece with the choir, plus select one other piece from our repertoire.

d. Margaret's points

- i. Artistic Committee will read through applicants.
- ii. We are hoping to have someone in place by January 2020.
- iii. The Committee will narrow down candidates.
- iv. Open-ended questions are good.
- v. Artistic Committee would make the final recommendation to the Board.

4. Financial Statement Review (MK)

- a. We have not received a rewards check from King Soopers yet. Lisa will check.
- b. Cindy, Lisa, MK and Nancy should be on the King Soopers email list.

5. Leatherman Lowdown – none

6. Committee Reports

a. Artistic (Margaret)

- i. Think about showing our Argentinian guest composer activities while he is in Colorado. Jann and Brad will be hosting. A sign-up sheet with the schedule was passed around to the Board. Other choir members will be asked if we need more help.

b. Development (Kent)

- i. Updated business ad progress.
- ii. Distributed an advertiser sheet to Board.
- iii. Six \$200 donations for season tickets have been made. For tax deduction purposes, the contributor should state which age group the ticket is for. Requests for change of night can be made to the box office.

- iv. Sponsorship collaboration with Bookies – December 1-7 is sponsorship week.
  - v. December 10 is Colorado Gives day. Leslie Stevenson will be helping out.
- c. Marketing (Brad)
- i. Brad is planning on sending another email about the \$200 donation/season ticket package.
- d. Membership (Kay)
- i. We have 9 new CCC members and 3 choral scholars.
  - ii. Members have asked about several online dues payment options.
  - iii. The 2019-2020 Member Handbook is not on the website yet.
  - iv. Encourage choir patrons to participate in King Soopers grocery reward program.
  - v. Nancy will contact Safeway about creating a program like King Soopers. Safeway still has the reloadable gift card program.
- e. Outreach (Dan)
- i. John Reynolds is our Cherry Hills Village Police contact. They are working on finding personnel for the police presence at concerts.
  - ii. We need to let the choir and audience know that the presence of an officer is a preventative measure in today's climate.
  - iii. Should Margaret make an announcement at concerts, or should this be printed in programs?
  - iv. Ushers and choir members should have a standardized statement if asked by audience members
- f. Production (Brian F.) – absent

## 7. Old Business

- a. Lisa has the Greg Marsh memorial pins and will announce to choir. Ruth is helping.

## 8. New Business

### a. Fund Raiser ideas

- i. Kent showed the board a promotional CCC 40<sup>th</sup> Anniversary Christmas ornament to sell. Cost is \$4.50 each on minimum order of 115, plus a \$30 setup charge. If we sell for \$15.00 each, we would make \$500 off sale of 50 ornaments. Board vetoed this idea.
- ii. Brian displayed a black polo shirt to put an embroidered 40<sup>th</sup> Anniversary logo on. Cost is \$27 to us. What price should we sell each shirt at? Kent will see if he can get one sample shirt made. Lisa asked about other color choices.

## 9. Adjourned at 7:55 p.m.

Respectfully submitted,  
Nancy Lauth, Secretary