



## Executive Committee

July 9, 2024

### Meeting Notes

- A. **Board Agenda** - Reviewed and approved the agenda for the upcoming July 22, 2024, Regular Board Meeting.
- B. **Annual Meeting** - Reviewed and approved the agenda for the upcoming Annual Meeting on July 24, 2024. Scott Simmons and Georgia Chamberlain will be the guest speakers at this year's meeting.
- C. **Board Election** - Trudy Turvey and Pat Shanks are seeking reappointment to the Board. There are no other applicants.
- D. **Officer Election** - Board members interested in an officer position must submit a short summary of their interest and qualifications for the position. Officers will be elected at the July 22<sup>nd</sup> meeting.
- E. **Board Self Evaluation** - Staff will send the self-evaluation survey to board members this week. The results will be reviewed at the July 22<sup>nd</sup> meeting.
- F. **Board Calendar** – The 2024-2025 Board Calendar will be up for approval at the July 22<sup>nd</sup> meeting.
- G. **Board Priorities** - The Committee reviewed the Board's progress on the goals established at the most recent board retreat. The full Board will receive an update at the July 22<sup>nd</sup> meeting.
- H. **Relationship with Private Residents** - The Committee discussed ideas for improving the relationship with private residents, including consideration of a joint meeting between CCA's Executive Committee and members of the CCC board.
- I. **Resident Eligibility on Buildings and Grounds Committee** – The current policy does not exclude residents from sitting on the B&G Committee. Applicants must complete the application process and must possess the required expertise to serve on the committee.
- J. **Frank Bruno** - The Committee thanked Frank Bruno for his service on the Executive Committee.



## Governance Committee

July 10, 2024

3pm

### Agenda

- A. **Board Election** - Trudy Turvey and Pat Shanks have completed their first term and are seeking reappointment to the Board. There are no other applicants. A vote on their reappointment will be held at the upcoming July 22, 2024, Regular Board Meeting.
  
- B. **Officer Election** - Officers will be elected at the July 22nd meeting. Board members interested in an officer position must submit a short summary of their interest and qualifications for the position.
  
- C. **Changes to Board Policy Manual** – The Committee reviewed proposed changes to the Board Policy Manual that reflect the Board’s recent decision to move to nine (9) members. The changes include language that strengthens the vetting process for community members who apply for committee positions and updating the Board Nominations policy to reflect the new requirement that candidates for the Board must have served on a committee for one year before seeking nomination to the Board.
  
- D. **Committee Structure** – The Committee discussed potential changes to CCA’s committee structure as a result of the Board moving to nine (9) members. The Governance Committee will present options for the Board to consider at the July 22 meeting.



## COLORADO CHAUTAUQUA ASSOCIATION

### FINANCE COMMITTEE REPORT

**June 2024**  
**Year-to-Date**

#### Net Income

For the first half of the year, CCA's net loss was \$28k. The loss (always expected at this time of year) was \$84k better than last year's loss, \$38k better than the forecasted loss, and \$419k better than the budgeted loss.

#### Revenue

Year-to-date revenue of \$4m was up \$129k from the prior year, reflecting gains in nightly revenue, up \$198k, and Private Events, up \$60k. Increased revenue in these areas was partially offset by Public Events revenue, lower than last year by \$105k due to 4 fewer Z2 events in June 2024 than June 2023. This year, there are more events scheduled in August. Support revenue was also down \$60k from last year mainly because of lower grant revenue of \$167k. The decline was partially offset by Memberships, up \$17k from last year. Year-to-date revenue was also better than budget by \$3k and better than forecast by \$12k.

#### Expense

For the first half of the year, total expenses were \$3.5m, or \$26k lower than last year mainly due to lower expenses related to contracted services. Compared with the most recent forecast, expenses were down \$78k, largely due to lower salaries and related expenses, down \$87k, and lower contracted services, down \$9k. This improvement was partially offset by higher than forecasted cottage maintenance and repair expenses, up \$90k. The increased expense included \$34k for interior painting, \$35k for water heater and HVAC repairs, and \$5k for fire inspections.

