Meeting Minutes

Date: September 6, 2025
Time: 10:30 AM
Location: Board retreat: 163 Young's Preserve, Silverthorne

1. **Call to Order:**
    a. This meeting was called to order at 10:23 AM.
2. **Roll Call and Quorum:**
    a. Board Members: Austin Leighty, Sarah Daly, Kara Szymanski, Kim Bosse, Bekki Henthron, Taylor Gonzales, Colin Cartwright, Sara Matlock, Ann Hahn-Baiyor
    b. Other invitees: Tara Osborne
    c. Quorum met.
3. **Agenda changes:**
    a. No changes to the agenda.
4. **Approval of minutes:**
    a. July 8 minutes approved unanimously.
5. **Board vacancy vote:**
    a. The board moved Austin Leighty as Vice President, unanimously.
    b. The board approved Kara Szymanski as Operations Manager, unanimously.
6. **Bylaws updates discussion and vote:**
    a. The updated bylaws, circulated by Sarah Daly for review before this meeting took place, were discussed.
    b. All questions submitted in the shared document were addressed during the meeting.
    c. The updated bylaws were unanimously approved.
7. **Executive reports:**
    a. President's report
        i. Bekki discussed the possibility of creating a summer event committee.
        ii. Acknowledgement of new rehearsal space and growing membership.
        iii. Sarah's draft of the ED contract will be reviewed by Austin and the board.
        iv. A scholarship section was added to bylaws to allow for a future scholarship fund.
        v. Summer session update included a successful return to the new rehearsal space (55 attendees).
8. **Finance Report**
    a. FY26 budget reviewed: ~$27,000 expenses vs ~$25,000 revenue, projecting a ~$2,000 deficit.
    b. Admin expenses increased due to the added salary of the Executive Director position.
    c. Rehearsal/performance rental reduced to $1,500.
    d. Payment processing: considering shift from PayPal to Zeffy.

e. Budget approved, unanimously.

9. Music Director's Report

a. Fall session is expected to reach ~65 members.
b. Caroling events: Taylor to lead coordination this year, potential handoff in the future.
c. Spring 2026 concert dates tentatively April 17–18
    i. Rehearsals begin Jan. 13.
d. Razzle at Dazzle auditions set for Mar. 28–29, and the Razzle at Dazzle 2026 performance is scheduled for June 20, 2026.
e. Discussed future travel opportunities to Carnegie Hall in May 2026 and Spain June 2027. Pending further conversation with the board and choir members.

10. Committee Reports

a. Operations: reviewed QuickBooks use, workers' comp costs, storage logistics, and need for an operational manual.
b. Marketing & Communications:
    i. Emphasis on inclusive messaging.
    ii. Free Google Ads for nonprofits in use.
    iii. Sponsorship flyer reviewed; agreed to present as community outreach.
    iv. Discussed dedicated email folder for sponsorship communications.

11. Strategic Planning

a. Commitment to reduce manual processes (password manager, website coordination, process documentation).
b. Plans for Carnegie Hall performance (2026) and potential Spain tour (2027).

12. Events and Member Activities

a. Holiday caroling retreat set for November 8; Taylor to confirm venue.
b. Foothills Foundations: four sessions planned for Sept.–Nov.
c. Member social events: potluck, karaoke night considered.
    i. Super-donor Jerri McCarthy offered a $3,500 donation for karaoke equipment.
        1. The board unanimously approved this expense; pending donation.

13. Grants

a. Reviewed potential grant opportunities; team to investigate further.

Action Items

Kim to revisit payment processor options.
Kara to begin drafting operational manual.
Sarah Daly to lead silent auction donation drive early (December deadline).
Team to complete music storage organization by April 4, 2026, using lockbox system.
Marketing team to finalize sponsorship flyer and establish outreach email folder.
Sarah to update the bylaws with the agreed-upon changes.
Sarah to draft the Executive Director contract for review by Austin and the board.
Sarah to add committee chairs to the Advisory Rules section.
Board to sign and initial the conflict of interest policy after bylaws are updated.

Board to adopt the revised budget with the executive director position included.
Finance Committee to formalize their section in the monthly board meeting notes.
Board to research and decide on the implementation of the scholarship fund.
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Adjourn:

This meeting was adjourned at 3:02 PM.

Next Meeting:

The next meeting is scheduled for October 12 at 2PM.