



Minutes of the Regular Meeting  
Colorado Chautauqua Association Board of Directors  
Monday, February 23, 2009  
Rocky Mountain Climbers Club Room  
Chautauqua Community House

**Directors Present:** George Karakehian, Conrad Lattes, Josh Taxman, Kathleen Woodberry, Barbara Guthery, Lara Ramsey, Ed Sanders, Ben Gilbert, Dennis Ahlburg, Molly Tayer, Richard Polk, Mike Franson, Richard Foy

**Directors Absent:** Steve Brett, John Meyer

**Staff Present:** Susan Connelly, Jim Turner Sue Brophy, Denise Link, Jeff Medanich, Steve Watkins, Bert Farin, Molly MacGregor

**Visitors Present:** Jocelyn and Chip Rovetta

**I. Call to Order/Roll Call, Announcements**

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.

**II. Review and Approval of Minutes of January, 2009 Meeting Minutes**

On page 4 of the January 19, 2009 minutes, Mr. Ahlburg thought the language should be stronger than "suggested" in respect to the carbon monoxide detectors per Mr. Franson's comment: *"Mr. Franson asked if there are carbon monoxide detectors in the cottages, and the answer was no. Due to liability issues, as well as a new law that is in process, he **suggested** we think about installing them."* Mr. Karakehian stated that the staff has already started researching installing the detectors. There is a recent bill that just passed, House Bill 1091, which goes into law July 1, which will require that all new or sold residential properties have carbon monoxide alarms on each floor of the property. Rental properties will also be required to add the alarms when tenants change. **Mr. Foy motioned to approve the meeting minutes and Mr. Gilbert seconded. The motion passed unanimously with no changes**

**III. Presidents Report**

Mr. Karakehian discussed a suggestion to not have a regular Board Meeting in March and instead to use the month for a working or a committee meeting month. Mr. Gilbert pointed out that the bylaws require a monthly board meeting but it was noted that in the past March meetings have been used for other purposes, such as a workshop session with Martha Vail and last year with Shelli Bischoff-Turner. **Ms. Woodberry moved to not have a regularly scheduled March Board meeting, posting that in advance on our website so as to notify members, and to use the month as committees meeting**

month. The motion was seconded by Mr. Sanders. The motion passed 12-1-2 (Gilbert opposed).

Mr. Karakehian mentioned that there will be an executive session after the board meeting, which partly will include a discussion on Ms. Connelly's annual performance evaluation.

#### **IV. Executive Director's Report**

In response to a request from Ms. Connelly for Board action, Ms. Woodberry moved to approve the assignment of the sublease and authorization to enter into a new sublease regarding Cottage 18(Hagedorn to Kenyon/Huey-Kenyon), and Ms. Guthery seconded. The motion passed unanimously.

Ms. Connelly noted a second upcoming transfer of sublease regarding Cottage 704 (Roeser), which would be an intra-family sublease that does not require Board action. Ms. Woodberry said that this could be a good opportunity for CCA to reach out to the new generation of cottagers.

Ms. Connelly addressed the memo re: proposed revisions to non-salaried benefits for eligible CCA employees and the five areas of proposed changes: (1) adding two days of sick leave per year, (2) adding one holiday (Martin Luther King, Jr. Day), (3) adding one personal day, (4) for new employees, the 0-12 month tenured employees, decreasing the vacation hours accrual for 1-12 month tenure from 72 to 40 hours per year, and (5) increasing the vacation hours accrual for the 10-15 year employees from 144 to 160 hours per year. Mr. Polk asked who normally would be working on MLK day, and Ms. Connelly said that the Lodging Office is always staffed on holidays, there is always a facilities person on staff on holidays, and there is always 24/7 coverage through our on-site resident manager. Director of Finance and Administration Sue Brophy noted that the proposed changes are based on surveys of non-profit organizations and employers of fewer than 50 employees, with the intention to make/keep CCA's benefits competitive when recruiting and retaining staff. Mr. Karakehian asked about the costs of these changes in terms of potential payout and Ms. Brophy replied that only accrued vacation is payable upon termination. Ms. Woodberry moved to approve the changes to paid time off benefits for eligible CCA employees as presented in the February 17, 2009 memo from Sue Brophy, specifically: adding a 16 hours of sick leave per year; adding the Martin Luther King, Jr. Holiday; adding a day of personal time, and modifying vacation accrual to reduce the accrual for new first-year employees after the approval date from 72 to 40 hours per year and increase it for 10-15 year employees from 144 to 160 hours per year, all for the purposes of maintaining market competitiveness. Ms. Ramsey seconded. The motion passed unanimously.

