

ROLCC Board Meeting Minutes

March 28, 2024

Members present: Bekki Henthorn, Kim Bosse, Lisa Abo, Sarah Daly, and Taylor Gonzales

Committee Chairs Present: N/A

Called to order 8:43 PM

Meeting of the Board of Directors

1. Presentation by Sarah Daly Regarding Hiring the Director

- a. Please see attached PowerPoint Presentation presented by Sarah Daly to hire Taylor Gonzales for 5 hours a week.
- b. Concerns discussed:
 - i. How do we pay for the increase in payroll costs?
 1. Grants – City of Wheat Ridge , SCFD
 2. New members – at least ten
 3. Continued Fundraising
 - ii. Additional Costs Associated with hiring – 20% increase
 1. Payroll costs – would need to purchase a payroll service or software for tax purposed
 2. Insurance Premiums
 3. Extra work for treasurer
 4. Will Brenda also want to be a W2 employee?
 - iii. Bekki moved to hire Taylor Gonzales as a W2 employee, Sarah seconded the motion. Motion carried. Kim Bosse abstained from voting until the final financials for the Spring Session were completed with donations from the upcoming concert.

C. Yearly Planning

- i. In order to hire Taylor as a W2 employee, we need to plan for the year
 1. Budget for the year
 2. Have a Board retreat

D. To Do List

- i. Revise By Laws (Sarah)
- ii. Business Plan Draft (Lisa)

iii. Hire Taylor retroactively Jan 1?

1. Need insurance, unemployment account (waived by the State), revenue account

Meeting adjourned at 10:45 PM



VISION:

The vision of FCC is to move the Choir toward *becoming a well-established and lasting entity* within the community. The organization desires to grow artistically and expand its member base while giving back to the community through outreach and performance opportunities. In doing so, the Choir will continue to create and spread joy through love of choral music.

The team

We're all over-achievers just dealing with the proletariat



Bekki

President

All the things



Lisa

Secretary

Meeting minutes
Concert programs



Kim

Treasurer

Financial records
Payroll



Sarah

At Large

Business records
Compliance



Sara

At Large

Member outreach
Moral support

Yes, all of us!



Sara

What if??

The future

Mental health

Institutional knowledge

.....?

"I don't do anything! You guys do all the work."

The next phase: milestones

April 2024

- Update bylaws
- Evaluate funding
- Apply for 2025 Wheat Ridge grant

September 2024

- Appoint fall 2024 committees
- Evaluate fall 2024 outreach

March 2025

- Apply for new grant funding
- Solicit new Board members
- Consider summer 2025 session

Apr May Jun Jul Sep Oct Dec Feb Mar May Jun Jul

Summer 2024

- Launch new website (target)
- Plan & market fall 2024 session
- Apply for new grant eligibility

November 2024

- Plan & market spring 2025 session
- Colorado Gives Day period opens

May 2025

- End of 1-2 board terms
- Annual meeting & elections

The missing piece

What are 5 mother hens without a chick?

**"I'm workin' my
ass off up here!"**



Taylor

Artistic Director

Choir direction

Musical vision



FCC (Taylor's Version)

What's in it for us?

Choir

- ★ Institutional knowledge
- ★ Year-round choir operations
- ★ Director stability
- ★ Consistent artistic growth
- ★ Member loyalty
- ★ Foundation for future expansion

Taylor

- ★ Artistic vision
- ★ Professional development
- ★ Reliable income
- ★ Public service loan forgiveness (PSLF)
- ★ 
- ★ 

Challenges



Insurance

Worker's compensation (WC)
Unemployment (UI)
Family and medical leave (FAMLI)

Compliance

New government agency accounts
Tax withholding
New regulatory filings
Record retention

Budget

Wages
Insurance premiums
Possible new costs

How it works

Insurance

Work comp: Required for 1+ employees

UI: 501(c)(3)s with fewer than 4 employees are exempt

FAMLI: Mandatory 0.45% of annual wages (paid by either)

Health: Companies with fewer than 50 employees are exempt

Compliance

New gov't agency accounts:

- 1) Revenue, 2) Unemployment, 3) FAMLI, and 4) IRS EFT

Tax withholding: Federal and state income, social security, and Medicare

New regulatory filings: Time of hire, monthly tax deposits, quarterly tax returns, annual withholding report

Record retention: Original eligibility forms, wage rates

Budget

Wages: CO minimum wage @ \$14.42/hr * 5 hrs/wk for PSLF eligibility = \$3,749.20/yr
(20% increase)

Insurance premiums:
WC @ \$365 + FAMLI @ \$16.87 = \$381.87/yr

Possible other costs:
Payroll company @ \$180+/yr,
Sarah's bar dues @ \$235/yr

How do we pay for it?



