



Board Meeting Minutes December 12, 2022

Attending: Mary Moyer, Pres
Maura Mackintosh, Vice Pres
Leslie Beahm, Pres Elect
Ron Lester, Past Pres
Katy Fink-Johnson, Sec
Kathleen Meier, Treasurer
Kay Frevert, Membership

Brad Folsom, Marketing
John Chamberlin, Fundraising
Brian Frevert, Production
Suzanne Compton, Executive Director
Meredith Davis, Outreach

Absent: Will White, Associate Conductor
Brian Leatherman, Artistic Director

Gloria Srikijkarn, Artistic

1. Meeting called to order via zoom at 6:30 pm
2. No additions to Agenda.
3. Concert Rehash—The ticket sales numbers weren't fully updated at the time of the meeting. Updated numbers show 455 total tickets sold. Adding in comp tickets and volunteers, total attendance for both nights was 508. Suzanne heard many comments about the concert being the "best Christmas concert ever done by the chorale."
4. Review of Financial Statement and Treasurer's overview--Kathleen
 - a. Nothing new to report. Business as usual
5. Staff/Committee Reports:
 - a. Leatherman Lowdown—No report as Brian was having shoulder surgery
 - b. Executive Director report--Suzanne
 - i. Suzanne continues to familiarize herself with the various computer programs important to running the Chorale.
 - ii. Suzanne started a conversation about how to publicly acknowledge donors' contributions. Tom Johnson would like to be publicly recognized for his generous \$5000 donation to the Chorale. Discussion followed about how to do this.
 - c. Marketing--Brad
 - i. Brad was very busy printing tickets and programs and running ads for the December concerts.
 - ii. Working on promotion for Showcase concert and doing early prep for March concerts
 - iii. Getting a new email address set up for TIX data base
 - iv. Brad would like the Chorale to purchase a graphic design laptop for training purposes to build capacity to do ongoing design work for the Chorale
 - d. Membership – Kay
 - i. Kay is working on editing the handbook

- e. Production—Brian F.
 - i. The concerts went fairly well from a production standpoint. There were some glitches with scheduling for those who needed to get in early to set up. Will talk with Barb Seaton to see if there is any way to get around the locked doors.
 - ii. There was no janitorial staff on Friday until 8:00 so things that the box office was expecting to be set up were not. There was no toilet paper in the women's restroom. Music library was locked with all our programs for the concert inside. Barb Seaton helped iron these things out.
 - iii. Cost of wall display used for the concert is \$100 per concert
 - iv. Hired someone to run the slideshow during the concert
 - v. Choir room is reserved for Illuminare rehearsal on December 13. The March rehearsal is still pending due to church activities
- f. Artistic—Gloria No report
- g. Fundraising—John
 - i. John has money that was given to the Chorale on Colorado Gives Day for the Marshall Fire Relief fund. He will follow up with Yuri on where to send it.
- h. Outreach—Meredith
 - i. Working with Brian on his Butts in the Seats Initiative and plans for the May concerts

6. Old Business

- a. Illuminare update—no update
- b. Strategic planning—Ron no update
- c. Dropbox issues—Mary explained how she is organizing the minutes and reports for the board meetings. Katy especially appreciated this little lesson because she was not seeing any of the reports.
- d. Wells Fargo signers—in progress
- e. Tax return—Has been submitted, file is in Dropbox

7. New Business

- a. Colorado Gives Day fees—Brian F was annoyed to learn that the processing fee for donations on Colorado Gives have gone up since last year to almost 4%. He wondered if we could manage those donations ourselves so people don't have to pay Colorado Gives fees. John did not support this idea as the vast majority of our donations come on that website on that day. Meredith pointed out that we need to have a digital payment option for the Chorale going forward for the younger members who do not use checks or cash.
- b. Annual Photo—Mike took one at the concert, however it is not good enough quality so we'll need to do it again. But the process did show that we can do it this way and not have to hire a photographer. Additionally, it was mentioned that we need to encourage people to take candid photos of the Chorale during rehearsals and post them on social media. We will probably need to take the names of volunteers to do this.
- c. Kathleen reported that we need to change the sales tax address for to the State of Colorado to a physical address. It can't be a P.O Box. Ron said that at one time Brian had volunteered his address for this purpose. He will follow up with Brian.
- d. Kathleen reported that we also need an e-mail address to set up the tax exempt account.
- e. The link on the website for Marshall Fire Fund donations needs to be taken down.

8. Next meeting—Monday January 9th, 2023 at 6:30 on Zoom

9. Brian Frevert made a motion that we adjourn the meeting. Meeting adjourned at 7:45 pm

Respectfully submitted,
Katy Fink-Johnson, Secretary