



Location: Phoenix AMC Office (3773 Cherry Creek North Dr., Suite 575, Denver, CO 80209)

Attended: Steve Bradford, Heather Clark, Jake Forbes, Jason Gordon, Pat Hendricks, Brandon Kaplan, Brad Moody, Bud Stratton, Dennis Trujillo and Garrett Vap

Absent: Kelly Dunlop and Ben Kelly

The meeting was brought to order at 10:00am

**1. Director's Report** (Heather Clark)

- a. Heather Clark discussed the meeting space. Coffee and Water are available in the coffee room, restrooms are in the lobby next to the elevators and the internet code is Username: guest, Password: welcome2cc
- b. December Board Meeting
  - Took notes and created minutes
- b. Christmas Project
  - Entered Donations into QuickBooks
  - Registration/Badges/Signage/Onsite Check In
- c. Facebook Page -
  - Set up Facebook Page and uploaded pictures from the Christmas Project Event
- d. Financials
  - Met with Dennis Trujillo several times for training and access to QuickBooks
  - Set up 2013 Budget
  - Wrote checks and entered invoices and payments into QuickBooks
- e. Other
  - Met with Jason Gordon to set up Email, Phone, Fax and access to website and Constant Contact
  - Printed Badges for all members
  - Updated Website

**2. President's Report** (Jason Gordon)

- a. Jason Gordon welcomed the new board and reviewed expectations and asked that the board be engaged and accountable and participate in as many Board Meetings as possible.
- b. Jason Gordon will be streamlining communications. Meeting invites will be sent for all Board Meetings. One week before each meeting Heather Clark will email the agenda, previous meeting minutes, Director's report and financials for the Board to review before the meeting. Any votes needed between the meetings will be done through email.
- c. All 2013 Board Meetings were scheduled. The meetings will be the second Thursday of each month except for the September meeting: 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, no August meeting, 9/19, 10/10, 11/14 and 12/12.
- d. A majority of the 2013 Calendar was completed. Training and General Program dates and titles are still needed. it was decided that a survey monkey link would be sent to the membership with the President's letter in January. Five topics will be listed (Amendment 64, Economic Outlook, Safety/OSHA, Health Care Changes, Contract Review) along with a blank to fill in.
- e. A half day Strategic Planning session was scheduled for 12-4pm on January 30, 2013, at Moody Insurance. Lunch will be provided. Heather will send documents to review before the session.

**3. Vice President's Report** (Dennis Trujillo) - No Report

4. **Secretary's Report** (Garrett Vap)
  - a. December Meeting Minutes were reviewed. Steve Bradford motioned to approve the December Meeting Minutes as written, Dennis Trujillo seconded the motion and the Board approved unanimously.
  - b. Annual Meeting Minutes were reviewed. Dennis Trujillo motioned to approve the Annual Meeting Minutes as written, Steve Bradford seconded the motion and the Board approved unanimously.
  
5. **Treasurer's Report** (Bud Stratton and Dennis Trujillo)
  - a. Bud Stratton reviewed the financial reports with the Board. Jason Gordon created four memorized reports in QuickBooks that will be presented at future Board Meetings.
  - b. Dennis Trujillo will work with Heather to clean up the financials. Heather Clark will then meet with Bud Stratton to create the reports. Bud Stratton will reconcile the QuickBooks each with the bank statements each month.
  - c. Dennis Trujillo reported that the 2010 and 2011 taxes have been filed.
  
6. **Committees** - Committee Chairs and Co-Chairs and event dates were determined and are listed below (Chairs are listed first, co-chairs listed second)
  - a. **Poker Tournament** (Pat Hendricks) - April 12, 2013
    - Pat will bring details to the February Board meeting.
  - b. **Excellence in Construction Awards** (Kelly Dunlop/Brandon Kaplan) - May 23, 2013
    - Heather will send an email to the contact list to get projects ready for submittal. There will be 6-8 categories.
  - c. **Golf Tournament** (Garrett Vap/Brandon Kaplan) - July 16, 2013
  - d. **Construction Career Days** (Jake Forbes) - September (date to be determined)
  - e. **Bowling Tournament** (Dennis Trujillo/Jake Forbes) - October 18, 2013
  - f. **Christmas Project** (Garrett Vap/Brad Moody) - December 12, 2012
  - g. **Membership** (Steve Bradford)
  - h. **Nominations** (Steve Bradford)
  - i. **Product Show** (Jason Gordon, Steve Bradford, Jake Forbes and Brandon Kaplan)
    - The committee will meet to discuss options and possible partnering with other associations. The committee will create a plan to present to the Board at the February meeting. Jake Forbes suggested that members attend the CRA show to get ideas. He will try to get passes for anyone interested in attending. Brad Moody has access to the CRA budget and will get a copy for the committee.
  - j. **Programs/Networking Events** (Dennis Trujillo)
  - k. **Safety/Training** (Brad Moody/Steve Bradford)
    - Travis Vap will assist as a committee member
    - Possible trainings include OSHA Training in August, Total Station, High Reach, Aerial Stopping
  - l. **Website/Social Media** (Jason Gordon)
    - The website and social media management will be the Director's role. Jason Gordon will oversee. Projects: Clean up database, eblasts, Facebook, LinkedIn, Event Photos on Facebook, Events on website, Calendar of Events.

The meeting was adjourned at 11:31 am

Next Board Meeting:

**Thursday, February 14, 2013, 10:00-11:30am**

Phoenix-AMC Offices, 3773 Cherry Creek North Drive, Denver, CO 80209 - Rocky Mountain Conference Room