#### Other Income and Expense

Year-to-date interest income of \$57k was \$14k lower than last year. CCA's investment balance was higher in 2023 before purchasing Cottage 31 and the Association has invested an additional \$3m in capital expenditures during the twelve months spanning July 2023 through June 2024. Total interest income is on par with the current forecast.

Year-to-date depreciation expense of \$623k is \$57k higher than last year and \$52k higher than forecast, largely because of the many improvements CCA has made to cottages, the Auditorium Greenroom, and hardscaping in 2024.

## Capital Expenditures

For the first six months of the year, CCA spent \$2.5m, most of which was spent on remodeling Cottages 212/214, renovating the Green Room along with related infrastructure repairs and improvements to the Auditorium, and rehabilitating Cottage 31. By comparison, capital expenditures were over \$2.9m at the end of June 2023.

## Reserves

As of June 30, 2024, CCA had excess reserves of nearly \$3.5m, a decrease of \$1.2m from December 31, 2023. The decrease in reserves is primarily due to \$1m of Cash and Cash Equivalents moving to the Flatirons Fund, a restricted investment. Additionally, CCA received restricted donations in 2024 whose obligations have not yet been met but should become unrestricted by year end. The current reserve balance exceeds CCA's operating reserve requirement (i.e., 90 days of operating salaries and benefits, maintenance costs, and contracted services).



## Buildings and Grounds

### Committee Notes

July 15, 2024

Present: Sandra Weeks, Chair; Sophie Rickard, Kristin Lewis, Bill Briggs, Shelly Benford, Jason Hill

Absent: Sara Matthews, Marcy Gerwing

#### A. Undergrounding Update

- a. Equipment locations have been finalized for Phase I of the undergrounding project and were approved by the Landmarks Design Review Committee (LDRC). LDRC recommended changing two transformer locations, which Xcel Energy agreed to do. The project is expected to start in September or October 2024.

#### B. Picnic Shelter Update

- a. Staff recommended adding lattice to the east side of the Picnic Shelter and adding vegetation to help mitigate air quality issues from the OSMP parking lot. Staff also recommended adding additional post and rope to separate the Enchanted Mesa Garden (north of the Mary H. Galey Cottage from the road. Both changes were approved by LDRC and will be implemented in the fall.

#### C. Firewise Garden

- a. Staff presented plans for the Greenhouse to the LDRC. The committee was generally favorable but requested that the stone walls on the north and west side be replaced with glass. CCA's architect has revised the drawings and the project will go before the full Landmarks Board for final approval on September 4<sup>th</sup>. The group discussed rubble stone veneer on foundation walls versus leaving exposed concrete. Plans will move forward with rubble stone veneer.

#### D. Wildfire Mitigation

- a. CCA staff hosted Firewise.Education.Day at Chautauqua last week. OSMP and Fire Department officials attended and presented the Community Wildfire Plan and provided a fire mitigation checklist for residents. CCA staff then presented our wildfire mitigation plans for 2024, including ongoing fuels mitigation (tree branches/brush), perimeter irrigation, a new fire suppression system and LIDAR scanning for the Auditorium, vent screening, illumination of existing cottage

numbers with reflective paint, exterior paint and siding repairs, and porch screening repairs.

- b. OSMP shared their pilot mowing program, which involves mowing a 30-foot swath of grass on Chautauqua's western boundary.

E. Chautauqua Design Guidelines

- a. Chautauqua will put out a request for proposals to update and consolidate Chautauqua's Design Guidelines. City of Boulder's Landmark staff will support the effort.



