



Board Meeting 14 Jan 2019

Members Present:

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

Committee Reports

[Treasurer](#)

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Meeting called to order at 1834

1. Review and approval of previous minutes – Approved as amended
2. Financials
 - a. We are currently \$4,000 better off than our projected \$7,000 deficit
 - b. Missing checks are throwing off attempts to reconcile accounts
 - c. Working to get Voya credentials
3. Artistic Director's Report (Leatherman Lowdown)
 - a. Brian is working out March rehearsal schedule with the Arapahoe Philharmonic Sinfonietta
4. Artistic Committee
 - a. Next meeting is planned for 2 Feb 2019
5. Unfinished Business
 - a. Discussion started concerning the development and use of emergency plans
 - i. May include things like cards, handouts, and the like
6. Assignments
 - a. Get Voya account information from John Chamberlin
 - i. MK
7. Motions
 - a. Motion to approve proposed Financial Procedures
 - i. Board approves unanimously

Meeting adjourned at 2011

Treasurer's Report

Balance Sheet

1. Balance Sheet reflects Cash on Hand of \$57,969.61 which is divided between the Wells Checking account and Wells Savings account.
2. Per bank statement dated December 31, 2018 Checking account had a balance of \$54,034.69 and Savings a balance of \$6,377.22 for a total of \$50,411.91 and a difference between the bank statement and Balance sheet of \$2,442.30.
3. Check #'s 14925 to Praise Hymn for \$4,798.77 for Ladies Jackets and 14940 to Ruth Most – reimbursement for \$320.91 have cleared the Bank account but not to the GL (Transaction report). Total is \$5,119.68.
4. On the 12/10 deposit, shown on the bank statement, \$55.00 was not posted to the GL – this is \$35.00 in cash and \$20.00 in checks for the purchase of Grocery Certificates.
5. The paypal deposit of 12/18 shown on the bank statement is off \$0.10 from the amounts posted to the GL.
6. Uncleared checks issued in December are \$2,255.32.
7. Checks continue to be issued out of order – please see attached Exhibit A for details.
8. No combination of the uncleared checks, checks issued but not posted to the GL and the portion of the 12/10 deposit not posted to the GL results in the \$2,442.30 out of balance amount and the account does not reconcile.
9. 1st Bank account indicates a balance of \$45,256.22. This is the account balance as of November 30, shown on the 12/12 Bank Statement. The interest posted to the account on 12/12 in the amount of \$19.31 is not posted on the GL. Balance as of 12/31 should be \$45,275.53.
10. Petty cash and gift cards amount is shown as \$5,451.71. Per Nancy Lauth, the balance of gift cards on hand as of 12/31 is \$145 leaving \$5,306.71 in Petty Cash???
11. Estimated expenses for January 2019 per the budget are \$10,946 and remaining expenses for the budget year are \$61,900. There are sufficient funds in the account to cover expenses without taking 2nd semester dues collected or concert revenues into consideration.
12. It is recommended that \$10,000 be transferred from Wells Checking to 1st Bank Money Market account.
13. Unclear item on the balance sheet is the equity calculation. Total assets are reported as \$110,225.83. Equity calculation shows a Net Assets \$82,405.73 and Net income of \$27,819.36. There is no provision for depreciation, thus Net assets and Total assets should be one and the same. Net income is not a balance sheet category, Retained earnings is. The Net Income amount (retained earnings) from last month plus Net income from this month equates to \$28,177.86, thus the overall balance sheet does not reconcile.

Income Statement:

14. Income for December was \$1,569 over budget.
15. Expenses for December were \$1,346 under budget.
16. The net result is \$2,915 ahead of where we planned YTD as of December. Overall, November and December alone have made up \$3,945 of the projected \$7,089 annual budget shortfall.
17. John Chamberlain indicated he is the contact and mailing address for the Chorale Voya account and gave me recent correspondence. He suggested that he be removed as the contact and that Treasurer notify them of a new contact address as well as changing the account password. Treasurer was previously unaware of any Voya account and whether it has a balance nor is it shown anywhere on the balance sheet.

Membership Services

1. Spring dues collection is underway. Progress so far:
 - a. 108 Paid Dues
 - b. 1 Scholarship
 - c. 6 non-dues staff
 - d. Total of 115 Members for receipts just over \$10,300.
2. At completion of dues collection, updated Member Rosters will be available for submittal to the website, and for producing ticket envelopes.
3. Grocery Cards
 - a. Receipts for December \$549
 - b. Year-to-Date \$3,466.
4. PLEASE keep encouraging the purchase, use & recharging of grocery cards!!

