



**Amended Minutes  
Board Meeting August 11, 2019**

Attending: Cady Girten, President  
Lisa Blunck, Vice President  
Trevor Girten, President Elect  
Tom Reiners, Past President  
Margaret Beardall, Artistic  
Brad Folsom, Marketing  
Kay Frevert, Membership  
Dan Meyer, Outreach  
Brian Frevert, Production  
MK Schnese, Treasurer  
Jann Folsom, Bookkeeper  
Kent Hugill, Development  
Brian Leatherman, Fearless Leader  
Cindy Runkel, Executive Director

Absent: Nancy Lauth, Secretary

1. Meeting was called to order at 6:30 pm, followed by reading of a thank-you note from Voices West of the Colorado Front Range for the donation of our former jackets and a condolence letter for Greg's passing from Virginia Imig (Carolyn Gentle's sister.)

2. July minutes approved unanimously.

3. Financial Statement

- a. Year-end financials were slightly in the negative at a \$2400 loss, which was much less than expected (projection was over \$7,000)
- b. Jann is still working on clearing items from 2018
- c. The year-end budget was inadvertently missing budget numbers to allow for comparison with actual spending. Request made for financials to be shared as an Excel document (locked to read only) for easier viewing. Email Cady for a PDF version.
- d. Thank You letters traditionally are the responsibility of the Vice President. Kent will send the thank you for the last donation and Lisa will commence this duty for the next donation.
- e. King Soopers Community Rewards -- The April 4-June 30, 2019 quarterly statement shows 65 households signed up and \$1455.10 in rewards money. The payment check has not arrived to date, Lisa will reach out to the rewards department for more information.

#### 4. Leatherman Lowdown

- a. Memorial conductor pins for Greg, to be worn throughout the 2019-2020 concert season. Motion, second, and Board approved 150 pins to be purchased (approximately \$300). These will be a gift to chorale members, Stephanie, and Greg's kids
- b. Choral Tracks Subscription -- an online subscription to support members' practice of their music at home. Includes an accompaniment track, tracks with each voice part predominant, free access to all music which has already been included, new music he needs to record is \$95/title. Cost is \$995 for the year, Brian thinks he has the money in the music budget. Preference is to house the tracks/links on the CCC members practice website.  
Motion, second, and Board approved to trial a few pieces this year at \$50/track and discuss again in January 2020.
- c. Auditions and Voice Review - Several new tenors and basses were accepted as well as Kerry Cottingham's daughter  
Brian liked the voice review process, he was able to coach and give mini voice lessons during the sessions. No one in the mens sections have needed the formal voice lessons. Brian has acquired the names of a few more voice teachers.  
Payment process for the voice teacher -- Invoice for 6 lessons completed by the member will need to come directly from the voice teacher, to support consistency and follow-through.
- d. October performance venue -- application was denied for Arapahoe High School and St. Andrew United Methodist didn't have availability.  
Bethany will be available for the Monday/Thursday rehearsals and Friday/Saturday concerts.  
We will need to minimize movement in the Fellowship Hall hallway and main hallway Areas [need signs and ambassadors to help with this]. OK to use the narathex and the Great Room will be available for a kitchenless reception.

5. Runkel Rundown (no separate agenda items, topics will be addressed during committee reports)

#### 6. Committee Reports

- a. Artistic (Margaret)
  - i. Argentinian Composer -- Visa application has been approved, Margaret has communicated flights with artist. Airfare \$1303, Visa \$160, with the wire fee for his visa reimbursement we will still be just under budget. MK will send the visa reimbursement dollars to the composer.  
Margaret is working on an itinerary for what he might enjoy doing during the day/members to host him during the day (i.e. sightseeing, invite him for dinner, etc)
  - ii. Assistant conductor stipend - Margaret emailed several choirs for typical rate of pay. Voices West \$580 month, but conductor has less experience. Kantorei \$5,000 a season for an experienced candidate  
Search committee will continue their work.

b. Development (Kent)

- i. CCI grant deadline was pushed back to Dec. 3rd due to a new system, they are emphasizing including collaborations with other organizations
- ii. Brian shared an opportunity for a bookfair fundraiser at Bookies. CCC will be credited 10% of the sale if the customer mentions the Chorale. Event would be promoted in the October concert program/announcements. Kent will follow up.
- iii. Discussion about promoting becoming a “concert angel” similar to the Encore Chorale “wish lists” where sponsors cover the full cost for a piece of music. Donors recognized in the program indicating the music was “underwritten by...” Kent proposed we retire the Fund an Instrument program, as it has not been highly successful.
- iv. Sales Force platform -- Steve Runkel leads this. Marilyn Bogan, Steve, Trevor, and Ken have met to work on the legacy program process and will continue to meet. Goal is that all members, recurring donors, etc. are all on one platform. Brian F. shared about tax law changes, asked about including info on tax benefits to members and or members; Brian F. offered to put together some info and will bring back to the committee. There are some concerns about the time it would take to present this info at rehearsal.

e. Marketing (Brad, presented an oral report)

