



101 Midland Avenue, Basalt, CO 81621

**Meeting Date: Wednesday, June 10, 2020**

**Location: Zoom Meeting**

**Time: 5:00 – 6:00 PM**

**BASALT FINANCE ADVISORY BOARD MEETING**

**5:00 pm**

1. Call to Order
2. Interview, FAB applicant
3. Approve 5/21 meeting minutes.
4. Update on the annual audit
5. Update on Investment Policy and Council meeting
6. Financial modeling and sales tax update
7. Next meeting date - July 15

**6:00 Adjourn**

Kirk Dieter Schindler  
1008 Lauren Lane  
Basalt, CO 81621  
kirkschindler@hotmail.com

May 27, 2020

To:  
Christy Hamrick  
Finance Director Town of Basalt  
101 Midland  
Basalt, CO 81621

RE: Town of Basalt – Finance Advisory Board

Dear Ms. Hamrick,

My name is Kirk Dieter Schindler, though I go by “Dieter.” I am writing to express my interest in becoming a member of the Town of Basalt’s Finance Advisory Board. I have broad experience in managing three (3) very different profit centers, including budgeting, growing NOI, auditing, managing expenses and capital improvements, etc. Many of the strategies I use professionally will translate into serving on the Finance Advisory Board. I am able to see the long view and am eager to contribute in a meaningful way.

Thanks for your Consideration,

Kirk “Dieter” Schindler

# KIRK DIETER SCHINDLER

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## **SUMMARY:**

Over 30 years of experience in the hospitality food and beverage industry. Driven to build dynamic teams that create a successful and enjoyable work environment while enhancing the guest experience, profitability, and sustainability.

## **EXPERIENCE:**

- 2014-present **Aspen Skiing Company, Aspen, CO**  
*General Manager, Mountain Dining (Oct 2014 – Present)*
- Lead multiple management teams for various on mountain dining concepts and a catering operation.
  - Draft and implement multiple operational budgets for the Mountain Dining Division in excess of 5.5 million.
  - Train and mentor managers, supervisors and employees to strengthen future operations.
  - Increase revenue by conceiving, implementing and growing new events, such as Snowmass' year-end closing party, Elk Camp summer events and more frequent Après at LBC.
  - Expand and improve the guest experiences within Elk Camp, LBC, ASCC.
  - Transitioned Elk Camp to entirely compostable service-ware.
  - Increased cost efficiencies laying the groundwork for a uniform division bar program.
- 1995-2013 **Craftworks Restaurants Inc., Chicago, IL ▪ Lombard, IL ▪ Warrenville, IL ▪ Denver, CO**  
*Director of Private Events - Operations, Sales, and Marketing (August 2007 – March 2013),  
Assistant General Manager (July 2006 – August 2007)  
FOH Manager (December 2004 – July 2006)*
- Successfully managed P&L, budget and revenue flow in restaurants generating up to \$9 million a year.
  - Opened new multi-million dollar restaurant, performing duties such as planning facility construction, licensing, negotiating supplier contracts, and implementing restaurant systems and standards.
  - Developed and implemented inventory systems and cost-center management systems, including controlling labor-cost centers, training and monitoring sales per man-hour ratios.
  - Trained general manager, existing managers, and manager candidates in all management duties and restaurant procedures and operations.
  - Hired, trained and managed a staff of 180 employees spanning four different departments.
  - Increased revenue through improved staff performance, service standards, and salesmanship skills.
  - Effectively managed the physical maintenance of the interior and exterior for three buildings.
  - Ran all aspects of sales and special events department, including organizing and managing high-volume special events (on and off premises), large-scale office parties, wedding receptions and rehearsal dinners.
  - Marketed the Rock Bottom brands through concierge and meeting-planner relationship building, local print and media outlets, and both on and offsite special events.
- 1995-1997 **Mammoth Micro Productions, Lakewood, Colorado - Software Tester**
- 1993-1995 **Software E.T.C., Westminster, Colorado - Assistant Manager**
- 1990-1994 **United States Army— 3<sup>rd</sup> Battalion 87<sup>th</sup> Infantry Division**
- Team Leader for infantry squad.
  - Member of an Anti-terrorism unit operating in Frankfurt, Germany.

## **EDUCATION: Metropolitan State University of Denver – Bachelor of Arts, 2004**

Major: Political Science, emphasis in International Politics

Minor: German—Certificate of Competency in German

## **ADDITIONAL QUALIFICATIONS:**

- Twice Selected for SkiCo Leadership Development Program
- Certified Instructor for TIPs Responsible Alcohol Service
- NRAEF Certified ServSafe Alcohol Instructor
- NRAEF Certified ServSafe Instructor & Registered ServSafe Examination Proctor

**Finance Advisory Board Minutes**  
**5/21/2020**

1. Present at the meeting – Doug MacDonald, Ann Nichols, Simon Dogbe, Cheryl Ruppel. Non-Board –Christy Hamrick, Ryan Mahoney
2. The meeting was called to order at 5:08 by Ann.
3. The meeting minutes of 5/21 was unanimously approved
4. Audit update:
  - a. It appears there will be no audit entries for this year.
  - b. The Council audit report looks to be clean as well. There could be entries or suggestions in the audit report that come up as the auditors work on drafting the audited financial statements.
  - c. Christy is working on the CAFR statistical section. It looks like we are going to meet the CAFR requirements for the 2019 audit.
5. Review of the Investment Policy.
  - a. Doug asked whether we should add some of the other policy info that the City of Aspen had regarding finance. Christy said that is a great idea as a “next step” to summarize all financial policies in one spot. Perhaps we could take that on next year?
  - b. FAB overall thought the new version of the Policy was clean, and they liked it.
  - c. Doug will represent FAB at the June 9 Council meeting in the presentation of the Policy.
  - d. Jeff Conklin, the Town’s attorney, is creating a resolution that will be included in the draft policy.
6. Review of quarterly financial statements.
  - a. Overall FAB liked the financial statement presentation.
  - b. Doug requested to have the graphs in front of the numbers on a second page. Cheryl pointed out some pros and cons with that approach. Ann liked Doug’s suggestion. Christy will make those changes.
  - c. Ann mentioned she would like to percentages to be shown in the labels, which Christy will add as well.
  - d. FAB discussed Doug’s additional options for adding at the front of the report for the June 30 financials. Christy mentioned a bar graph of total revenues and expenses budgeted and actual for each fund that could be the first page. Doug and Simon suggested that information be on one bar graph. Christy will put that together for the next quarterly report in June.
  - e. Cheryl will represent FAB for the 1<sup>st</sup> quarter financial report.
7. Next Meeting Date – June 10, Thursday, at 5 pm.
8. Meeting adjourned at 5:48 pm.