



Minutes of the Regular Meeting
Colorado Chautauqua Association Board of Directors
Monday, May 17, 2010
Rocky Mountain Climbers Club, Community House

Directors Present: Steve Brett, Richard Foy, Ben Gilbert, Barbara Guthery, Conrad Lattes, Patty Limerick (arrived 6:52), John Meyer, Richard Polk, Ed Sanders, Phil Shull, Josh Taxman, Tom Thorpe, Kathleen Woodberry and Nancy Kornblum (*ex officio* - not yet voting)

Directors Absent: Mike Franson [plus one vacancy at present due to early resignation of Lara Ramsey in August 2009]

Staff Present: Susan Connelly, Sue Brophy, Jim Turner, Ann Obenchain, Bert Farin

Visitors Present: None

I. Call to Order, Roll Call, Announcements, Public Comment - President John Meyer called the meeting to order at approximately 6:42 p.m. Mr. Foy expressed appreciation for Catherine Long Gates' tour of the Gwenthean Cottage and hospitality. Mr. Meyer welcomed Nancy Kornblum, who has been appointed by the City Council to the seat that will be vacated by Conrad Lattes at the end of August.

II. Approval of Minutes of 4/5/10 Regular Meeting - Mr. Meyer noted two corrections to the draft minutes. Ms. Guthery moved approval of the minutes of the April 5, 2010 Board meeting with two corrections, Mr. Lattes seconded and the motion passed unanimously.

III. President's Report -
Gift Acceptance Committee - Mr. Meyer announced that former CCA Board member and president and now City Council member George Karakehian has donated to CCA 384 historic photos for CCA use and archives and the Gift Acceptance Committee recommends acceptance of the gift. Mr. Brett moved that the gift of photographs be accepted, Mr. Sanders seconded, and the motion passed unanimously.

Adoption of Nondiscrimination Policy - Ms. Connelly referred to the memo distributed to the Board that describes the need to amend the existing CCA Nondiscrimination Policy to conform with the nondiscrimination policy of the Scientific and Cultural Facilities District (SCFD). Ms. Woodberry moved to adopt the nondiscrimination policy set forth in the staff memo so that CCA's nondiscrimination policy will now read:

The Colorado Chautauqua Association does not discriminate against any person or organization based on age, race, color, creed, religion, national origin, gender, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, veteran status, political service, affiliation or disability. This policy applies to hiring, internal promotions, training, opportunities for advancement, terminations, relationships with

Approved August 23, 2010

outside vendors and customers, use of contractors and consultants, and in dealing with the general public. This policy applies to all Colorado Chautauqua Association employees, directors and contractors.

Ms. Guthery seconded the motion, which passed unanimously.

Mr. Meyer noted the conflict between the scheduled date for the August regular Board meeting and an Auditorium concert and suggested that the meeting date be changed from Monday, August 16 to Monday, August 23. There was head-nod approval.

IV. **Executive Director's Report** - Executive Director Susan Connelly noted that 26% of available tickets were sold in the first two weeks of on-sale, including 253 tickets for Ignite Boulder on June 24. She informed the Board that staff would be meeting with representatives of Colorado Humanities next week re: possible collaboration. She noted that Facilities and Preservation Manager Jeff Medanich is pursuing an apprenticeship program with Boulder Valley Vo-tech and encouraged all to vote for CCA's Learning Laboratory for a 2010 NOVA Award to be presented by the Community Foundation Serving Boulder County. Ms. Woodberry noted the upcoming session of "CCA Lessons Learned" for homeowners and encourage Board members to spread the word. Ms. Connelly noted that we met and exceeded projected revenue for May over the last weekend [May 16].

V. **Committee Reports** -

Finance Committee - Mr. Taxman referred to the audit of 2009 financial statements that had been distributed to the Board for review and question or comment last week. He said that the Finance Committee had met with auditor Mark Kightlinger of Johnson Kightlinger Graham about the clean opinion, with no internal control deficiencies. Mr. Taxman noted that there had not been any adjustments to the draft financial statements, which was unusual and due to the good work of Director of Finance and Administration Sue Brophy. **Mr. Polk moved to accept the audit of 2009 financial statements, Ms. Woodberry seconded and the motion passed unanimously.** Mr. Taxman noted that the Board had received and had an opportunity to review the 2009 IRS Form 990 which Ms. Connelly will now sign and submit. Regarding the audit of ticketed attendance conducted in conjunction with the annual audit of CCA's financial statements for purposes of annual SCFD certification, Mr. Taxman informed the Board that CCA's 2009 ticketed attendance more than doubled the 2008 number due to Ms. Connelly's and Ms. Brophy's work to qualify a significant portion of Dining Hall attendance, which will increase CCA's share of the Tier II allocation in 2010-2011.

