



# Minutes

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January 17, 2026 Board Meeting | 9:30am

Location: Gia's House

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## In Attendance:

**Gia Viscardi** (President), **Colleen Parsley** (President-Elect), **Nathan Bill** (Past President), **Kathleen Meier** (Treasurer), **Gareth Smith** (Secretary), **Karen Sandberg** (Production), **Leslie Beahm** (Membership), **Sue Warren** (Fundraising), **Brian Leatherman** (Artistic Director)

**Meeting called to order at 10:33 a.m.**

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## Motion to approve December 2025 Board Meeting Minutes

- The December 2025 minutes (prepared and submitted by Gareth Smith and Nancy Lauth) were reviewed and corrections were noted.
- Motion to approve the minutes with the proposed amendments was made by: Nathan.
  - Seconded by: Sue.
  - Decision: Passed unanimously.

## Financial Report: Kathleen

- Recent meeting (Kathleen, Gia, Colleen, and Nathan) to discuss marketing / assess implementation of marketing goals. Will plan for quarterly meetings.
- Website rebuild: most expenses will be 1-time cost for Hannah's time. This is included in the budget as a marketing line item.
  - Hannah will do the work; Jeanene Smith will serve as a liaison with the board to address the details / final plans.
  - Board should find an additional person to help with the website / manage both external and internal sides in order to have 2 people with access.

## Priority Business

### Philanthropy for March Concert

- Possible organizations: Denver Human Services / Food Bank of the Rockies / Metro Caring. Decision: Metro Caring, which distributes fresh food in addition to canned / boxed supplies and provides counseling to help people get back on their feet / learn to cook.
  - Chorale should organize a group of people to volunteer, preferably before the March concert. Could post photos at the concert.

- Is there a way for ticket purchasers to donate through Tix? Would need to be able to specify if donations are intended for the Chorale or for Metro Caring.
- Motion to select Metro Caring for March concert Philanthropy made by: Colleen.
  - Seconded by: Gareth
  - Decision: Passed unanimously.
- Karen will take the lead with Metro Caring to learn about in-person volunteering / best ways to host a fundraiser, collect marketing materials and details for Hannah to include with concert advertising.

### **Bylaws Update**

- Amend Article VI (“Meetings of the Membership”) and Article VII (“Board of Directors”) to separate the election of board members from the annual May business meeting / hold the election meeting earlier in the spring semester in order to allow time for leadership transition and training.
- Specific language discussed and revised / will be finalized during the meeting break and presented to the Board for a vote afterwards.

### **New Sound / Video Engineer Vendor**

- Possibilities: Pickens Tech or Warren Tech. Will might have a contact with one of these.
- Create a separate committee to conduct this search: ask Maura to work with Brian and Nathan.

### **Printed Program Cost-Saving Ideas: Leslie**

- Easiest way to reduce pages would be to eliminate the song lyrics.
  - Post on the illustrator during the concert? Make them available by a QR code? Print separately on regular paper / insert for program?
  - Decision: try using a QR code for the March concert and see how that is received.
  - If future concerts include foreign-language songs, consider providing the English translations without also printing out the original lyrics.
- Could also save space by reducing / eliminating the letters from Gia/President and Debbie (information about the songs / background).
  - Decision: include a President’s letter and a link to Debbie’s website to view more detailed information about the songs
- Leslie will work on the March program layout before the February board meeting and can address any remaining questions at that point.

### **Digital Music for Singers using tablets / iPads**

- 20+ singers use digital music for rehearsals and concerts. Should the digitizing process be done by the Chorale’s music library team / made part of the paid position?
  - The library team could scan and make a clean image to post before the first rehearsal.
  - Any marked scores could be posted as they become ready.
- Nathan will ask the library team if they can take on this task.

- Brian always purchases copies of the music in the summer and might be able to lend to the library team to be able to prepare digital versions in advance.

## **Project Updates**

### **Showcase Auditions**

- Jann & Will have Showcase plans in good shape.
- Consider using a QR code instead of a printed program?

### **Contact Lists**

- Kathleen is working on revising the Chorale's contacts / will eventually replace the Constant Contact list.
- The Marketing team has discussed sending out a postcard once a year in the late summer.

### **YouTube Live Stream**

- Discussions are ongoing regarding whether to send a link for the Saturday live stream by email vs. posting on the website.

### **Verizon Account Updates**

- Colleen has obtained a 90-day moratorium / will not have to pay for the account while we are trying to access it without having Mike's details.

### **Insurance Renewals**

- Kathleen has cleaned up the policy to eliminate locations we no longer need insured, and this has reduced the premium costs.
- If alcohol is served at the October concert, there would need to be a rider on the insurance policy to cover this.
  - Colleen will look into this.

### **Member Photo Gallery**

- Jay has built the majority of the photo gallery. Might be able to post before the new website goes live.

