



**Minutes of the Regular Meeting
Colorado Chautauqua Association Board of Directors
Monday, September 21, 2009
Rocky Mountain Climbers Club, Community House**

Directors Present: George Karakehian, Kathleen Woodberry, Mike Franson, Barbara Guthery, Richard Polk, Ben Gilbert, Conrad Lattes, John Meyer, Ed Sanders Josh Taxman, Steve Brett (arrived 6:40)

Directors Absent: Dennis Ahlburg, Richard, Foy, Phil Shull

Staff Present: Susan Connelly, Jim Turner Sue Brophy, Bert Farin, Molly MacGregor

Visitors Present: Megan Cavanagh

I. Call to Order/Roll Call, Announcements, Public Comment

Having established that a quorum was present for the conduct of business, President George Karakehian called the meeting to order at approximately 6:35 p.m.

Mr. Karakehian welcomed Ms. Cavanagh who is co-owner of a cottager with her husband, Mike. Franson, who attended as part of a class she is taking at CU-Denver in the graduate program in non-profit management.

II. Review and Approval of the Regular Minutes of August 17, 2009

Mr. Lattes requested rewording of the language in the approval of the July regular and Annual Meeting minutes to "Mr. Lattes suggested that going forward we should be able to have one set of minutes." Mr. Gilbert clarified that the discussion of Dining Hall windows was regarding the west side windows only. Ms. Woodberry confirmed the language of her motion included adding the closing the west-side Dining Hall windows as an addendum to any future Dining Hall lease.

Ms. Guthery moved to approve the minutes with the changes noted and Mr. Franson seconded. The motion was approved 9-0-2 (with Mr. Lattes and Mr. Taxman abstaining as they were absent at the last meeting).

III. Presidents Report

Mr. Karakehian reminded those Board members who have not yet completed and submitted their annual Conflict of Interest forms which were due on September 1st. to get these sent in as soon as possible. He informed the Board that the October 21st meeting will be held at an alternate location as all meeting spaces at Chautauqua are booked that evening. Ms. Connelly mentioned that the meeting can start earlier as there is no Chamber board meeting conflict for herself and Mr. Polk that day. Mr. Karakehian noted that one or more meetings may need to be added to the current Board meeting schedule as previously approved if business to come before the Board requires it. Ms. Connelly clarified that the By-law amendment allows the flexibility for fewer meetings but does not necessarily mean that more will not be necessary. Mr. Meyer suggested that Board members

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mark on their calendars the potential additional meeting dates in the event that they become necessary.

Mr. Karakehian discussed the Executive Director's Annual Performance Evaluation process, to include a 360-degree review. As it has done in the past, input will be gathered from all Board members, with Mr. Meyer agreeing to compile the information into a document which will then be presented to the Board. The deadline for completion will be the end of October.

Mr. Karakehian asked about the timing of Board committee re-organization, and Ms. Connelly suggested that the final determination of organizational priorities should inform those decisions. She reminded the Board that the "initial take" on organizational priorities for 2010 would be discussed later in this meeting and would be tested and finalized through the budget reality check in future Board meetings.

IV. Executive Director's Report

Ms. Connelly noted several items that were not in her written report, including that Facilities and Preservation Manager Jeff Medanich will be speaking at the National Energy Environmental Building Alliance in Denver at the end of September and on "High-performance Preservation at Chautauqua" at the New West Conference in Montana in early October.

Ms. Connelly mentioned that we will be hosting State Senator Rollie Heath's next town hall meeting in the Community House on October 24th. Ms. Connelly reminded the Board about the September 26th Rocky Mountain PBS event in our Auditorium, a preview of the Ken Burns National Parks series to be hosted by Nick Forster of etown. Mr. Karakehian asked how this will benefit Chautauqua, since the event is free to the public, and Ms. Connelly said that it is great free publicity and marketing via the RMPBS website and e-mail blasts to their mailing list. Ms. Connelly distributed a copy of our weekly email blast, laying out the fall programs lineup. She noted that she starts her seventh year as CCA Executive Director on September 22nd.

Mr. Gilbert asked if CCA netted any revenue on the recent etown show that was part of the Grand Convergence II program day on September 12th. Marketing and Development Director Denise Link distributed a spreadsheet regarding income and expenses associated with both the GCII Program and the Etown show, indicating co-production income of \$2,500 from the show but a net loss of \$7,245 for the day as a whole. She noted that the net loss for the GC I program and concert in 2008 was \$6,471.

Mr. Gilbert also asked about the Dining Hall roof item mentioned in the ED report. Ms. Connelly reported on three recent meetings with officials of the State Historical Fund. The Dining Hall roof needs to be repaired, and the material CCA wishes to use, and that is endorsed by the City of Boulder that we think would be best for various reasons is what was used on the Auditorium roof, which is also the least expensive of all the materials, and is being reviewed and discussed. Mr. Medanich and Mr. Watkins have met with the Boulder Landmarks board, and are unhappy with the recommendation. Tomorrow they are meeting with the National Parks serviced to give a detailed analysis on the material that we have chosen. The Grant application is due on October 1st, 2009.

Mr. Meyer asked for more information on the next steps on the Mundus Bishop design, as noted under the Grounds notes in the ED Report. Mr. Turner said that the next work session with them is tomorrow morning during the Grounds Committee meeting. Mr. Turner also said that they provided a first draft of the guidelines a month ago, which detailed plant and tree selection, planting, hardscape and irrigation design. This can serve as a template for any future landscape

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improvements. Mr. Turner said that right now we are in the middle of the discussions and will know more tomorrow after the meeting.

V. Discussion of Initial Organizational Priorities for 2010

Ms. Connelly addressed management's "initial take" on 2010 organizational priorities that had been sent in the Board packet as a point of departure for Board discussion. Ms. Connelly made the point that we don't anticipate a lot of additional discretionary funds in 2010. Discussion ensued.

- The Board directed maximum use of the Auditorium through September vs. the staff recommendation to conclude the summer season by Labor Day to allow focus on planning and preparation for fall programming. Mr. Karakehian requested that preliminary analysis be done on two locations that might work for additional cottages, one on the 500 row and the other in Boggess Circle.
- *Mr. Karakehian asked to explore possible CCA use of the Ranger Cottage.*

VI. Initial Debrief of Grand Convergence II - Program

Ms. Woodberry reported that the speaker event did not do very well, the Etown event was very well attended. Ms. Link noted that we have chosen a weekend in September 2010 for the Grand Convergence III, and Ms. Woodberry said that we should try and get the word out earlier than we have in the past. Ms. Woodberry also spoke about the upcoming dinner and asked the Board to please notify her if they have any guests or want to attend so we can make sure there is room at the tables. Discussion ensued, and it was determined that a formal debrief and decisions about future events will occur in future meetings.

VII. Finance

Ms. Brophy reported that CCA is showing a net profit of \$112,636 for the month of August, which is \$48,662 below the budgeted net profit of \$161,299. The Association shows a net profit of \$52,183 for the eight months ended August 31, 2009, which is \$152,659 better than the budgeted loss of \$100,477 for that period. For the same period in 2008, the Association reported a net profit in the amount of \$229,430. Ms. Brophy also pointed out that the reforecast for 2009 will be discussed at the next Board meeting.

VIII. Executive Session

The Board entered into executive session at approximately 8:15 p.m.

IX. Adjournment

The Board adjourned at approximately 8:45 pm.

Respectfully submitted,

Kathleen Woodberry
Secretary, CCA Board of Directors