Mr. Taxman referred to the April financials distributed in the Board packet and noted that there is a positive variance in every department year-to-date, although many of the below-plan expense items are temporary timing differences. Lodging Manager Bert Farin said that we already have accepted 17 reservations for a total of 77 room nights since the May 5 start of online reservations and that is before starting with Expedia, etc., noting that we are purposefully ramping up slowly because of the uniqueness of our cottage offerings.

Nominations Committee - Ms. Guthery reminded all that the Board must set the agenda for the Annual Meeting and referred to the notice/agenda and process/schedule for the upcoming election cycle contained in the Board's packet. Mr. Lattes moved approval of the **Annual Meeting Notice/Agenda and the proposed process/schedule for the 2010 annual election of members to the Board, Mr. Brett seconded, and the motion passed unanimously.**

Ms. Guthery said the Nominations Committee recommends that Patty Limerick, who was appointed in fall 2009 to fill the unexpired term of Dennis Ahlburg as a Board appointee to the Board, be appointed

Approved August 23, 2010

to her own term to start September 1, 2010. Mr. Brett moved approval of the appointment of Patty Limerick as a Board appointee, effective September 1, Mr. Foy seconded and the motion passed unanimously.

Ms. Guthery noted that there are three seats up for election this summer -- two vacancies effective September 1 due to the early resignation of Lara Ramsey last August and John Meyer being term-limited after two three-year terms plus Josh Taxman's seat, with Josh eligible to seek election to a second three-year term. She encouraged the Board to think about good candidates for election, noting the June 28 noon deadline for submittal of candidate nomination forms.

Fundraising Committee - Mr. Foy reported in the absence of Mr. Franson that the committee had met and supported the staff recommendation to produce multiple events with smaller ticket prices than the Grand Convergence dinners in 2008 and 2009. He said the committee liked the approach of "friend-, fun- and fund-raising" and engaging with opinion leaders. Mr. Foy referred to a recent New York Times article about Boulder as a magnet for high-tech start-ups and noted that the upcoming Ignite Boulder event comes out of this community. He expressed the importance of convincing the next generation that CCA is a relevant place. He noted that the hoped-for benefit concert has not yet proven to be possible and that we won't proceed unless we can get the right kind of performer. He encouraged holding a pre- or post-Ignite or TEDx event for those attendees. Mr. Foy said the committee is recommending that the Board host a Cottager-appreciation TAR Party after Sunday School on July 18, and Ms. Woodberry offered to organize. Mr. Foy mentioned the online auction proposed for November/pre-holidays and noted the opportunity to offer unique items including things with intellectual content such as the presence of Colorado Shakespeare Festival Artistic Director Phillip Snead discussing Shakespeare at a book club. He noted that staff will handle producing all events and auctions but Board participation is required in four areas:

1. Bring a home-made dish and participate in the Sunday, July 18th Cottager Appreciation Pot-luck
2. Sell tickets to and attend the Thursday, September 16 StrEAT and Wine Festival
3. Sell tickets to and attend the Thursday, October 14 Top Chef Dinner in the Community House
4. Design/donate unique experiences for the online auction to occur in October.

Ms. Guthery moved approval of the Fundraising Plan as presented in the hand out and discussed, including the four forms of Board support noted and Mr. Brett seconded. The motion passed unanimously. Mr. Meyer asked Ms. Connelly if she felt that she had clear direction on how to proceed and she said yes. Mr. Foy concluded with a handout of an article by Enid Ablowitz from today's Camera re: fundraising success.

VI. Executive Session - The Board entered into executive session at approximately 7:50 p.m.

VII. Adjournment - The board emerged from executive session at approximately 9:10 p.m. and adjourned.

Respectfully submitted,


Kathleen Woodberry
Secretary, CCA Board of Directors