



Board Meeting Minutes September 19, 2022

Attending: Mary Moyer, Pres
Maura Mackintosh, Vice Pres
Leslie Beahm, Pres Elect
Ron Lester, Past Pres
Katy Fink-Johnson, Sec
Kathleen Meier, Treasurer
Gloria Srikijkarn, Artistic

Kay Frevert, Membership
Brian Frevert, Production
John Chamberlin, Philanthropy
Meredith Davis, Outreach
Brian Leatherman, Artistic Director
Suzanne Compton, Executive Director

Absent: Will White, Associate Conductor

1. Meeting called to order via zoom at 6:33 pm
2. No additions to Agenda.
3. August 8, 2022 minutes were approved
4. Review of Financial Statement and Treasurer's overview--Kathleen
 - a. Kathleen reported that she transferred money from the reserve fund. She is working on adding Mary and Suzanne as signers on checking and savings accounts.
 - b. Illuminare Trip—Kathleen wants to make sure all the travelers have the info they need regarding trip cancellation and wants them all to consider travel insurance. She asked to not be the point person regarding the travel agreement. MCP has sent her a preliminary itinerary which she will forward to the participants.
5. Staff/Committee Reports:
 - a. Leatherman Lowdown
 - i. Brian and Liz have culled about 40% of our 1,000 titles which will give the library team more room for new music and will avoid overfilling of storage boxes. October 1st will be a library cleanup day, with volunteers from the choir helping to sort music into RECYCLE and DONATE piles. Liz has distributed a list of music titles to other music librarians. Brian will buy lunch for the volunteers. A worktable has been purchased for the storage unit.
 - ii. Cherry Tones Director search—The committee met and crafted a timeline, cover letter and candidate questionnaire. The file was posted on Facebook and sent to contacts in the surrounding school districts and colleges. There have been no applications at this time.
 - b. Executive Director report--Suzanne
 - i. Had meetings with Kay Frevert (Membership), Kathleen Meier (Treasurer), Mary Moyer (President), Rohn Goldstein (Box Office Manager—Retired)
 - ii. Began documentation outlines for Procedures Manual
 - iii. Phone meetings with Jann Folsom (Bookkeeper), Brad Folsom (Marketing), Mike Freeland (IT), John Chamberlin (Philanthropy), Irmie Johnson (Ushers), and several with Mary Moyer (President) about the Box Office and Volunteers.
 - iv. With Mary, agreed to change Volunteers to Patron Services Assistants
 - v. Worked with Brad and Mike on the website and ticket purchase details
 - vi. Arranged for a police officer from Greenwood Village to be present at our October concert
 - vii. Wrote the Patron Service Guide to train volunteers
 - viii. Sent out an email to prospective Patron Services Assistant Volunteers

- c. Marketing--Brad
 - i. Has printed many tickets, has sent many emails about concerts
 - ii. Brad asked if we should have an Amazon account for non-profit purchasing of items for the Chorale so we don't have to pay sales tax on them. The board agreed that yes, we should have such an account. Bookkeeper, Jann Folsom, will set this account up.
 - iii. In the past, we have had discount tickets for 5280 choir members on Sat. A conversation about if we should continue this practice followed. Brian F made a motion we continue the process. Motion carried
- d. Membership – Kay
 - i. An orientation meeting for new members was held. Kay was able to update the rosters faster and more efficiently thanks to help from section leaders
- e. Production—Brian Frevert
 - i. We continue to have Wi-Fi issues and have not had much support from Bethany to address them. Ron volunteered to work with Bethany to improve connectivity on concert nights
 - ii. Kerry Cottingham indicated that we could use her facility—Colorado Music Institute-- for Showcase. Can Brian and Will go look at it to see if it will work and where it is? Find out if it would be cheaper than using Bethany, which would cost \$550.
 - iii. Brian L. and Brian F. now have key codes to enter Bethany during our rehearsal time.
- f. Artistic—Gloria
 - i. The committee met on August 31st, 2022, and worked on the October, December, and March concerts for next season. They will meet on October 18th to discuss May of 2023.
- g. Philanthropy—John
 - i. We will be getting our SCFD check soon; it probably won't be as big as last year.
 - ii. He will have a meeting with Marilyn Bogan on legacy giving.
 - iii. Kathleen asked what needs to be done to update our page on the new Colorado Gives website.
- h. Outreach—Meredith
 - i. Meredith is in contact with the Regis Ramblers to learn what types of music they perform and if they would be interested in collaborating with us.
 - ii. She will contact local colleges and universities now that they are back in session.
 - iii. Randi Libbon contacted Tiny Tots about distributing free tickets to them.

6. Old Business

- a. Box Office—Kay has recruited a volunteer to work the Box Office. She is coming to a training and is interested in the Box Office job going forward.
- b. Change the name of the Philanthropy committee. Katy restated her position that Philanthropy is improperly named. The committee raises money for the chorale, it doesn't give money to other non-profits. A discussion revolved around the proper name and the board settled on Fundraising. Katy made a motion to change the name of Philanthropy to Fundraising. Motion carried. Kay pointed out that we will need to change the name in the handbook and Ron will look into what changes need to be made to the by-laws.

7. New Business

- a. Butts in the Seats Initiative—Brian L
 - i. Brian led us in a brainstorming session about how to fill seats for our concerts.
- b. Weaving an Experience—Brian L
 - i. Brian has been listening to podcasts around the topic of Weaving and Experience. The idea is to make the concerts more personal and build rapport with our patrons. Again, the board brainstormed ideas on how to create this experience. It was decided that on the October concert, Brian will give a pre-concert talk along with Jena Dickey, founder of Young Voices of Colorado, to give insights into the music on the program.

8. Action items—EVERYONE: Change your calendars to note our next meeting time has been changed
9. Next meeting—Our next meeting will be **October 17th at 5:30** on zoom
10. Meeting adjourned at 8:28 pm

Respectfully submitted,
Katy Fink-Johnson, Secretary