



Executive Committee

September 10, 2024

Meeting Notes

Present: Peter Spear, Chair; Pat Shanks, Trudy Turvey, Amanda Prentiss, Sophia Rickard, Shelly Benford

- A. Agenda - Regular Board Meeting –The Committee reviewed and approved the agenda for the September 23, 2024 Regular Board meeting.
- B. PSR Committee - Rick Rohr, a recent City of Boulder board applicant to the Board, will be joining the PSR Committee. Rick has extensive experience working on major infrastructure and renewable energy projects.
- C. The Board education topic for the September meeting will be wildfire mitigation.
- D. Staff reminded the Committee that Festival del Sol is coming up on September 22, 2024 and referred them to event information at <https://www.chautauqua.com/event/festival-del-sol-2024/>.



Governance Committee

September 11, 2024

3pm - 4:30pm

Meeting Notes

Present: Trudy Turvey, Chair; Peter Spear, Allen Jones, Lisa Morzel, Cathy Sparkman, Shelly Benford

A. Update - Board Size

The Committee reviewed the current status of Board membership. The Board is currently at 10 members with goal of moving to 9, as specified in the CCA Bylaws. Next year, another member will roll off the board, bringing the board to 9 members.

B. 2024 – 2025 Board Committees

The Executive Committee has approved all committee assignments for the 2024-2025 Board year.

C. Changes to Board Policy Manual

The Committee suggested a minor wording change to the Preservation, Sustainability, Resilience (PSR) and Design Review Committee charters. Staff will make those changes before placing the charters on the consent agenda for approval at the September 23rd meeting.

D. Conflict of Interest Forms

The Committee asked that community members be required to sign conflict of interest forms as part of their service on CCA Board committees. Staff will send the forms to community committee members.



COLORADO CHAUTAUQUA ASSOCIATION

FINANCE COMMITTEE

Meeting Notes

September 18, 2024

Present: Peter Spear, Josh Taxman, Aaron Garcia, Frank Bruno, Mike Franson, Shelly Benford, Gabriela Gonzalez

Absent: Amanda Prentiss

The Finance Committee reviewed the 2025 Budget Assumptions Memo and agreed to recommend approval to the full Board at the September 23, 2024, meeting.



COLORADO CHAUTAUQUA ASSOCIATION

FINANCE COMMITTEE REPORT

August 2024

Year-to-Date

Net Income

For the first eight months of the year, CCA recorded net income of \$798k, \$288k better than last year at this time, \$59k better than the most recent forecast, and \$592k better than the 2024 Budget. When compared with the most recent forecast, revenue is almost exactly on target and compared with last year at this time, revenue is higher by \$243k, mainly a result of higher Lodging and Private Event revenue. Total expenses are down \$153 compared with the most recent forecast and lower than last year by \$117k due to careful management of contracted services, including housekeeping and grounds maintenance. So far this year, the decline in the cost of contracted services has more than offset the increase in wage-related expenses. Taken together, higher revenue and lower expenses resulted in an increase in net operating income of \$360k over the prior year.

Revenue

For the first eight months, net revenue was \$7.1m, which was \$3k higher than the most recent forecast, \$243k higher than last year, and \$559k better than budget. Compared with the forecast, lower Support and Dining Hall rental revenue was offset by higher Public and Private Events revenue. Dining Hall revenue was lower than forecasted by \$138k and down \$45k from last year, mainly due to timing differences. The main variances in net revenue from the previous year are related to increases in Nightly Rental revenue (\$104k) and Private Events revenue (\$153k), which includes venue rentals and catering. Public Events revenue of \$1.9m is better than forecast by \$148k and higher than the prior year by \$86k. Support Revenue of \$642k is \$64k lower than last year mainly because of lower grant revenue of \$169k, which was partially offset by greater SCFD revenue of \$72k. Memberships are \$19k higher than last year and \$3k higher Forecast

Expense

For the first eight months of the year, total expenses were \$5.6m, \$153k lower than forecasted and \$117k lower than last year. The variance from the forecast is largely due to lower salaries and related expenses (\$250k). Compared with the prior year, contracted services were down \$167k. These expenses are lower because CCA is now staffing previously outsourced functions (i.e., housekeeping and grounds maintenance) with CCA personnel. These savings were partially offset by building maintenance and repair expenses, which were \$36k higher than forecasted and \$96k higher than the prior year.

Other Income and Expense

Year-to-date earned interest income is \$74k, which is \$10k lower than forecast and \$20k lower than last year at this time. This is because our investment balance was higher before we purchased Cottage 31 and before investing an additional \$5.6m in capital expenditures between January 2023 through August 2024. Year-to-date depreciation expense of \$818k is also higher than forecast by \$87k and \$52k and higher than last year because of the many improvements we made in 2024 to cottages, the Auditorium greenroom, and hardscaping.

Capital Expenditures

For the first eight months of the year, CCA spent \$2.7m in capital expenditures. The vast majority of those expenditures were related to renovating the Auditorium Greenroom, Cottages 212 and 214, and Cottage 31, as well as landscaping expenditures related to the Enchanted Mesa Garden. Forecasted capital expenditures through August were \$2.2m, compared with capital spending of nearly \$3m at this point in 2023.

Reserves

As of August 31, 2024, CCA had excess reserves of nearly \$3.0m, a decrease of \$1.7m 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, and CCA's investment in capitalized improvements. 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 expenses) by \$1.4m.



BUILDING & GROUNDS COMMITTEE

Meeting Notes

Tuesday, August 6, 2024

Present: Sandra Weeks, Sophie Rickard, Marcy Gerwing, Kristin Lewis, Shelly Benford, Jason Hill

Absent: Sara Matthews, Bill Briggs

1. Design Review – Cottage 316
 - a. The committee reviewed a design application submitted by the owners of Cottage 316, who were represented by their architect, Steven Walsh.
 - b. After discussing the application, the committee provided recommendations to the applicant and submitted its comments to the City of Boulder Landmarks Staff.