Leatherman Lowdown

1. AUDITIONS
 - a. The prospective members I reported in December, friends of Kaia Monson and Kenneth Wicklund, were unable to commit at this time. Vanessa Reiter, my DCSD colleague, auditioned and was accepted as an ALTO I, She can do sectionals as pianist of director. She is a Middle School Choral teacher.
2. VOCAL PLACEMENT LESSONS
 - a. NO PROGRESS IN THIS AREA, SORRY! I have been delayed in getting singers in touch with voice teachers and hope to rectify that soon. I have notified the singers in question. I have still had no opportunity to pursue this and want to do so during our holiday break.
3. STUDENT CONDUCTOR/CHORAL SCHOLARS PROGRAM
 - a. Kaia Monson believes that we will have some students who will join us for our May Concert cycle, possibly even a student conductor!
4. COMMISSION
 - a. Per the board's approval, Argentinian composer, Santiago Veros is now working on the piece for our 40th anniversary year. Carol wired his "start-up" fee of \$500. The remaining \$2000 to be paid upon completion. I have asked for the piece to be ready now later than August 15.
5. 2019-2020 Season
 - a. Forrest Guitar has gotten us the concert dates I requested for 2019-2020.
 - b. October 11/12, 2019
 - c. December 13/14, 2019
 - d. March 6/7, 2020
 - e. May 8/9, 2020 (I doubt that we will use Bethany for this concert. We are planning on the Verdi Requiem with APO and the orchestra will undoubtedly be too

large for Bethany. I am working to schedule a trip to Denver First Church of the Nazarene.)

- f. August 20, 2019 First fall rehearsal
 - g. September 7, 2019 Retreat #1
 - h. November 9, 2019 Retreat #2
 - i. January 7, 2020 First rehearsal, 2nd semester
 - j. January 25, 2020 Retreat #3
 - k. April 4, 2020 retreat #4
6. No Dates reserved for Annual Meeting or a Showcase.
7. Cathedral Basilica of the Immaculate Conception
- a. Phil Bordeleau, my contact at CBIC, is currently working on the following for us:
 - b. Thursday, February 21, 2019 Rehearsal in Sanctuary
 - c. Riser load in 6:30 Rehearsal 7:00-9:00 Riser load out 9:00-9:30
 - d. Sunday, February 24, 2019 Concert
 - e. Riser load in 1:45 Warm-up 2:00-2:30 Concert 3:00-4:00 Riser load out 4:00-4:30
 - f. He will send a copy of the program to me for proofing.
 - g. We may provide, at our expense, a sheet with translations and information about our March and May concerts.
 - h. Parking
 - i. There is a small lot next to the cathedral that is entered from Pennsylvania.
 - ii. There is also a lot on 16th and Grant by the Knights of Columbus Hall that is free after 5pm FOR CATHEDRAL GOERS. People should CARPOOL and PUT A NOTE ON THEIR WINDSHIELD. That same lot is free on Sunday afternoon.

Proposed Financial Procedures

- I. Invoices
 - 1. Nothing will be paid without an invoice, preferably to Cherry Creek Chorale.
 - 2. Invoices are to be signed off (approved) by Program Area prior to payment.
 - 3. W-9's must be obtained for all vendors receiving payment in excess of \$600 annually.
 - 4. Bookkeeper shall submit their invoices to President or in his/her absence to Executive Director for approval.
 - 5. Only on rare occasions should Program Area pay for items personally. Requests for reimbursement must be accompanied by a check request showing name and address along with a receipt showing description of item(s) purchased.

- II. Checks
 - 1. Checks must be issued sequentially.
 - 2. Unused checks must be voided not retained in a drawer or elsewhere.
 - 3. Treasurer will prepare and sign check for payment to Bookkeeper.
 - 4. Check Preparation, signature and mailing should not be done by the same person, one must be done by someone else.

- III. Deposits
 - 1. Funds given directly to Treasurer must have back up/reconciliation or be verified by a second person.
 - 2. Treasurer will make deposits for any funds given to him/her with back-up provided to bookkeeper for posting.

IV. Reconciliation

1. Treasurer will reconcile Bank Statement to Monthly Financial Statements provided by Bookkeeper.
2. Out of balance items must be addressed by Bookkeeper and revised Financial Statements submitted if necessary.