

Approved by the Board of Directors on June 4, 2018



Minutes of the Regular Meeting of the
Colorado Chautauqua Association Board of Directors
April 23, 2018
Rocky Mountain Climber's Club in the Community House

Directors Present: Nan Anderson, Bill Briggs, Anne Clemons (via conference phone), Dan Corson, Michelle Estrella, Mike Franson, Olivia Foulkrod, Tom Galey, Bob Morehouse, Lisa Morzel, Margaret Ryder, Cindy Schmidt, Star Waring

Directors Absent: Linda Arroyo-Holmstrom, Julie Rogers

Staff Present: Shelly Benford, Jeff Medanich, Charlotte O'Donnell, Sue Perkins, Wanona Tara

I. Call to Order, Determination of Quorum, Guest Introduction, and Public Comment

Board President Cindy Schmidt called the regular meeting to order at 6:04pm and established that a quorum was present for the conduct of business. She introduced Star Waring, the new board member appointed by the City. Ms. Waring recited the following oath: "I, Star Waring, do solemnly swear (affirm) that I will support the Constitution of the United States of America and of the State of Colorado and the Charter and ordinances of the City of Boulder, and faithfully perform the duties of the office of a member of the Colorado Chautauqua Association which I am about to enter."

II. Approval of the Minutes of February 24, 2018 Regular Board of Directors Meetings:

Mr. Corson moved (Mr. Briggs seconded) to approve the minutes of February 24, 2018 as presented. The motion passed (9-0-4). Ms. Estrella, Mr. Morehouse, Ms. Morzel, and Ms. Waring abstained, having been absent from the February meeting.

III. President's Report

President Schmidt reported that several City staff members encouraged CCA to pursue planning for a maintenance facility and Primrose restoration, closely following the procedure used in building the ADA restrooms. This summer Ms. Anderson's firm will work on preliminary drawings for the restoration and a basic analysis of maintenance needs to bring to the public.

IV. Executive Director's Report

The Heritage Round Table recognized CCA's Mr. Medanich for his numerous contributions to preservation in Boulder.

CCA met with Elaine McLaughlin, the head planner assigned to CCA's Use Review Application on the Galey Cottage. CCA is awaiting formal review.

Ms. Benford and representatives of several other major arts organization in Boulder are talking with the Boulder Arts Commission to encourage the City to designate more non-competitive funds for these important cultural landmarks.

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Ms. Tara explained that despite finishing below budget in the first quarter, occupancy increased in January and March. This follows the goal of the Hospitality Sales Plan which is to focus on occupancy and RevPAR instead of just ADR.

V. Finance Committee

The board discussed the need to change audit firms since the same firm has been used for over 5 years. Mr. Franson suggested that most corporations change partners every 5 years, but keep the same company. There is a small pool of auditors in the area that understand SCFD and they all cost more than the current firm. Finance Committee decided not to change firms last year.

Ms. Estrella acknowledged that all board members had an opportunity to review the draft financials and 990 Form prior to the board meeting. Staff received a clean management letter from the auditor. Ms. Estrella moved (Mr. Corson seconded) to approve the 2017 Financials from Audit and 990 Form. The motion passed (13-0-0).

VI. Governance Committee

The board is required by bylaws to approve the date of the annual meeting. The board will appoint one new member at the June 4th meeting. The candidate forum for those running in the member elections, will be held on Thursday, July 5th. Mr. Briggs moved (Ms. Morzel seconded) to approve the election schedule of 2018 as presented and recommended by Government Committee. The motion passed (12-0-0). Ms. Estrella was not present for this vote.

VII. First Quarter Financials

Net income for the first quarter was \$68K under budget. Revenue from nightly lodging was below budget while private event revenue was above budget. Expenses exceeded budget by \$30K due to many small items. Salaries were below budget by \$11K. Given this first quarter shortfall, staff prepared a reforecast. Since the peak season is still coming, this reforecast is meant to be preliminary, but predicts performance of \$7K above budget. Revenue is predicted to be \$25K below budget. Depreciation and expenses will also be below budget. Due to a shortfall in nightly rental revenue, but a slight increase in private events, hospitality revenue is forecasted to be \$54K below budget for the year. Salary expenses for facilities staff show an increase of \$41K over budget given the re-instatement of the lead specialist position. The reforecast includes \$266K savings due to delaying capital expenses, such as the Galey Cottage rehabilitation and the Waterwise Garden project.

VIII. Hospitality Follow-up Presentation

President Schmidt announced that staff prepared financial analysis for questions asked in February, but that a full discussion would take place in the fall. Ms. Perkins' analysis showed that there would be a considerable loss of revenue if units currently in the nightly pool were rented as 9-month leases instead. If we had fewer cottages in the nightly pool, that could also jeopardize the ability to host large groups that are important for increasing off-season occupancy. Mr. Galey recounted that 2002 was the first year that cottages were rented nightly. Out of 58 cottages, currently 15 are in the tenant pool as are all rooms in Columbine. Ms. Benford clarified that from a financial standpoint, nightly cottages bring in greater revenue, but 9-month leases are part of the mission and traditions of Chautauqua.

Ms. Foulkrod left the meeting at 8:00 p.m.

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Ms. Perkins explained that current discounts for extended stays are greater than CCA's saving on housekeeping. Ms. Tara and Ms. O'Donnell discussed the potential cost of a points program and associated risks.

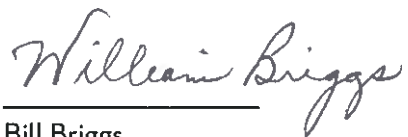
Ms. Morzel left the meeting at 8:20 p.m.

IX. Executive Session

At 8:25 pm, Mr. Morehouse moved (Ms. Estrella seconded) that the board go into executive session. At 8:45 pm, Mr. Morehouse moved (Ms. Anderson seconded) that the board leave executive session.

X. Adjournment

The meeting was adjourned at 8:45 pm.

A handwritten signature in cursive script that reads "William Briggs". The signature is written in black ink and is positioned above a horizontal line.

Bill Briggs

Secretary, CCA Board of Directors