



**Board of Directors Meeting  
June 4, 2024**

**Date:** June 4, 2024

**Time:** 6:15pm

**Location:** Kim Bosse's house

**Invitees:** Board of Directors

1. **Call to order:** Bekki Called the meeting to order at 6:55 PM
2. **Roll call and quorum:** Board members present - Bekki, Sara, Kim, Sarah, Lisa, and Taylor. Absent - Quatez
3. **Changes to agenda:** No changes to the agenda were requested.
4. **Approval of minutes:** The Board reviewed the April 30, 2024 meeting minutes. Sarah moved to approve the April Meeting Minutes; Kim seconded the motion. Motion passed.
5. **Reports**
  - a. **Executive report** - no report for this meeting.
  - a. **Finance report** – Kim presented the 2023-2024 Session report for review.
  - a. **Music Director's report** – Taylor is working on our program for the Fall Session. He is concerned with a long-term rehearsal space for the choir since many churches are closing. Lakewood cultural center could be a possibility in the future for a long-term rehearsal space. Taylor would also like to have a music budget. Pastor John donated the church's music library to Taylor. We could store our entire music library at the church if the church gave us space in one of their storage/work rooms. We would need cabinets for the music.
  - a. **Committee reports** – No committee members present. Walter is working on Colorado Gives day and will need additional information to complete the enrollment.
2. **Old business:** Sarah has been working on a new website. Cande volunteered to help with updates to our old website. Please see "website" under new business.
3. **New business**
  - a. **Preparation for Annual Meeting on June 18, 2024: notice, annual report, budget, virtual attendance.** Bekki will send the notice along with the agenda and google links. Lisa started drafting the annual report with requirements from the bylaws. Bekki and Taylor will write letters to our members and supporters to include in the annual report. Kim will finalize the budget/financials to include in the annual report and for presentation to the attendees. We will see up a google meets for virtual attendees. Sarah will finalize the Annual Meeting Agenda.
  - a. **Finances:**
    - i. **2024-2025 budget planning/format.** Kim presented the draft budget for 2024-2025. Please see attached. Kim noted that her fundraising projections are conservative, and King Soopers fundraising is not included in the fundraising projections. Possible expenses to the 2024-2025 Budget



are performance folders and the Registered Agent costs. The Board would also like to see a line item for music costs.

- ii. How do we track expenses like copies, pizza, etc.? Board members have donated most copies, but we need to start expensing the copies to understand our actual costs. Other items such as pizza have been included in miscellaneous expenses.
- iii. Did JAUMC pay us for the candlelight dinner? Yes, but Kim returned the money to the church as part of our rent.

a. **Fundraising** - Confirmed - Magill's (June 10), Chipotle (July 16)

- . New - August TBD – Ideally we would have a restaurant fundraiser every 1-2 months.
  - i. Musical revue benefit? Taylor presented the Musical Revue as a possible fundraiser. We would need to find an affordable location for our first event; possibly someone could donate the use of their home. Choir members would perform, but they must tryout. Taylor would accompany all of the singers. We may be able to get a headliner to perform as well. We would have a variety of ticket levels, such as student all the way up to table sponsor. Appetizers and drinks would be served. Could be a masquerade in October around Halloween. We could make this an annual fundraising event. \$2500 estimate for upfront costs to the choir
  - . Spring (t-shirts) and RaiseRight - level of investment – RaiseRight is an online gift card platform to purchase gift cards with a percentage going to FCC. Spring is a website where people can order a variety of products such as T-shirts with the FCC logo.
- a. **Project Angel Heart:** Taylor met with Walter and a representative from Project Angel Heart. Taylor suggested we perform Beatles music for the volunteers. We would have one to two rehearsals to practice for the event. Many members would have to take the morning/early afternoon off to perform. And we would also volunteer during the meal.
- a. **Website and domain name:** Sarah is working on our new website with a new domain name “.org.” We can have multiple emails such as Board @ and music direct @. Cande is learning Word Press and should be able to make changes to the website. Sarah will continue to design our website and will be able to train Cande once she has completed the website. Bekki will call Cande to let her know that her help is not needed in the initial stages. We will be able to post all of our documents on the website.
- a. **Mailchimp (distribution list manager):** Mail chimp would be a good vehicle to send weekly messages to the choir. We could use a student intern to do this. Bekki's daughter is a possible candidate.
- a. **Choir folders (deposit for session use):** Taylor would like the choir to have the same folders to make it easier for everyone to hold with one hand. We could pay for folders for the entire choir to use, and/or we could use the choir folders as a fundraiser. Members could order their own folder with their name. Prices vary



for embossing the folders with FCC and a singer's name. Sarah moved to set aside funds to purchase music folders. Lisa seconded. Motion passed.

- a. **Staff handbook:** The board discussed the need to have a staff handbook.
- a. **Registered agent** - Need to decide on a registered agent. Will review at the next board meeting.
- a. **Withdrawing trade names (\$20):** The board discussed the pros and cons of withdrawing old trade names and determined it would be in the best interest of the board to do so. Sara moved to pay the \$20 fee to remove our old trade names. Lisa seconded. Motion carried.

## 2. Action items

- Bekki will send annual meeting notice with google link and add to Facebook.
- Lisa will draft the annual report with the addition of letters from Taylor and Bekki
- Sarah will continue to create the new website.
- Sarah will start looking for venues for our musical revue fundraiser.
- Taylor will check with Jefferson Avenue United Methodists to get permission to use the fellowship hall for our annual meeting in June

3. **Adjourn:** Kim moved to adjourn the meeting, seconded by Bekki. Motion carried and Meeting was adjourned at 9:50 PM