Community Connections Committee

Meeting Notes

September 5, 2024

Attending: Trudy Turvey (Chair); Sara Matthews, Scott Simmons, Shelly Benford

Absent: Brett Shelton, Jason Hill

A. C3 Charter – Trudy

Trudy reviewed the C3 charter (below) to ensure that Committee members are aligned with the mission of the Committee.

4.9 Community Connections Committee

4.9.1 Composition. The Community Connections Committee includes directors and non- directors (if additional expertise is needed) who are well connected in the community and are able to assist CCA in making connections, especially as they relate to outreach to diverse communities.

4.9.2 Charge. The Community Connection Committee cultivates community connections that enhance intellectual, educational, social, and recreational opportunities to realize Chautauqua’s commitments to lifelong learning, cultural activities, love of nature, civil discourse, and cultural heritage. To this end, the responsibilities of the Community Connections Committee are to:

- a. Promote awareness of the Colorado Chautauqua’s history, Mission, Statement of Values, and role as a National Historic Landmark;*
- b. Recommend, and assist staff in developing relationships with, institutional partners, artists, speakers and sponsors that can provide meaningful experiences for broad Chautauqua audiences;*
- c. Help staff to identify and approach specific audiences not now being reached effectively, for the purpose of building access/diversity;*
- d. Provide connections, introductions and feedback that may be helpful to staff regarding marketing and communications capabilities;*
- e. Receive intermittent programming updates from staff to ensure measurable progress;*
- f. Acknowledge cultural residency traditions and support staff and residential community efforts to perpetuate related activities such as education sessions and social gatherings; and*

- g. Seek ways to join with other Chautauquas nationally to improve communications, share ideas related to community connections, programming, fundraising, operational initiatives, and generally increase awareness and open communications*

B. CHA/CCA Partnership – Difficult Dialogues - Trudy

CCA continues its collaboration with CU's Center for Humanities and the Arts on our joint Difficult Dialogues Series this fall. There are three (3) events scheduled in October, November, and December.

- The October 3rd topic will be "Is This What Democracy Looks Like? - A Community Discussion about the Nature and Evolution of Democracy in the US."

The moderator for the event will be Steve Vanderheiden. Dr. Vanderheiden received his Ph.D. from the University of Wisconsin-Madison in 2001 and joined the CU-Boulder faculty in 2007 after six years at the University of Minnesota Duluth. He specializes in normative political theory and environmental politics and has published on topics ranging from Rousseau's social thought to SUVs and democratic theory. In addition to graduate seminars in political theory, Vanderheiden teaches the introductory Western Political Thought survey course, Politics & Literature, Liberalism and Its Critics, and Environmental Political Theory.

- November 13th – "Is it a Fact?"; moderator TBD
- December 4th – A topic related to privilege; moderated by Pedros Silva

Sara Matthews suggested that CCA include the Difficult Dialogues Series on the Visit Boulder and Chamber calendars to promote attendance.

C. CAAAS-Chautauqua Partnership

- Shelly reported on the growing relationship with Reiland Rabaka at the Center for African and African American Studies (CAAAS). CAAAS has been partnering with CCA on promoting CCA concerts that feature black artists in return for free tickets to those concerts.
- Most recently, CAAAS created social media posts for both the Robert Cray and Awadagin Pratt events.

D. Native American Activities

- a. Creative Nations – Shelly

CCA had planned to host the Creative Nations film festival at Chautauqua, but the Creative Nations people decided the Auditorium is too big for the first year of their festival. They are interested in revisiting the possibility next year.

- b. Arapaho Cultural Enrichment Encampment - Trudy**

Each year, 20 Arapaho youth and 10 elders convene to learn more about their Arapaho heritage. This year, the group constructed teepees in Allenspark and visited holy sites in the area, concluding their event at the Museum of Boulder. Chautauqua is considering whether we could host some aspect of their event next year. Paula Palmer, founder of Right Relationship, will put Trudy in touch with Frank Mosqueda to learn more. If there is potential to collaborate, Trudy will connect CCA staff with Frank. The goal would be to give the Arapaho youth exposure to Chautauqua.

c. In The Dirt Film Screening - Shelly

CCA will be screening “In the Dirt,” a film about an Olympian cyclist who moved to Northern New Mexico and began training native youth in mountain biking. The event will be held in the Community House on November 19th. Shelly will check with Brett Shelton to see if he can be helpful in marketing the event.

d. Right Relationship - Trudy

Trudy noted that Paula Palmer has worked with indigenous people all over the world and is very invested in promoting efforts to educate people about the Native American people. Right Relationship has produced two different online programs, which are designed to educate people on Native American history. The programs can be found at [Toward Right Relationship with Native Peoples – Friends Peace Teams](#). Donations are encouraged.

e. Native American Plant Tour - Shelly

Andy Cowell, Director for Native American and Indigenous Studies at CU, conducted a tour of the Waterwise Garden, where many of the plant tags have now been translated into the Arapaho language. The tour was well-attended.

E. Future Topics with History Colorado

- a. Trudy contacted Jason Hanson at History Colorado, who has coordinated several events at Chautauqua over the past several years. Trudy approached him on a topic related to the “hidden communities in Colorado (i.e., Jewish community, Japanese community, etc.). CCA may be hosting a potential event related to this topic in the spring of 2025.

F. Other

- a. The C3 Committee will meet quarterly from this point on. The next meeting will be on November 7, 2024 at from 1pm-2pm.