## **Kudos!**

- "Rejoice in the Season" / 2025 was a December to Remember! Everybody worked together to create a fun and memorable concert.

### **Bylaws Amendment Vote**

- Board reviewed the language for proposed Bylaws amendment re. election meetings.
- Motion to accept the Bylaws as amended today and send to the Membership for consideration was made by: Leslie.
  - Seconded by: Nathan.
  - Decision: Passed unanimously.

# Committee Reports

## Leatherman Lowdown: Brian

- March instrumentalists are all set.
  - James is finalizing a saxophonist for the CherryTones.
- Brian and Will would like the Board to initiate a search for an Assistant Collaborative Pianist with a goal of hiring someone to begin after the March concert / participate in the May preparations.
  - Will is now the Principal Collaborative Pianist (new contract needed).
- Motion for Brian and Will to conduct Assistant Collaborative Pianist search was made by: Colleen.
  - Seconded by: Karen.
  - Decision: Passed unanimously.
- Manhattan Concert Productions has contacted Brian regarding the April 2027 NYC premier of Elaine Hagenberg's new piece under the direction of Anton Armstrong. They will send more information once details are worked out.
- Brian has contacted a few local groups that have all performed Illuminare in the past to invite them to perform Illuminare with the Chorale at the May concert or to join the Chorale for a quarter and perform the whole concert.
  - To perform Illuminare, they would rehearse with the Chorale during concert week and the two prior rehearsals.
  - Purchase scores from the Chorale at current market cost.
- Proposed Programs for 2026-2027 Season: (1) Chappell Kingsland "Wild Mountains, Wild Seas" (Celtic concert - March 2027) , and (2) Chappell Kingsland "Elemental Beatles" (Beatles concert - May 2027).
  - Chappell will write and arrange the entire concerts, tailoring to the Chorale and any guests.
  - Both concerts are on the high end for music costs, but Brian feels comfortable with the amounts considering all they include (all music / arrangements, performance rights in perpetuity, marketing materials, and musicians).
- (1) Wild Mountains, Wild Seas - March 2027
  - Board agrees
- (2) Elemental Beatles - May 2027?
  - This would be a lighter concert (preferred for May), but would it be better to not have the two Chappell concerts back-to-back?
  - If it were spread out from the Celtic concert the Chorale could adapt
- Motion to shift the Beatles concert to the 2027-2028 season (instead of May 2027) was made by: Nathan.
  - Seconded by: Gia.
  - Decision: Passed unanimously.

### **Marketing: Gia**

- The website is moving along.
- Business Cards for the December concert was a popular format. Will use for March too.

### **Fundraising: Sue**

- Abby has come up with a number of more places to apply for grant applications.
- Sue and Abby attended SCFD webinar in January. Some tips:
  - Don't over-ask (the amount requested cannot exceed the amount allowed).
  - Keep distinct projects separate (don't combine projects for more funds).
  - Provide specifics (don't copy & paste from one request to another).
  - Major changes are going to be made in the general operating support area: they want more detail on where the \$ will be spent.
- Could the Chappell Kingsland concerts be part of special project proposals?
- Abby created a worksheet to collect details needed for the SCFD report that is due in mid-February.
  - Colleen and Gia will review and submit in the upcoming week.
- Donna Owens (Alto) is interested in helping with fundraising!

### **Membership: Leslie**

- The updated roster is up on the website.

### **Artistic Committee**

- 2026-2027 Season: October 2026 is set, December 2026 is still being developed, March 2027 is set (Celtic), May 2027 still needs to be decided.

### **Production: Karen**

- Karen can look into tent rental & stage arrangements for the October 2026 concert.

### **Upcoming Meetings**

- The next Board meeting is on February 9, 2026.

**Meeting adjourned at 1:12 p.m.**

## MOTIONS & DECISIONS

#	Made By	Motion	Decision
1	Nathan / Sue	Approve December 2025 Board Meeting Minutes	Passed
2	Colleen / Gareth	Select Metro Caring for March concert philanthropy	Passed
3	Leslie / Nathan	Accept the Bylaws amendments re. election meetings and send to the Membership for consideration	Passed
4	Colleen / Karen	Brian and Will to conduct Assistant Collaborative Pianist search	Passed
5	Nathan / Gia	Consider "Elemental Beatles" concert for 2027-28 season instead of May 2027	Passed

## ACTION ITEMS

#	Owner	Action Item
1	Karen	Connect with Metro Caring to collect marketing materials and learn about in-person volunteering / hosting a fundraiser
2	Brian / Nathan	Conduct search for new sound / video engineer
3	Leslie	March program layout / reduce pages for lower costs
4	Nathan	Work with library team to plan for preparation of digital versions of music
5	Colleen	Insurance rider to serve alcohol at the October 2026 concert
6	Karen	Tent rental & stage setup for October 2026 concert