



Board Meeting 10 Sep 2018

Members Present:

Beardall, Margaret	Hartman, Jay	Leatherman, Brian
Gesler, Tim	Hugill, Kent	Reiners, Tom
Girten, Cady	Kullas, Dan	Runkel, Cindy
Haglund, Norm	Lauth, Nancy	Schnese, MK

Committee Reports

[Membership](#)

[Development](#)

[Treasurer](#)

Meeting called to order at 1830

1. Review and approval of previous minutes – Approved
2. Financials
 - a. The Chorale is in good financial position right now
 - b. MK is now a signor on the Chorale's bank accounts
 - c. Treasurer seeks approval to form an adhoc committee to develop new financial controls
 - d. Will move excess funds from last year to reserve fund
3. Executive Director's Report (Runkel Rundown)
 - a. Upcoming Meetings
 - i. 15 Oct at Star
 - ii. 12 Nov at 6020 Greenwood Plaza Blvd
 - iii. 17 Dec at Star
 - b. 39th Season mailers are out
 - c. Season biz/calling cards are in from the printer
 - d. Individual concert posters are expected soon
 - e. Banner stand is in
4. Artistic Director's Report (Leatherman Lowdown)
 - a. Travel committee looking at a 2020 trip to:
 - i. New Castle
 - ii. York
 - iii. Edinburgh
5. Development Committee
 - a. Working on the launch of a fundraising campaign to support this season's instrument collaborations

- i. Being referred to as Invest in Excellence!
 - b. Kent will attend the SCFD check presentation ceremony
 - i. 11 Oct 18 at 1830
 - ii. Grant award is \$29,175
- 6. Marketing Committee
 - a. KEZW promotional work is progressing
 - b. President's welcome letter for program is in work
- 7. Membership Committee
 - a. Dan reports that grocery cards were responsible for 7 to 8K in funding last year
 - b. Urges the continued use of them
- 8. Production Committee
 - a. Tim is working with Forrest Guitar on riser set-up for the upcoming performance season
 - b. Tim will work with Bethany on getting better chairs for our rehearsals
- 9. New Business
 - a. Kent has completed preliminary work on a planned giving program
 - i. Marilyn has done a lot of work in support of this program
 - ii. Kent is asking the board for approval of the name
 - b. Kent has had the opportunity to talk to the Cherry Creek Presbyterian church about a new rehearsal space
 - c. Cindy urges the board to begin thinking about plans to celebrate our 40th anniversary season next year
 - d. Cindy is asking end of term board members to begin considering replacement personnel. Also asking about the possibility of a nominating committee
- 10. Assignments
 - a. Forward contact information for Bonneville to Kent
 - i. Brian
 - b. Work with John Chamberlin to re-establish relationship and financial support from First Bank
 - i. Kent
- 11. Motions
 - a. Financial controls exploratory committee creation
 - i. Board approves unanimously
 - b. Approval of planned giving program name: Cherry Creek Chorale Legacy Program
 - i. Board approves unanimously

Meeting adjourned at 2010

Membership Committee Report

1. Fall dues collection completed at second fall rehearsal.
2. New Member Orientation Meeting conducted preceding third rehearsal.
3. Each new and returning member has their Chorale Name Badge and lanyard.
4. Sept. 5: Member Rosters were submitted for the website, and ticket envelopes.
5. Refreshments at Sept. 8th Saturday Retreat were well received (and devoured!)
6. CCC Music Tote bags are nearly sold out; only 3 remain – see Dan Kullas.
7. (No additional logo items are “in-the-works” right now.)
8. **PLEASE** keep encouraging the purchase, use & recharging of grocery cards!!

Development Committee Report

1. Met with Marilyn Bogan 9/5/18 to develop Planned Giving program development steps
2. Settled on program name to be recommended to the Board for approval (New Business)
3. Edited promotional flyer for use with membership
4. Developing list of frequent donors to be approached to consider gifts and bequests
5. Website page development with Mike
6. Advertisement for Christmas program – in process
7. Effect on financial statements – line item
8. Targeting Christmas concert program as target date for patron announcement
9. Developed “Invest in Excellence” ad for October program
10. Solicitation of donations to support our collaborations with Arapahoe Sinfonietta and Chamber Music Society of Denver, et. al.
 - a. Support some strings.
 - b. Pay for a percussionist.
 - c. Help with a horn...
11. Adding webpage under SUPPORT tab with Mike’s help
12. Reviewed Cherry Creek Presbyterian Church rehearsal space proposal with Production Chair (New Business)

Treasurer’s Report

Let me say first and foremost, I do not want this to turn into anything accusatory. It is highly unlikely that anything sinister is occurring.

There are however, some areas of control, or lack thereof that leave the Chorale vulnerable should anyone ever decide to relieve the Chorale of some of its funds. The lack of controls are not something new or solely applicable to the current bookkeeper. When I was on the Board a number of years ago, similar issues when there was a previous Business Manager left the Chorale vulnerable.

We discussed some items briefly at the August Board meeting but I would like to go on record with them.

1. Bookkeeper receives invoices usually directly from the Vendor – please remind me of tgeh approval process again.
2. Bookkeeper prepares checks, signs checks and mails checks.
3. Bookkeeper prepares and signs checks payable to herself for her fees. Bookkeeper’s invoices are submitted to Treasurer or President for approval but there is no way to verify other than previous history or judgment of what is reasonable.
4. Bookkeeper balances checkbook/statements
5. While there are additional signers on the account, bookkeeper is the only known person with online access or receipt of bank statements.
6. Bookkeeper prepares financial statements.
7. Bookkeeper retains all financial records.

In addition, after being informed that the bookkeeper charged the Chorale for trips to the bank, I suggested that we meet at the bank for me to give her the funds received from dues collection and add me to the account at the same time. At that time, there were some statements made and occurrences which I found unusual at best. Without better controls in place, I would not be comfortable continuing as Treasurer and would be compelled to tender my resignation.

1. I asked for her to bring some deposit slips as well as a book of checks. Our checks are not a "book" per se and are printed 3 to a page to allow for printing on the computer rather than written by hand. This is what I received – attached.
2. She indicated she did not want me writing checks or making deposits and that I should give everything to Elaine.
3. We have both a checking and savings acct @ Wells. She indicated that in order to keep the account from going "dormant" she moved \$100 from checking to savings each month and no one has said anything.
4. I gave her \$8,147 in cash and checks from the first two weeks dues collection plus grocery certificate income. She did not make the deposit while we were there, she suggested we go to First Bank to change account signers there.
5. At First Bank, the account was dormant and the account rep. said we just needed to make a transaction either withdrawal or deposit to re-activate it. She said let's withdraw \$200. The rep asked if she wanted a check or cash, she said I'll just take cash.

I would like to form a short term "ad hoc" committee to assist me in writing procedures to assure proper financial controls are in place.