Ms. Connelly stated that management is being very cautious and diligent in monitoring what is going on in the world around us and what could potentially impact CCA financially. She identified one item of particular concern is that arts and culture sponsorships are anticipated to be significantly lower this year, adding that we projected \$20,000 of sponsorship dollars in our operating budget and were hoping to add to that for the Grand Convergence.

## Final-Approved at the April 20, 2009 BOD Meeting

In respect to the Google's analytics report that Marketing and Development Director Denise Link included in the Board packet this month, Mr. Ahlburg asked if there were any other comparables in respect to the numbers as reflected and Ms. Link said not at this time. She said that the information was included to show how many people visit our website site and that it allows us to track the effectiveness of our advertisements, in addition to our email blasts.

Ms. Connelly spoke about the Chautauqua Network meeting in Defuniak Springs, Florida that she attended in late January, saying that no matter how different each is from the others, there is something to learn from each. She noted that ours is the only year-round Chautauqua, and one of only two that are un-gated and free to enter.

Ms. Connelly also noted that Chautauqua comes up frequently during discussions at the Boulder Convention and Visitors Bureau Advisory Board, which she currently chairs, adding that it is invaluable for Chautauqua to have a seat at the table in groups like this.

### V. Committee Reports

#### Finance

With John Meyer away, acting committee chair Josh Taxman asked Ms. Brophy to report on the January financials. She reported that draft 2008 year-end net income which had been previously reported to be \$152,000 has been revised and is now expected to be \$126,000, with \$21,000 of the \$26,000 shift a loss on disposal of fixed assets. For the first month of 2009, CCA shows a loss of \$126,000 as compared to a budgeted \$178,000 deficit, reflecting caution in expenditures in the first month of the new year. The current Quick Ratio as compared to the same time last year is almost the same, 1.73 to 1 versus 1.75 to 1. Ms. Brophy is meeting this week with our new bank, Wells Fargo, to discuss ways to invest CCA's excess cash in hopes of earning a bit more on the investments.

#### Nominations

A proposed letter from the Board to the Boulder City Council supporting the reappointment of Mr. Karakehian as one of two City appointees to the CCA Board was discussed. **Ms. Tayer moved to approve and send the letter of support for reappointment of George Karakehian and Mr. Polk seconded. The motion passed unanimously.** The letter was then signed by all Board members and Ms. Tayer agreed to deliver it to the City.

#### Governance -

Mr. Lattes discussed the proposed streamlined but more comprehensive and accessible Governance Manual, referencing the proposed table of contents and introduction that had been distributed to the Board in its packet and noting the need for the Board to address the "Ends" or strategic goals, which have not been updated since 2002. Mr. Lattes said he hopes to have a draft for the Board by the April meeting.

#### Building and Grounds -

Mr. Turner spoke about the development of the Landscape Design Guidelines, which started in 2008 but was put on hold pending completion of the Environmental Sustainability Plan. Mr. Taxman asked if the Landscape Design Guidelines will include "green" alternatives and Mr. Turner said that it will, noting passive solar shading, water conservation, irrigation practices and water management as examples.

Final-Approved at the April 20, 2009 BOD Meeting

**Fundraising -**

Historic preservation and environmental sustainability continue to be the desired theme for the 2009 Grand Convergence. The Board continued to brainstorm ideas of speakers.

**Programming-**

There was no programming update, but Ms. Woodberry offered that all of the programming that is currently on the website is very exciting.

**VI. High Performance Preservation - Cottages 510 and 512 Rehab**

Mr. Medanich gave a presentation on the rehabilitation of Cottages 510 and 512 to add significant energy use reduction and comfort improvements.

**VII. Executive Session**

The Board entered into the Executive Session at approximately 8:10 PM

**VIII. Adjournment**

The meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,



Molly Tayer, Board Secretary