



Executive Committee

Meeting Notes

April 2, 2024

Present: Peter Spear – Chair; Star Waring, Trudy Turvey, Amanda Prentiss, Pat Shanks, Frank Bruno, Shelly Benford

- A. April 15, 2024, Regular Board Meeting – Agenda
 - a. The Committee reviewed and approved the agenda for the April 15, 2024, Regular Board Meeting. Peter Oundjian, Music Director for the Colorado Music Festival, will attend the meeting and share his vision for CMF with the CCA Board.

- B. 2024 Board Election
 - a. The Committee reviewed the list of past and current community members who have served on a CCA committees for at least one year to determine who is eligible to run for the Board in the 2024 election.
 - b. The Committee recommended that the Governance Committee establish more formal procedures around the nomination of eligible candidates.



Governance Committee Board Report

In January 2024, the Board met at its Annual Retreat to discuss how to continue to evolve as a board. The discussion resulted in some recommended changes to the Board Policy Manual. The Governance Committee voted via email to unanimously approve the changes, which are included in the consent agenda.



COLORADO CHAUTAUQUA ASSOCIATION

FINANCE COMMITTEE REPORT

March 2024
Year-to-Date

Net Income

For the first three months of the year, the Colorado Chautauqua Association (CCA) recorded a net loss of \$360k, \$53k better than the budgeted net loss of \$413k. Compared with the prior year, CCA's net loss was \$138k higher, primarily because of higher salaries and related expenses stemming from filling positions that remained open from 2023. Net operating income for the quarter was \$35k, or \$95k better than budget and \$37k lower than the prior year.

Revenue

Revenue in the first quarter was \$1.5m, or \$57k higher than budget, and \$67k higher than the prior year. Nightly rentals were up by \$98k compared with budget, which included \$18k in incentives. Compared with the prior year, nightly rental revenue was flat. Support revenue of \$418k was \$25k higher than budget and \$63k higher than last year. Scientific & Cultural Facilities District (SCFD) funding was up \$71k compared with last year and CCA recorded \$30k in in-kind advertising donations from Google Ads, which was not budgeted or recorded last year. Membership revenue was up \$11k compared with budget and up \$14k compared with last year.

Expense

First quarter total expenses totaled \$1.5m, \$39k lower than budget, but \$104k higher than last year. Salary and related expenses, which totaled \$929k, increased from last year by \$138k. The increase includes normal salary increases, added positions in Sales and Experiences, Housekeeping, Facilities, and IT, reflecting CCA's continued growth, and filling open positions from 2023. Utilities expenses were lower than budget by \$15k due to a warmer than expected winter, and tree trimming expense was lower by \$17k. This is a timing difference as we expect to incur these costs later in the year.

Other Income & Expense

Interest income earned in the first quarter of 2024 was \$20k, \$63k lower than budget and \$20k lower than the prior year. Year-to-date depreciation expense of \$345k was on budget and \$80k higher than last year because of extensive buildings and grounds improvements, including various cottages, Columbine Lodge, and hardscaping throughout campus.



**BUILDING & GROUNDS COMMITTEE
MEETING NOTES
Tuesday, March 5, 2024**

Present: Sandra Weeks, Chair; Bill Briggs, Sara Matthews; Kristin Lewis; Marcy Gerwing; Shelly Benford; Jason Hill

Absent – Sophie Rickard

- A. **Firewise Garden** – Staff reviewed B&G’s recommendations on the proposed greenhouse, which were passed along to the architect who made the requested changes. The next step will be to solicit public input on the proposal before presenting the project for review by the Landmarks Board.
- B. **Mary H. Galey Landscaping** – Staff reviewed the landscaping changes currently underway near the Mary H. Galey cottage, which include safety and access improvements, additional irrigation, and a new flagstone patio and sidewalk next to the cottage. The Committee recommended that staff look at the stormwater drain to the west of the picnic shelter, which appears to be clogged, to ensure it is operational. If needed, will contact the City of Boulder for assistance. Staff will also transplant the small apple trees to the north of the cottage and will be moving the trash from its existing location on the west side to some other location due to the unpleasant odor.
- C. **Undergrounding** – OSMP agreed to dispose of the 10-foot easement needed to lay conduit on the west perimeter of the property. Council will review the disposal at their March 7, 2024 meeting. After Council approves the project, there will be a 60-day period for public input.
- D. **Cottage 18 Landscaping Plans**– The owners of Cottage 18 submitted a landscaping plan in January that was inconsistent with Chautauqua’s Design Guidelines. After receiving feedback, the owners submitted revised plans that reduced the scope of the hardscaping and eliminated the parking area. The plan was approved by Landmarks Design Review Committee (LDRC). The Committee requested that staff confirm that the silver maple tree on the west side of the property will not be removed unless required for undergrounding.
- E. **Dining Hall Stairs** – Staff reviewed the Dining Hall stair project. The stairs were rotted and falling apart. Staff reconstructed the stairs to the original specifications using treated wood.
- F. **2024 Base Capital** – Staff has several projects underway, including new roofs, exterior paint, new high-efficiency heating units and water heaters, etc.

