



Board of Directors
Meeting Minutes

Date: October 3, 2024

Time: 8:00pm

Location: Sarah Daly's house and virtual

Invitees: Board of Directors, Kara Szymanski

1. **Call to order:** Bekki called the meeting to order at 8:14 PM
2. **Roll call and quorum:** Board members present - Bekki, Sara, Kim, Lisa, and Taylor. Quorum present. Absent – Sarah and Quatez. Invitee present: Kara Szymanski
3. **Changes to agenda** – Removal of Approval of minutes.
4. **Approval of minutes** – Minutes were approved via email
5. **Reports**
 - a. Executive report
 - i. We no longer have a choir historian since Carla resigned
 - ii. Will continue to remind people to purchase merchandise from our on-line store. As request, we now have children Tee shirt sizes available. It might help to bring a sample of products to encourage members to buy merchandise.
 - b. Finance report
 - i. To date we have collected \$2480 in dues for this session and have received \$515 in donations. \$3000 in the bank account
 - ii. Received \$113.07 for King Soopers Fundraiser through August 7, 2024. Next King Soopers payment should be in November 2024
 - iii. Received \$144 from RaiseRight. Currently just board members are using RaiseRight. We need to get more participation by advertising RaiseRight to the choir as the holidays approach. We could



promote RaiseRight by creating a competition for most money raised or most cards purchased

iv. To date, the choir is financially healthy!

c. Music Director's report

- i. South Sounds Classical Choir – Sheri-Ann Nishiyama would like to take her choir on a tour in the summer of 2026 and will be looking for homestays with members of FCC. This will be a great opportunity for FCC to have a choir to work/practice with.
- ii. Rehearsal notes - Since Carla resigned as historian, we will no longer have choir rehearsal notes. Instead, we could have section leaders to keep members informed when they miss rehearsals.
- iii. Seating Chart – Taylor would like to have a seating chart with strong singers in the back row. He will present this to the choir as a way to have better voice placement and blending.
- iv. Colorado Gives Day – We need to make sure that the Colorado Gives page and FCC website aligned. FCC Colorado Gives page will drive people to the FCC Fundraising page.

d. Committee reports – No committee reports this meeting

6. Old business

- a. Choir folders (deposit for session use) – Jerry McCarthy (our lovely and generous benefactor) has offered to pay for the choir folders. FCC will charge members \$40 per folder to buy and \$20 per folder to rent for a session. The folders will be numbered to track the folders loaned out. The folders will include both string and 3 hole punch and will be embossed with the FCC Logo. Bekki will work on the logo for embossing. We will order 50-60 Deluxe black choir folders. Taylor will present the benefit of using the choir folders at our next rehearsal.



- b. Withdrawing trade names (\$20) – Sarah will handle withdrawing the trade names
- c. Registered agent – The SPFD expressed concern that our registered agent should be where the majority of our operations take place. Sarah moved to approve \$150 annually for a registered agent. Bekki seconded the motion. Motion approved. Sarah will reach out to find a Denver or Jeffco registered agent

7. New business

a. Administration

- i. Coordinating tasks – we need to devise a system, especially for responding to emails and completing our task on google task list. We also need to approve job descriptions. We will discuss this in more depth at the next board meeting.
- ii. Communications - Source? Tracking? Contacts? Info emails?- Taylor will send a weekly newsletter to the choir on Mondays. Any information that needs to be included in the newsletter must be sent to Taylor by 10 AM on Mondays. We also need to remove Taylor's phone number from all future correspondence and the directory.
- iii. November 5 rehearsal and fellowship potluck (election night) – Bekki will create a SignUpGenius for the potluck.
- iv. Standing board meeting scheduling – The board agreed to change our standing Board meetings to Sunday afternoons instead of Thursday nights to make it easier for everyone to attend. Our next board meeting will be held at Taylors on Sunday, Nov. 3rd at 2:00 OM

b. Finances

- i. Nonprofit bank account / savings account – we will address at the next board meeting



- ii. Regulatory filings – we will address at the next board meeting

c. Fundraising

- i. Stock donations – We will address at the November board meeting
- ii. Colorado Gives - Page info, website section, upcoming campaign, graphic? - Discussed previously in the meeting. We will address the campaign at the next board meeting.
- iii. Inclusivity statement – we need to include a summary of our inclusivity statement for Colorado Gives. Sarah will draft the statement.

- d. Social media - Facebook, YouTube, Instagram? – will we discuss in depth at the November board meeting

e. Membership

- i. Board member not in choir – Cande Copeland is not able to sing with us but may be interested in being on the Board of Directors as a non-choir member. Bekki will reach out to Cande to see if she is interested.
 - ii. Birthdays – We will list birthdays in the weekly newsletter in lieu of singing "Happy Birthday" at rehearsals.
 - iii. Kara Szymanski is interested in helping the choir where most needed. The board discusses various ways for Kara to help and decided the most effective and efficient way would be to create a much needed ad hoc operations committee with Kara as the chair. Sarah moved to add an Operations Committee with Kara as the chair. Kim seconded the motion. Motion approved.
- f. [Wheat Ridge networking event](#) - Kim and Taylor will attend the Wheat Ridge Cultura Commission Creative Mixer as the FCC representatives.

8. Action items:

- a. Bekki will contact Cande regarding board membership.



- b. Sarah will withdraw trade names and draft summary inclusivity statement.
 - c. Taylor will send weekly email newsletter to choir membership using our Mailchimp account.
 - d. Kim and Taylor will attend the WR Cultural Commission networking event.
 - e. Kim will order the choir folders.
 - f. Bekki will create a pdf of FCC logo for choir folders.
 - g. Bekki will create a SignUpGenius (to be included in the newsletter) for the Nov. 5th potluck.
9. **Adjourn** – The meeting was adjourned at 10:39 PM.