



Board Meeting Minutes, revised September 13, 2021

Attending: Ron Lester, Pres
Mary Moyer, Pres-Elect
Lisa Blunck, Vice Pres
Nancy Lauth, Sec
Gloria Srikijkarn, Artistic
Brad Folsom, Marketing
John Chamberlin, Development

Kay Frevert, Membership
Brian Frevert, Production
Brian Leatherman, Artistic Director
Will White, Assoc. Conductor
Cindy Runkel, Exec. Director
Kathleen Meier, Treasurer-Elect

Absent: Trevor Girten, Past Pres

1. Meeting called to order at 6:37 p.m. via Zoom.
2. Minutes
 - a. August minutes were approved as amended.
3. Financial Statement/Budget (Kathleen)
 - a. Kathleen summarized the reports she sent to the Board (Balance Sheet, P&L, and Cash Flow). She will send these quarterly.
 - b. Kathleen created an Excel spreadsheet for P&L.
 - c. The CubeSmart storage went up \$35/month.
 - d. The SCFD check will be mailed in October.
4. Staff Reports
 - a. Leatherman Lowdown
 - i. MOTION: Nancy moved and Mary seconded the motion to pay Chris Maunu \$150 to rehearse and conduct his piece in October. This is a budget override. Motion passed.
 - ii. MOTION: Gloria moved and Brad seconded the motion that CCC will perform a concert at the Basilica of the Immaculate Conception on 2-20-2022. Motion passed. (We received a 60-40 split of the take the last time we performed).
 - b. Runkel Rundown
 - i. This has been a transitional month, with getting everything updated with our new treasurer, Kathleen Meier.
5. Committee Reports
 - a. Artistic (Gloria) – none
 - b. Development/Philanthropy (John)
 - i. We need to broaden our horizons, diversity in equity.
 - ii. We need to re-engage our CCC alumni – possible donation source?
 - c. Marketing (Brad)
 - i. Brad is ready to deliver the tickets to choir members tomorrow (9-14-21). The Board agreed we should create a bill to give a member who does not return tickets/money by 10-5-21.
 - ii. Cynthia Phinney is our Ticket Wrangler, but is not singing the October concert. Members could save their ticket requests for a night she might be coming in briefly, or Brad could handle ticket requests in her absence from rehearsals. Kathleen will announce ticket information to the choir on 9-14-21.
 - iii. Make sure ticket buyers know they will need to mask. Print this on the tickets.
 - iv. Season Tickets
 - i. The \$200 donation/2 free season tickets doubled our season ticket purchases.
 - ii. Brad cannot find a record of who purchased season tickets for 2019-2020 (we cancelled the May 2020 concert and will honor that ticket for a future concert). Brad stated we

need to do better record-keeping in the future. There are only about 30 season ticket purchases, and there is a lot of work involved.

- iii. The Board decided not to offer season tickets this year.
- iv. Rohn G. will be out for the October concert.

d. Production (Brian F)

- i. Barbara Seaton has been wonderful to work with, great communication.
- ii. Does Bethany have a policy about the maximum number allowed?
- iii. We can block off the first 3 rows for a buffer zone.
- iv. Would Bethany allow us to sing without masks?

e. Membership (Kay)

- i. One member is having difficulty paying the fall dues. Discussion of scholarship or sponsor. Kathleen will send an email to the Executive Committee.
- ii. Volunteer sign-up sheets are not going well, so there will be clip-boarded sheets passed around at rehearsal 9-14-21.
- iii. Need to make an announcement 9-14-21 asking members to update their phone/address/email information.

6. Old Business

- a. Discussion of the Covid liability waiver will be tabled until January 2022.

7. New Business

a. Audience/Volunteer Covid protocols

- i. Many performing groups in the Metro Denver and Front Range area are requiring proof of vaccination.
- ii. Audience size: we need to sell about 400 tickets to break even.
- iii. Choir will not sing in the round or process down the aisles. We will have a 3-row buffer zone.
- iv. We will not require proof of vaccination from audience or volunteers, but masks will be mandatory. We will have large signs announcing the mask requirement at the concert. Ticket takers will have masks available. Board members will be available (in pairs) to talk to any non-masked people if there is a problem.
- v. Ron asked Cindy to obtain police presence for concert security.
- vi. Programs will be an abbreviated, one-page, 2-sided sheet, possible with QR code so patrons could find lyrics online. There will be no program ads. We will not collect to reuse.
- vii. Cindy will get a list of volunteers for the box office. She is not planning on attending the concerts or helping there.

- b. Choir members will be asked to do a "mask check" frequently during rehearsals.

8. Staff members (Brian L, Will and Cindy) were excused from the meeting and Executive Committee and voting Board members began an Executive Committee/Board meeting.

9. Meeting(s) adjourned at 8:42 p.m. (Phew!)

Respectfully submitted,
Nancy Lauth, Secretary