G. Other

- a. The Committee recommended that any new windows be reviewed even when they are being proposed for non-contributing buildings.
- b. Staff announced that Adam Gillespie, CCA's Facilities and Preservation Manager, has taken a new position with Meowolf in Denver. CCA is actively recruiting.
- c. Landmarks approved replacement of the windows on the southwest corner of the Auditorium. The windows will be covered by operable shutters made of the same wood that exists on the Auditorium.
- d. Staff discussed the potential for more requests for EV charging stations as the use of electric vehicles increases. Staff noted that any equipment attached to the exterior of a cottage would require approval from Landmarks, and that having cords running from cottages to cars is a potential safety issue. As an alternative, CCA has installed an EV charging station in the Academic Hall parking lot for use by both private residents and guests.
- e. The Committee agreed to cancel the April meeting. If needed, CCA staff will send updates to the Committee via email.



**Sustainability and Resilience Committee
Meeting Notes
March 11, 2024**

Present: Polly Fields, John Gerstle, Kelly DiNatale, Bill Briggs, Shelly Benford, Jason Hill;
Absent: Pat Shanks, Brian Oliver

A. Solar Conversation

- The Committee discussed CCA's desire to generate renewable energy through solar. Over the years, CCA has considered both buying into a solar garden or placing panels on the few buildings on campus that are appropriate for panels (i.e., Academic Hall).
- The group reiterated the importance of having stated renewable energy goals before moving too quickly to solutions.
- Staff agreed to draft a set of qualitative and quantitative goals for further study by the Committee.

B. Rooftop Sprinklers

- The Committee discussed both the visibility and efficacy of rooftop sprinklers to increase wildfire resistance. The Committee agreed that more information is needed. Staff agreed to speak with Brian Oliver and the COB utilities department about water flow rates and pressure to determine if rooftop sprinklers could be an effective fire mitigation solution.
- Staff reviewed other fire mitigation measures being implemented at Chautauqua, including gutter guards, fuels mitigation, replacing screens with more fire-resistant materials, etc.

C. Staff Update on 2024 Base Capital Spending on Sustainability Initiatives

- Replaced 5 furnaces with high efficiency versions
- Replaced 3 water heaters with tankless versions
- Replaced 5 roofs (all Class A fire rated)
- Replaced dry valves for fire suppression system in Auditorium



COMMUNITY CONNECTIONS COMMITTEE (C3)

MEETING NOTES

Thursday, April 4, 2024

Present: Trudy Turvey, Chair; Scott Simmons, Sara Wells, Shelly Benford, Jason Hill

Absent: Peter Spear, Brett Shelton, Linda Arroyo-Holmstrom

I. Staff Updates

- a. Native American Plays - CCA is partnering with Creative Nations for a fall festival that includes performances and workshops; CCA is providing the Auditorium at no cost for their final performance (either 10/4 or 10/5).
- b. "In the Dirt" Film - CCA bought the rights to screen the film in the Fall of 2024; there will likely be a "talk back" after the film; Trudy will contact the producer to see if there could be an associated bike donation initiative.
- c. Andy Cowell and Garden Tours - Staff will follow-up again with Andy.
- d. Latino Student Involvement - Staff has reached out to Boulder High (AVID program) to see if students would be willing to participate in a focus group, and also to BVSD about sharing our 3rd grade field trip video with teachers. The video now has Spanish subtitles.
- e. History Colorado - CCA is collaborating with History Colorado on a panel discussion/event titled- *What's In A Name? A State Historian's Roundtable on Controversial Monuments and Place Names* - April 9 ; we currently have over 80 pre-registrations for the event.
- f. Jeffersonian Dinner – CCA is hosting a Jeffersonian Dinner in the Meadows Room, April 24th.
- g. Other
 - a. Community House –38 events to date; 16 sell outs; 3,500 attendees; includes diverse lineup of concerts, talks, and free events (note: free events represent over 12% of attendees)
 - b. Auditorium
 - i. Z2 – 16 shows booked; planning 20-22 events
 - ii. CMF – 19 performances; single tickets and subscriptions are selling well
 - iii. CCA – 6-8 events planned, including TEDx, Ignite, Illusionist, Silent Films and Spaced Out

- c. Flatiron Sounds Music Festival - June 16th; anticipating 3-5k attendees; free to the public, including music, food, drink, and artisan market.
- d. Key partnerships include the Center for Humanities and the Arts at CU, History Colorado, Creative Nations, and Jeff & Paige (children's performances); Trudy is setting up a meeting with CHA and CCA to discuss future collaborations).
- e. Experiences Programming (May through September 2024) – CCA offers a number of experiences during the summer, including yoga, mindfulness, history tours, guided hikes, mixers, retreats, and field trips. The majority are free.

II. The Committee concurred that CCA staff is offering the type of diverse programming (e.g., free events and festivals) that is consistent with our mission.