



**Board Meeting Minutes rev.
April 13, 2020**

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

1. Meeting called to order at 6:00 p.m. via Zoom

Board Members shared how they were getting along, with the COVID-19 restrictions.

2. March 9 minutes approved as amended.
March 19 minutes approved as written.

3. Financial Statement/Budget (MK)

- a. MK has sent out reports to board members.
- b. The Tagawa sponsorship check has not been received to date. It may not arrive until after fiscal year is over.
- c. King Soopers may also be late with their monthly reports.

4. Leatherman Lowdown: Brian L. reported that the Wild Beautiful Orchestra, scheduled to perform in our May 2020 concert, would not charge for anything at this time. They will be available for our March 2021 concert at Bethany. (APO has pushed the Verdi Requiem to 21-22 seasons, with May 2022 our preferred date.)

5. Committee Reports

a. Artistic (Margaret)

- i. Wording for the Artistic Committee operating regulations was APPROVED by the Board. Kay will insert the approved wording into the master copy of the CCC Handbook and email to Mike Freeland for posting on the CCC website.

b. Development (Kent)

- i. SCFD grant award will likely be less this year (based on sales tax). Kent anticipates it will be less than \$20,000.
- ii. We are "program light" this coming season, meaning that we will not be incurring any significant expenses for collaborators, etc.
- iii. Concert attendance is anticipated to be lower this coming season.

- iv. Cindy spoke with Mike Freeland and Liz Fallon about the possibility of monetizing streaming. Donations? Charging?
- v. CCC has received a \$1,000 donation from Alexander Nash after Kent submitted his report.
- vi. Cindy received an email from two patrons who want to donate the value of their season tickets for our May concert back to CCC. Cindy will forward this request, along with any more such emails to a Kent so that he can coordinate thank you correspondence with Lisa and bookkeeping/coding adjustment with Jann.

c. Marketing (Brad)

- i. Mike prepared and Brad sent the Amazing Grace email out, which resulted in 49% clicks, with 46% clicks to listen.
- ii. There have been positive responses to these emails. It has been good to send “uplifting” emails. Brian L., Mike and Brad will continue to send these out, about every 10 days.

d. Membership (Kay): nothing to report

e. Outreach (Dan): nothing to report

f. Production (Brian F.): nothing to report

6. Old Business

- a. Mary Moyer (Soprano 1) has recently volunteered to become our new ticket wrangler, and will work with Kathleen Meier over the summer to transition into the position.
- b. All open Board positions for the 2020-2023 time frame (3-year terms) now have candidates who have volunteered.
- c. Annual Meeting
 - i. COVID-19 restrictions are anticipated to continue; therefore, the Board’s discussion regarded how to hold the annual meeting and elections.
 - ii. Per our By-Laws, an annual meeting of the membership must be held in May, with 25% of the membership “in good standing” required for a quorum.
 - iii. Zoom could be used for a virtual annual meeting on May 12, 2020. We need to encourage members to “attend” the Zoom meeting. Because there may be a large attendance, we will need to have some guidelines, such as muting, on how to conduct the meeting.
 - iv. The election should be held before the May 12 annual meeting, via a Google form. Members would not need to have a Google account to use this form. We would need a 25% quorum of the membership to return ballots.
 - v. Because we need to allow for “write-in” candidates, we would need to send out the initial slate early. Then, in a second email, a ballot could then be sent out, including the write-in.
 - vi. The following schedule has been decided:
 - 1. 4-14-20: send an email advising membership of the upcoming annual meeting/elections and the Board’s plan and timeline for accomplishing this remotely.
 - 2. 4-21-20: send an email with slate of 2020-2021 officers, stating that members have until 4-27 to send in write-in candidates.
 - 3. 4-28-20 send out Google doc to members to vote. Votes must be in by 5-4-20.
 - 4. 5-12-20 Annual Meeting held via Zoom
 - vii. We will have a couple of Board members available to help voters.
- d. The Board of Directors will hold a Zoom planning meeting on April 27, 2020.

7. New Business

- a. MK stated that we have a \$753 budget shortfall, per her submitted report, and have not yet received 4 anticipated income items. At her request, the Board APPROVED a motion to authorize a negative budget amount of up to a maximum of \$1,500.
- b. COVID-19 SBA loan discussion/vote
 - i. CCI has launched a relief fund of \$6,500. Kent has started an application for this. Application is due 5-14-20.
 - ii. SBA has a \$10,000 forgivable grant
 - iii. 1st Bank – it would be worth the process of applying for funds, just to get in the cue of applicants.
 - iv. MK stated that we have a \$17,000 payroll for April, May and June.
 - v. Brian F. mentioned that loan criteria include continuing to pay employees.
 - vi. Kent will help provide any attachments that will accompany an application.
 - vii. The Board APPROVED a motion that Cady will be the application signer, with Cindy as backup. MK will prepare the Board resolution
- c. Facebook likes: The Board APPROVED the motion that the 1,000th Facebook like will get 2 season tickets.
- d. Kent and Cindy will email patrons in May or June requesting donations. Brian stated his uplifting emails could include a button to click on to make a donation.
- e. We have to approve the 2020-2021 FY budget by the June board meeting. MK will be in touch soon to set meeting dates with Cady/Executive, Kent/Development, Brad/Marketing, and Kay/Membership. Cindy asked to be included in these budgeting discussions.

8. Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Nancy Lauth, Secretary