Step 1

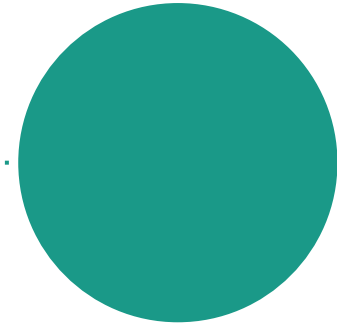
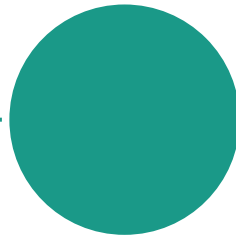
Continue soliciting
dues & donations

Step 2

Increase fundraising &
outreach

Step 3

Apply for Scientific &
Cultural Facilities District
(SCFD) grant



SCFD fundamentals

TL;DR: We're a slam dunk

Eligibility

- Colorado 501(c)(3)
- For 5+ years
- Filed IRS form 990 or 990-EZ
- Principal office in Denver metro 7-county area
- Primary purpose to enlighten and entertain the public through performing arts

Application

- Due September 11, 2024
- Approved account
- Primary purpose compliance statement
- Articles of incorporation
- Bylaws
- Last 12 months of Board meeting minutes
- List of all public events in last 5 fiscal years
- IRS letter of determination
- P&L and balance sheet for last fiscal year
- Current fiscal year budget
- Current fiscal year-to-date P&L and balance sheet
- Board of Directors and expertise
- Staff list
- Nondiscrimination statement

How much could we get?

Because all this work better be worth it



2023 - 2024 fiscal year
(projected)

Jefferson County

Eligibility:

Principal office in JeffCo
or
>50% of activities in JeffCo in
most recent fiscal year

Up to 25% of the lesser of
the most recent fiscal year's
operating budget or revenue

Operating budget:
\$7,894.14

Revenue:
\$8,221.82

\$3,157.66

\$1,973.54



\$2,055.46

Boulder County

Eligibility:

Principal office in Boulder Co.
or
≥51% of activities in Boulder
Co. in most recent fiscal year

Up to 25% of the most recent
fiscal year's revenue

SCFD Cycle

SCFD FULL GRANT CYCLE

From Eligibility to Final Grant Report



APRIL:
Eligibility Application Open

SEPTEMBER:
Eligibility Application Deadline

**NOVEMBER/
DECEMBER:**
Eligibility Determinations Made

MARCH:
Grant Applications Due

APRIL/MAY:
County Review and Study Sessions

JUNE/JULY:
County Funding Recommendations

SEPTEMBER:
Funding Recommendations Approved

OCTOBER:
Grant Checks Awarded

Organizations Have 14 Months to Use Funds

Apply in March for Next Cycle of Funding – Process Repeats

FEBRUARY:
Final Grant Reports Due for Previous 15 Months

Process Repeats Beginning With March Deadline for Grant Applications

Eligibility - 2024

- ❑ Apply for account - March
- ❑ Apply for eligibility - September
- ❑ Determination - December

Year 1 - 2025

- ❑ Apply for 2025 grant - March
- ❑ Funding approved - September
- ❑ Funded - October

Year 2 - 2026

- ❑ Spend 2025 grant
- ❑ Apply for 2026 grant - March
- ❑ Funding approved - September
- ❑ Funded - October

Year 3 - 2027

- ❑ Spend 2026 grant
- ❑ Report on 2025 grant - February
- ❑ Apply for 2027 grant - March
- ❑ 2027 grant funded - October

So what now?

April 2024

- Solicit new website development
- Apply for SCFD account
- Get new state agency accounts
- Apply for 2025 Wheat Ridge grant

October 2024

- Submit IRS 990 return
- Renew charity registration

March 2025

- Apply for SCFD grant(s)

Mar May Jun Jul Aug Sep Oct Nov Dec Feb Mar Apr

March 2024

- Adopt bylaws:
 - * Structure, committees, EDIA...
- Hire Taylor:
 - * Get work comp coverage
 - * Arrange withholding
 - * Create annual service contract

Summer 2024

- Select business address (agent)
- Compile SCFD eligibility materials
- Apply for SCFD eligibility
- Research additional grant options

December 2024

- Colorado Gives Day
- File annual business report
- SCFD eligibility determination

The logo features a stylized mountain range in the background. In the foreground, there are several musical staves with notes. The notes are colored in green, yellow, cyan, blue, and purple. The word "Foothills" is written in a large, black, cursive font, and "COMMUNITY CHOIR" is written in a smaller, black, serif font below it.

Foothills
COMMUNITY CHOIR

The future...