



**Minutes
Board Meeting March 11, 2019**

Attending: Margaret Beardall, Brad Folsom, Tim Gesler, Cady Girtten, Norm Haglund, Kent Hugill, Dan Kullas, Nancy Lauth, Brian Leatherman, Dan Meyer, Tom Reiners, Cindy Runkel, MK Schnese

Meeting called to order at 6:30 pm

1. Minutes approved
2. Financial Statement –MK
 - a. MK sent Carol a list of 5 items needing explanations of inconsistencies. No reply as yet.
 - b. Kent, MK and Cindy met with an SCFD-recommended CPA. The CPA said there were many red flags. CCC would not pass an audit today. CPA recommendation: find a new bookkeeper and establish a starting balance. CPA also recommended defining of division of duties and refining the job description.
 - c. MOTION, discussion, AMENDED MOTION: Replace Carol and find a new bookkeeper. APPROVED
 - d. Cindy now has the “Non-Profit Directors & Officers Liability Policy” and will make copy for MK
3. Leatherman Lowdown
 - a. Kaia has 7 student conductor applications (May concert). Brian will interview applicants.
 - b. Brian shared a note from audience member asking for fewer announcements during concert intermission. Board took no action
4. Executive Director – Cindy
 - a. Concert descriptions are being finalized (2019-2020 season) The goal is to start promoting the season earlier, in May 2019 concert program
 - b. MOTION: Make a donation of \$200 to STAR in May for allowing Board use of conference room this year. Code expense to Executive Director Committee. APPROVED
5. Committee Reports
 - a. Artistic (Margaret) No report
 - b. Development (Kent)
 - i. 4 intention forms for the Legacy program have been submitted.
 - ii. SCFD application for \$31,000 was filed March 8, 2019. Interviews are first week of May
 - iii. Colorado Creative Industries (CCI) grant: Kent will start working on this summer
 - iv. John Chamberlin will handle program dedications in May 2019
 - v. Tagawa Booth and Gift Cards did well at the March concert.
 - c. Marketing (Brad)
 - i. 10 KVOD ads were aired the week before the March concert
 - ii. The Ticket Stub Accounting Report was distributed and discussed
 - iii. Constant Contact reported that 870 emails were sent out before the March concert, with good percentage of clicks
 - d. Membership (Dan K)
 - i. We have one new alto, who will join us for May concert.
 - ii. Grocery card receipts continue to grow

- e. Outreach (Dan M)
 - i. 5280/Encore chorales have a number of ambassadors who are becoming “regulars” helping at CCC concerts.
 - ii. Emergency procedures information page was discussed.
 - f. Production (Tim)
 - i. Thank you to Brian for an awesome March concert, thank you to phenomenal soloists
 - ii. Ladies new jackets had positive audience response.
6. Unfinished/Old Business
- a. Kay Frevert has accepted nomination for Membership Committee Chair.
 - b. Tim is still working on getting a nominee for Productions Committee Chair.
7. New Business – None
8. Other
- a. Reminder: April 8 is regular board meeting, April 22 is annual meeting planning at STAR
 - b. May Board meeting is at STAR
 - c. June Board meeting is at MK’s
9. Meeting adjourned at 8:00 pm

Respectfully submitted,

Nancy Lauth
Acting Secretary