## Sustainability and Resilience Committee

### Meeting Notes

July 16, 2024

Present: Pat Shanks (Chair), Polly Fields, Kelly DiNatale, John Gerstle, Bill Briggs, Shelly Benford, Jason Hill

#### A. Historic Swales Restoration

- a. CCA staff walked the swales with Rocky Mountain Environmental Construction. The bid came in at \$168 per linear foot, including the concrete foundation and the stone work on top. CCA staff estimates there are about 3,000 linear feet along Kinnikinnick Drive, Goldenrod Drive, and Lupine Lane where the swales would need to be replaced. The total cost is estimated at about \$500-600k. CCA will seek additional bids. The timing of repairing/replacing the swales is uncertain and is dependent upon the undergrounding schedule.
- b. The committee noted that they fully support restoring the swales and requested that CCA staff consult with the City regarding whether their engineers can design the system and whether the size and depth of the swales is adequate for current conditions.

#### B. Wildfire Mitigation 2024

- a. CCA staff hosted Firewise.Education.Day at Chautauqua last week. OSMP and Fire Department officials attended and presented the Community Wildfire Plan and provided a fire mitigation checklist for residents. CCA staff then presented our wildfire mitigation plans for 2024, including ongoing fuels mitigation, perimeter irrigation, a new fire suppression system and LIDAR scanning for the Auditorium, vent screening, illumination of cottage numbers with reflective paint, exterior paint and siding repairs, and porch screening repairs.
- b. OSMP shared their pilot mowing program, which involves mowing a 30-foot swath of grass on Chautauqua's western boundary. OSMP will also continue clearing the area east of the Enchanted Mesa Trail.

#### C. Future of Sustainability and Resilience Committee

- a. Pat Shanks reviewed the implications for committees of the board moving to 9 members, including the possibility of recombining the Buildings and Grounds Committee and the Sustainability and Resilience Committee. Pat asked the community members sitting on the Sustainability Committee if they would like to return in the coming year. John Gerstle and Kelly DiNatale both responded affirmatively.





**Community Connections Committee  
Meeting Notes  
July 11, 2024**

- A. Native American Collaborations
  - a. Waterwise Plant Walk
    - i. CCA is working with Andrew Cowell, Director of the Center for Native American and Indigenous Studies at the University of Colorado, who will lead a plant walk in Waterwise Garden on August 20 at 5:30pm. The focus of the talk will be on the Arapaho plant tags in the garden, as well as Native American stories associated with those plants. The event will be free.
  - b. Creative Nations Partnership
    - i. The Creative Nations' First Storyteller Festival will be held in Boulder at various locations from September 30 – October 6. The group will host their live theater workshop in the CCA Auditorium on Friday, October 5. CCA will provide ticketing and technical support.
  - c. Inquiry regarding Arapaho Cultural Enrichment Encampment
    - i. Trudy has been communicating with Paula Palmer from Right Relationship, who is involved with the annual Arapaho Cultural Enrichment Encampment. CCA will explore how we might be able to support the event next summer.
- B. Center for Arts and Humanities – Difficult Dialogues Fall Program
  - a. This series will continue on October 2, November 13, and December 4. The first event topic will be related to the election and will include some artistic component. Other topics under consideration are the meaning of privilege, the nature of “facts” in our current political environment, and immigration.
- C. Outreach to African American Community
  - a. CCA staff members are in contact with Reiland Rabaka, Director of the Center for African and African American Studies (CAAAS), who remains interested in collaborating with CCA. He intends to promote the upcoming Robert Cray Band concert through his social media channels and newsletter and will acknowledge Chautauqua as one of CAAAS's community partners.
  - b. CCA staff members will explore the idea of a dinner celebrating OT Jackson, Chautauqua's first Dining Hall manager.
- D. Cottager Events – Update
  - a. CCA board members were invited to the Arnold Sunday School and the cottager Fourth of July Picnic
  - b. Firewise Education Day - CCA staff will make themselves available for informal discussion after the Firewise Education Day on Friday, July 12<sup>th</sup>
  - c. Scott will organize a cottage tour for Board members
  - d. CCA staff will identify a date when CCA is hosting a “guest mixer” to invite residents and board members to mingle