Board of Directors
Meeting Minutes

Date: February 13, 2025

Time: 6:00 pm

Location: Sarah Daly's house and Google Meet

1. **Call to order:** The meeting was called to order at 6:20 PM.

2. **Roll call and quorum: Board Members Present:** Bekki, Sarah, Kim, Lisa, Taylor. Sara, and Quatez. Operations Committee Chair Kara Szymanski and Social Media Director Collin Cartwright.
3. **Changes to agenda**: No changes to the agenda were requested.
4. **Approval of minutes** - 1/16/25 minutes will be approved at the next board meeting.
5. **Reports**
    a. **Executive report presented by Bekki.**
        i. Forty-seven singers on the roster. This has been a significant improvement since last season.
        ii. Merch Strategy: Looking to increase our purchases and change our online vendor.
            1. Red Bubble concerns: Red Bubble charges a significant account fee so not a good option for us. Bonfire is another possibility for merch. Kim will research Bonfire.
            2. Items that sell well are stickers, magnets, and t-shirts. Collin will help with better designs for our merchandise and include the saying "Choir is my team sport."
        iii. Email policy check-in: Everything is working well.
        iv. Illness policy: We will need to include an illness policy in our weekly emails to choir members. If anyone is ill, they should not attend rehearsal. Taylor will include the illness reminder in the next email, and Bekki will discuss the illness

policy at the next rehearsal. The board also needs to plan how to manage rehearsals if Taylor is ill.

b. Finance report presented by Kim:

i. Foothills Community Choir Budget vs. Actuals 2.13.25.xlsx; The board reviewed the Budget vs. Actuals. Financials have been moved from Google Docs into QuickBooks. We will more than double the net income that was expected for the year. The average Gala ticket price of $25 per person is included in the projections, but we may need to up the budget for additional Gala musicians.

ii. Payroll: QuickBooks would be useful for processing payroll, but this will not be feasible because of the expense. The operations committee reported that QuickBooks would help with calculating payroll taxes, but we are not really at risk for mistakes.

c. Music Director's report:

i. Taylor reminded us to celebrate the following:

1. Fifteen new members this session
2. Fundraising is up, and we have doubled our budget.
3. We have a social media director.

ii. April 26 & 27 concerts: FCC's Spring concert will be on Saturday, April 26th, and on Sunday April 27th we will perform as backup to Gaeya at the University of Denver. Gaeya is not charging us to perform at our concert. We will need a sound system for the April 26th concert, and we will need to see what the church is willing to let us use.

iii. Chappell Kingsland Honorarium: Chappell will be the percussionist at our concert on April 26. The university is giving him an honorarium, and FCC should as well. The Board discussed giving Chappell a $250 honorarium.

iv. Lakota (Eileen Masquat): We will table this discussion for the next board meeting since Taylor is getting more information.

v. Gaeya's invitation letter: A formal letter on letterhead is needed for Gaeya to apply for a visa. Sarah will draft the letter.

d. Committee reports

i. Operations: Kara will be focusing on the financial side of the business. To date, all balances have been reconciled, and all filings are up to date, including all periodic reports. Kara and Kim completed W2s and W9s, and all tax filings are current.

ii. **Social media:** Colllin reported that he is filming the final round of "Meet the Voices" with Bekki, Dustin, and Clover. FCC's Instagram account will be launched in the next week or so.

6. Old business

a. Gala - date, location, ticket pricing, marketing, auditions, silent auction:

i. Gala is scheduled at Dazzle for Sunday, June 1St. This will be an ideal setting with seating for 120 and a room for the silent auction. We are paying a flat fee of $650 for the venue, but all guests must buy two items off the menu in addition to their tickets. There are several seating options, and we could charge different prices. For example, there are thirty bistro floor seats, lounge seats, and one table for four. Sarah also suggested that we have early bird pricing:

- $25 for side bistro table seat before April 30th; $35 after April 30th
- $40 for side lounge seat before April 3oth; $50 after April 30th
- The four-top will be reserved for Gerri in appreciation of her patronage.

ii. Sarah will research to see if the tickets can be tax deductible.

iii. The board discussed the possibility of livestreaming the event and selling "virtual only" tickets. This may not be legal if people are singing Disney songs, etc. We can record the performances but not live stream.

iv. Silent Auction: The board discussed whether we should have a virtual silent auction or an in-person for the Gala. Sara will research online silent auction platforms. We also need to research the State of Colorado requirements for the silent auction and create bid forms as well as donation forms.

