



BOARD MEETING MINUTES

May 9, 2013

- Location:** Phoenix AMC Offices (3773 Cherry Creek Dr. North, Suite 575, Denver, CO 80209)
- Attended:** Heather Clark, Dennis Trujillo, Bud Stratton, Jason Gordon, Brandon Kaplan, Ben Kelly and Garrett Vap
- Absent:** Steve Bradford, Pat Hendricks and Jake Forbes

The meeting was brought to order at 10:05am.

1. **Director's Report** (see attached)
2. **President's Report** (Jason Gordon)
 - a. Jason Gordon discussed AWC Colorado tax returns. We will be sending a letter to the IRS asking to waive the penalty. Our CPA is assisting with the letter as well as filing our 2012 Taxes.
 - b. Jason Gordon reported that Jake Forbes is resigning from the Board due to increased time commitment with his job. We are looking for a replacement. Heather will send an email to the Board outlining the details, please send her your nominations. Steve Bradford will head the nomination and appointment process.
3. **Vice President's Report** (Dennis Trujillo)
 - a. Dennis Trujillo reported that he has heard from members that they would like increased communication on what the Board is doing. The Board suggested that we start sending a monthly newsletter to the members. Heather will create a template for Jason Gordon to review. Please send content to Heather with links to articles/information. We will include a member highlight section, events, industry news, board update and technology update. Once the template is in place, Heather will invite all members to join our LinkedIn group and link the newsletter to the group. We will send out the first newsletter in June.
4. **Secretary's Report** (Garrett Vap)
 - a. April Meeting Minutes were reviewed. Dennis Trujillo motioned to approve the April Meeting Minutes as written, Bud Stratton seconded the motion and the Board approved unanimously.
5. **Treasurer's Report** (Heather Clark)
 - a. Heather Clark provided and balance sheet numbers to the Board. Heather will reconcile the bank statement each month and send to Bud to review along with the financial reports. Heather will provide the reports for all future meetings. All checks must be approved by Bud Stratton. Dennis Trujillo will review the details on accessing the reports with Bud.
 - b. Heather will clean up the QuickBooks customer accounts to make sure all accounts have the correct contact information and are listed consistently. Dennis Trujillo will review the AR with Heather and then Heather will either delete odd invoices or re-invoice all outstanding accounts.
 - c. Heather is working with QuickBooks to set up credit card processing. It will be complete before our next event.
6. **Committees**
 - a. **Programs** (Dennis Trujillo)

The Board decided to hold our first "Happy Hour with the Board" on May 23rd. Dennis Trujillo and Heather Clark will complete the details and send out an e-blast on Monday. We will invite

Miller Safety to be the first featured member. The Board discussed the October Networking Event. Dennis Trujillo will provide a proposal at the next Board Meeting.

- b. **Product Show** (Jason Gordon)
Jason Gordon will be meeting with the committee after the Board meeting to outline preliminary details. He would like to use the NW Wall & Ceiling Association as a template. The committee will provide a proposal at a future Board Meeting.
- c. **Poker Tournament** (Pat Hendricks) - April 12, 2013
Jason reviewed the final report. The event went very well and we exceeded our net profit goal.
- d. **Golf Tournament** (Garrett Vap/Brandon Kaplan) - July 16, 2013
Garrett Vap discussed options with the Board and it was decided that we will offer tables to all hole sponsors to promote their company. We will also offer a table in the tent to the breakfast sponsor. Garrett Vap will prepare the "save the date" email and Heather will send out next week. The committee agreed on the fees to be \$600 for a foursome. Registration will begin at 8am, tee off will be 10am. Garrett Vap will bring final details and registration/sponsor information to the next meeting.
- e. **Safety/Training** (Brad Moody/Steve Bradford)
The Committee will come up with dates, locations and titles for the 2013 Training sessions by the June Board Meeting.
- f. **Website/Social Media** (Jason Gordon)
Heather Clark will continue to update the website and LinkedIn Page and Twitter and will load past event and Poker Tournament photos to the Facebook page.

7. Other

The Board will discuss a Corporate Sponsorship Program and implementing the Strategic Plan at the next Board Meeting.

The meeting was adjourned at 11:40am.

Next Board Meeting:

Moody Insurance
Wednesday, May 29, 2013
10:00am -12:00pm

DIRECTORS REPORT

April 2013

Board Meeting - April

- Took Notes
- Created Minutes

Financials

- Worked with Ruben Esquibel to send 2010 and 2011 Taxes for our records and to apply for Quickbooks Credit Card Processing. Also working on IRS letter for 2010 Taxes.
- Wrote checks and entered invoices and payments into QuickBooks
- Prepared financials for Bud Stratton for the May Board Meeting

Poker Tournament

- Handled registrations, payments, eblasts and sponsor collections
- Phone campaign to all member companies
- Ran onsite registration and all money transactions
- Final Reporting of financials

Firestop Training

- Handled registrations
- Set up venue, onsite registration and ordered lunch
- Eblast Promotion

Other

- Promoted Amendment 64 class and sent registrations to Moody Insurance
- Created Action Plan for April/May
- Updated Social Media and sent event announcements
- Updated Website with current members and sent new member email