- i. @ 2,000 names are currently on the mailing list for brochures. He has eliminated duplicates and deceased patrons. 200 address changes were made (many moved out of state). This list needs to be updated more regularly.
- ii. New name tags completed
- iii. Ticketing for the entire year is finished. The CCC printer (over 10 years old) is kaput and needs to be replaced. Kent graciously offered to donate a new Printer, which will be trialed.
- iv. “Freebie for newbie” tickets will be included in members’ envelopes as in past years. The free ticket will come in the October ticket envelope.
- v. Cindy shared the new season brochure. We will have an ad in the Newman Center Presents program. Business cards/bookmarks will be printed and banner stands are in the works.

f. Membership (Kay)

- i. New member orientation meeting scheduled for 9/3/19 at 6:10 pm. Margaret and Cady will present, need to invite Mike Freeland. Let Kay know of agenda items.
- ii. Kay, Dan, and MK will be collecting dues at the first 2 rehearsals.

g. Outreach (Dan)

- i. Hiring Security personnel is moving forward. Dan is communicating with the Cherry Hills Village police, ironing out details.

h. Production (Brian F.)

- i. We have a room for the Chorale Healing Meeting on the 17th.
- ii. Additional shelving has been installed at our CubeSmart music storage unit.

## 7. Old Business

- a. Received a thank you letter from the STAR Institute for the \$200 we sent them to cover meeting room space for board meetings
- b. Annual liability policy (covers directors and officers on the board) has been renewed
- c. 9/6/19 board meeting moved to 6:00 pm pending room availability at STAR institute, so that board members can cheer the Broncos to victory!

## 8. New Business

- a. 2020-2021 Consortium with conductor Elaine H.
  - Cost is \$750/day plus travel and hotel expenses
  - She writes beautiful, audience friendly music. It would be a 20 min work for strings, piano, and ensemble. She is a great person to work with.
  - \$2,000 to be a part of the premiering consortium -- we could look at sponsorships to get her here to direct the work
  - Probably the May concert, which would celebrate women composers and artists
  - Brian will ask Elaine to pencil us in.
  - Brian will email/connect with the artistic committee re: this collaboration and the board can vote at the September board meeting.
- b. Greg's remaining paychecks/stipends. Moved, seconded, and Board approved the following: July paycheck re-issued to Stephanie Marsh (\$550). Donate what would have been the August/September stipend to the scholarship fund set up in Greg's memory (\$1,100),
- c. Search Committee has met (Brian, Trevor, and Margaret) and made recommendations to the Board. The following were moved, seconded, and approved by the Board:
  - i. Title change back to "assistant conductor" to allow the new hire to grow
  - ii. Stipend amount -- start offer lower than what Greg was getting, negotiable based on experience/competitive pay and an internal range.
  - iii. Exhibit A (Job Responsibilities) was amended -- the new hire will be responsible for the showcase concert, with auditions occurring in January.
  - iv. Job posting will go up this weekend, candidates will have 1 month to reply.
    - Posting will be sent to ACDA for publications, Facebook choral groups, high school teachers list, church musicians, and individual names to recruit.
  - v. Screening and Selection Process: Candidates will be encouraged to include a video of themselves leading/rehearsing a choir. Committee will narrow down resumes, then conduct interviews. Leading candidates will "tryout" by directing the Chorale at a rehearsal. Final hiring decision will be made by the Chorale President and Search Committee (Cady, Trevor, Cindy, Brian, and Margaret).
  - vi. Targeted Timeline: make final hiring decision in December and they start in January.
  - vii. Revisit Showcase decision at the October 2019 board meeting, when we have more information about potential applicants, to determine if Showcase 2020 can reasonably happen.

d. Succession Planning for All Staff Positions -- Brian will contact Joel of Kantorei to talk the board about how their organization laid out their succession plan. Kantorei is nationally known for their plan. Need to invite artistic committee members for this presentation.  
Brian will contact Joel.

e. Greg Memorial Plan, continued. Moved, seconded, and Board approved the following:

- i. "Lifetime tickets" will be provided for Stephanie Marsh + guest and each child + guest.
- ii. Entire 2019-2020 season will be dedicated to Greg, with special emphasis in the October concert. Brian will talk to Stephanie about making a presentation of memorial gifts (i.e. lifetime tickets, pins) at the concert. Brian would like to close the October concert with Copeland's "Promise of Living", performed without a conductor on the podium, a picture of Greg will be posted during this song as well as a dedication in the program.  
Memorial lapel pins will be worn in October and through the end of the season. Lisa will communicate with Ruth Most (dress committee chair) to identify where the pins will be worn on our costumes in a consistent location. This should be communicated to the Chorale in writing.

f. Brad proposed a wording/mindset change to encourage season ticket sales. Moved, seconded, and Board approved:  
Donate \$200 or more before October 1st and receive 2 season ticket packages with the remaining portion of the donation as a tax deduction.  
This changes patrons' mindsets to support the Chorale and the arts rather than getting a "discount ticket." Patrons would receive an acknowledgement with the tax deduction amount of their donation; they would not be charged the usual TIX fee.  
Mike -- update information on website  
Kent -- will cover donations, thank you letter with tax benefit, communicate with Rohn  
Rohn -- sends tickets via email

9. Meeting adjourned at 8:43 PM.

Respectfully submitted,  
Lisa Blunck, Vice President