v. Marketing: Collin will create a webpage and put together a marketing kit to distribute to membership and Facebook groups. The marketing kit will include pricing. He will also post the musical revue on our social media platforms. Collin suggested we call our Musical Revue "Razzle at Dazzle."

vi. Auditions: We will have a Google form for audition sign-ups due by March 12, end of day. Taylor will contact Chappell to play the piano for tryouts since he is an excellent sight reader. Taylor will accompany the singers for the Musical Revue. We will have four extra weeks of rehearsal in May after our Spring session ends.

vii. Group numbers: Two group numbers performed by choir members will open and close the show. One will be *All that Jazz*. The board discussed that members signing only in the group pieces should pay for their tickets, but other members performing could be given free tickets.

viii. Taylor suggested that the time frame for the Musical Revue not exceed two hours, 70 minutes for the performances.

ix. Brenda: The board would like to give Brenda two tickets to the Revue along with two drink tickets. We also would like to discuss with her how she would like to participate in the revue because Taylor will be accompanying the singers. Bekki will talk to Brenda at the next choir rehearsal.

x. MC for Musical Revue: Bekki suggested that Lauren Camacho be the MC. Taylor suggested we also include a board member as an MC. Bekki offered to partner Lauren to MC the event.

b. Inclusivity project: Quatez reported on the inclusivity project. Members have the option to suggest pieces or musical approaches that are representative of their diverse communities.

c. SCFD grant - application due 3/12/25 – Sarah is working on the grant application. We need to pay particular attention to how we describe FCC's diversity in the application. Sarah would like the board to review the application and have Quatez review the diversity section.

d. **Karaoke at Mestizo**: Mestizo would like FCC to host a public Karaoke night. The Board discussed the pros and cons of a public Karaoke night. We would like to receive some sort of compensation for bringing the equipment and organizing the singers. A tip jar would be an option for our compensation. Dates to consider are 3/22 and 4/5.

e. **Merch:** Collin will make recommendations for improving our merchandise and finding a new vendor.

7. **New Business**

a. **Fiscal Year Change**: To account for our Gala fundraiser in June, we should change our fiscal year to January 1 – December 31. Sarah will research the process. Sarah moved to amend the FCC bylaws to change the fiscal year to January 1 – December 31. Bekki seconded the motion. Motioned passed.

b. **April Concert Location** – The board discussed changing the location of our concert because the church was at capacity with our Winter 2024 concert; however, we have a great relationship with the church and Pastor John, and we do not want to jeopardize this relationship. The Board also discussed other venues. We will need to budget for rental costs in the future if we decide to hold our concerts elsewhere. Simpson Methodist Church in Arvada is a possibility since they have a stage in their auditorium. There was also a suggestion to avoid churches as a venue for our performances.

c. **Summer Session:** Currently, we do not have the capacity for a summer session, especially with the Gala taking place in June and rehearsals in May.

d. **Tablet:** As discussed at the January Meeting, FCC will purchase a tablet. Kim researched pricing and found a tablet that would work well for FCC.

e. **Performance Reviews**: As part of applying for SCFD grants, we will need to conduct an annual Performance Review of Taylor. Kim will draft a review form.

f. SOP task list and processes: Sarah has updated the SOP task list. All Board members should review and be prepared to help complete tasks.

g. Jaycee and her husband donated money to FCC. We will need to include him as a sponsor in the Spring program.

8. Action items:

a. Kim will research Bonfire for FCC merch.
b. Collin will help to improve FCC merch.
c. Taylor will include the illness policy in the weekly email, and Bekki will remind members at rehearsal.
d. Sarah will draft Gaeys's invitation letter.
e. Sarah will research into if Gala tickets can be tax deductible.
f. Sarah will research CO requirements for silent auctions and create bid forms.
g. Collins is creating a webpage and marketing kit for the musical review.
h. The Google form for auditions needs to be completed by EOD March 12
i. Taylor will contact Chappell to accompany singers at Gala auditions.
j. . . Taylor will contact Pastor John for use of the church's sound system.
k. Bekki will meet with Brenda to discuss her involvement in the Gala.
l. Sarah is working on the SCFA Grant Application
m. Quatez will review the diversity section. All board members will review the SCFD application before submitting.
n. . Sara will research the process for changing our fiscal year.
o. Sara will research venue options for future concerts.
p. Kim will purchase the tablet.
q. Kim will draft performance review form.
r. All Board members will review the SOP task list.

9. **Adjourn:** Sarah moved to adjourn the meeting. Bekki seconded the motion. The meeting adjourned at 8:17 PM.