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 it 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.