



BOARD MEETING MINUTES

July 9, 2013

Location: Phoenix AMC Offices (3773 Cherry Creek N Dr., Ste. 575, Denver, CO 80209)

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

Absent: Brad Moody

The meeting was brought to order at 10:03am.

1. **Director's Report** (see attached)
2. **President's Report** (Jason Gordon)
 - a. Jason Gordon asked that the AWCI National Executive Conference be included in the August Newsletter
 - b. IRS waived the penalty for the 2010 late tax filing
 - c. Workman's Comp Dividend - Jason will contact Brad about distribution to ABC.
3. **Vice President's Report** (Dennis Trujillo)
 - a. See Programs for report
4. **Secretary's Report** (Garrett Vap)
 - a. The June Meeting Minutes were reviewed. Steve Bradford motioned to approve the June Meeting Minutes as written, Dennis Trujillo seconded and the motion was approved unanimously.
5. **Treasurer's Report** (Ben Kelly)
 - a. Ben Kelly reviewed the financial reports handed out to the Board.
6. **Committees**
 - a. **Membership** (Steve Bradford)

Heather will send membership renewal invoices out this month. Heather will print AWCI CO Membership Frames to distribute to all members. Steve Bradford is working on Phase Two and Boise. Steve will contact Jennifer with Boise to offer her the vacant Board Position. Heather will bring a list of all current members, past members and potential members to the next meeting.
 - b. **Programs** (Dennis Trujillo)

Dennis Trujillo reported that we have selected CB & Potts for the October 23 event. Tables will be \$50 each. Time will be 3-5pm. Stranahans will be the location for the August 15th Happy Hour. Heather will add the events to the website.
 - c. **Golf Tournament** (Garrett Vap/Brandon Kaplan) - July 16, 2013
Garrett Vap finalized the details and the Board discussed their sponsor contacts.
 - d. **Safety/Training** (Brad Moody/Steve Bradford)

The Aerial Lift Training went very well. Brad and Steve will bring details for the September Training and an OSHA training.
7. **Other**
 - We now have 24 members in the AWCI CO LinkedIn Group
 - Jason will send Press contacts to start sending press releases.

- Heather will post Golf Tournament Photos on Facebook and advertise successful event on LinkedIn.
- The Board discussed the Corporate Sponsorship Program. Heather will send the updated document with the Board Meeting Minutes. Jason will send other examples.
- The Board worked on a plan to implement the Strategic Plan. Heather will send updated documents with the Board Meeting Minutes

The meeting was adjourned at 11:06 am.

Next Board Meeting:

**Phoenix AMC Offices
Thursday, September 19, 2013
10:00am -12:00pm**

DIRECTORS REPORT - JUNE 2013

Board Meeting - June

- Took Notes
- Created Minutes

Financials

- Worked with Ben Kelly to update financials and set up reports
- Processed QuickBooks Credit Card Processing
- Wrote checks and entered invoices and payments into QuickBooks
- Sent membership invoices
- Resent invoices for all past due accounts

Golf Tournament

- Set up online registration
- Added to Events on the website
- E-Blast Promotions
- Processed registrations and credit card payments
- Set up budget

October Program

- Researched Venue Options

Other

- Sent July Newsletter
- Created Action Plan for June/July