

## Meeting Minutes

Date: July 8, 2025

Time: 6:30 PM

Location: Zoom and Live at Kara Szymanski's house

### 1. Call to order

- a. This meeting was called to order at 6:56 PM.

### 2. Roll call and quorum

- a. Board members present: Austin Leighty, Colin Cartwright, Sara Matlock, Sara Daly, Taylor Gonzales, Kara Szymanski, and Emmi Taylor.
- b. Kim Bosse and Bekki Henthorn attended through Zoom.
- c. Quorum met.

### 3. Minutes approval

- a. Minutes were conditionally approved.
  - i. Minor edits made to last meeting's minutes.

### 4. Executive Report

- a. Emphasized the need for new rehearsal space.
  - i. Taylor planned to follow-up with Holy Cross Lutheran Church as a potential option.
  - ii. Regis University was also discussed, but as a last-resort due to scheduling constraints.

### 5. Finance Report

- a. Foothills started June with ~\$11,700, and ended with ~\$11,400, maintaining a healthy bank balance of \$11,000 for the fall session.

### 6. Director's Report

- a. The choir received a donated electric piano from Kate Rowland.
- b. Zucchini Day: Concerns over low response rates to a participation survey were expressed, considering whether to proceed with the event.
- c. Rehearsal space, use of the new keyboard, and music arrangements for the holiday performance were discussed.

### 7. Operations Committee

- a. Ongoing work with IRS electronic filing and tax reporting was discussed.
  - i. Recent change in mailing address.

### 8. Social Media

- a. Colin presented data on website traffic, Facebook engagement, and Instagram activity.
  - i. Bot traffic on the Facebook page is a possibility.
- b. Potential improvements to social media outreach:
  - i. Checking the formatting between desktop and mobile website visits.

- ii. Converting social page views to interactions.
- c. Printify's shipping prices are increasing, and a possibility of switching to a new fulfillment method was discussed.
  - i. Bekki suggested using our current stock to gauge if the choir should switch to buying bulk merch.
- d. Colin suggested creating a commercial for the choir, which would require the go ahead from Taylor, Bekki, and participation from three choir members.

## 9. Razzle 2026

- a. June 27th, 2026 was suggested as a potential date and Taylor confirmed we would pay the \$660 deposit to hold the date.
  - i. Pride takes place this weekend, so we may hold June 20th instead.
- b. Improvements for next year's Razzle:
  - i. A Razzle committee.
  - ii. Determining who the unsold auction items will belong to.

## 10. Grant Status

- a. Waiting to hear about whether we are receiving the SCFD award or not.
- b. Wheat Ridge donated \$300 to the choir for music and musician payments.
- c. Taylor mentioned exploring additional grant opportunities through a subscription-based grant portal.
  - i. Includes a data base of grants to filter through.
  - ii. Requires a \$15/week subscription.

## 11. Staffing Changes

- a. Director of board development and governance:
  - i. Non-voting, ex officio position to manage internal governance, bylaws, and new board member compliance.
  - ii. Austin Leighty has volunteered to take this role.
  - iii. The position will be paid at least minimum wage.
  - iv. Taylor agreed to write a job description and coordinate with Kim on exact compensation details in order to properly document the position and its requirements.

## 12. Software Planning and Member Management

- a. Reviewed plans for implementing ClubExpress, a new member management software that will handle communications, account management, and storage.
  - i. ClubExpress will be given a trial period before the fall session begins, as well as a soft launch with the board members.
  - ii. The use of GroupMe for communications between members of the choir was suggested.
    - 1. This could be implemented if ClubExpress does not offer member communication.
- b. New member onboarding:

- i. Onboarding emails, music deposits for new members, and scholarship funds were discussed.
- ii. It was agreed upon to implement a music deposit system where new members must return copies of music, or pay \$25 at their first rehearsal.
  - 1. This fee would be waived for returning members.
- iii. A formal scholarship fund to support members who cannot afford dues was proposed.
  - 1. There are legal considerations around scholarship tax implications that will be discussed further.
- c. Foothills Foundations program:
  - i. Deemed successful but needs improvements.
    - 1. Potentially offering different skill level classes as well as exploring online learning options.

### **13. Summer Activities**

- a. Formalizing karaoke nights into a monthly fundraising event with a \$1 per song charge as well as venue donations was proposed.
  - i. Plans to purchase professional sound equipment using Bonfils tech grant.
- b. A potential karaoke committee may be formed.

### **Action Items**

Colin to look into the subscription-based grant portal.

Sara D. to work on the “Unwavering Wonder” submission for SCFD.

Sara D. to get a tax receipt to Kate Rowland for the keyboard (valued at either \$1,500 or \$2,200)

Taylor to reach out to Holy Cross Lutheran Church regarding potential rehearsal space.

### **Adjourn:**

This meeting was adjourned at 9:33pm.

### **Next Meeting:**

The next scheduled board meeting is TBD.