



## **BOARD MEETING MINUTES**

May 29, 2013

**Location:** Moody Insurance (8055 East Tufts Avenue, Suite 1000 | Denver, CO 80237)

**Attended:** Heather Clark, Dennis Trujillo, Steve Bradford, Pat Hendricks, Jason Gordon, Brandon Kaplan, Ben Kelly and Garrett Vap

**Absent:** Bud Stratton

The meeting was brought to order at 9:46am.

1. **Director's Report** (see attached)
2. **President's Report** (Jason Gordon)
  - a. Jason Gordon discussed AWCI Colorado tax returns. We sent a letter to the IRS asking to waive the penalty. He will notify the Board as soon as he receives a response.
  - b. Jason Gordon asked Heather to send a notice to all contacts encouraging them to join ASCM and SFIA.
  - c. Jason Asked Heather to look into adding the Trust Agreement to the Bylaws
3. **Vice President's Report** (Dennis Trujillo)
  - a. Dennis Trujillo reported that he has been working on finding a location for the October 23 event. The Board decide to look into restaurants since hotels and event centers are expensive. Heather will research options and Dennis will present a proposal at the July Board Meeting.
4. **Secretary's Report** (Garrett Vap)
  - a. The May 9 Meeting Minutes were reviewed. Ben Kelly motioned to approve the May 9 Meeting Minutes as written, Steve Bradford seconded the motion and the Board approved unanimously.
5. **Treasurer's Report**
  - a. Bud Stratton decided that he would prefer to step down as Treasurer and serve as a Board Member. The Board appointed Ben Kelly as the new Treasurer. Dennis Trujillo will work with Ben to get him trained on the position.
6. **Committees**
  - a. **Programs** (Dennis Trujillo)

The first "Happy Hour with the Board" on May 23rd went well, Miller Safety sponsored the food and drinks. The next Happy Hour was scheduled for August 15 from 4-6 pm at Stanahans. The Board discussed the October Networking Event venue. Heather will research restaurants for Dennis Trujillo and Dennis Trujillo will provide a proposal at the next Board Meeting.
  - b. **Golf Tournament** (Garrett Vap/Brandon Kaplan) - July 16, 2013  
Garrett Vap discussed the details for the tournament and assigned Board member to contact companies on the call list. Garrett will update the flyer and call list and Heather will send to the Board and send out eblasts to the membership. Brandon will email Heather the details for the hole sponsorship to add to the website and eblast information.
  - c. **Safety/Training** (Brad Moody/Steve Bradford)

The Committee will come up with dates, locations and titles for the 2013 Training sessions by the July Board Meeting.

## 7. Other

The Board will discuss a Corporate Sponsorship Program and implementing the Strategic Plan at the next Board Meeting on July 9th at Cherry Creek Offices. 10:00-11:00 will be the Board Meeting and 11:00am-12:00pm will be the Strategic Plan Implementation. Bring ideas for the Corporate Sponsorship Program.

The meeting was adjourned at 11:06 am.

### **Next Board Meeting:**

**Phoenix AMC Offices  
Wednesday, July 9, 2013  
10:00am -12:00pm**

## **DIRECTORS REPORT** May 2013

### **Board Meeting - May**

- Took Notes
- Created Minutes

### **Financials**

- Worked on Quickbooks Credit Card Processing
- Wrote checks and entered invoices and payments into QuickBooks
- Sent invoices

### **May 23<sup>rd</sup> Happy Hour**

- Set up Venue
- Sent email promotions
- Handled registrations
- Ran onsite registration

### **Golf Tournament**

- Working on online registration
- Added to Events on the website
- Eblast Promotion

### **October Program**

- Researched Venue Options

### **Other**

- Created newsletter template
- Created Action Plan for May/June
- Downloaded Photos to Facebook