



BOARD MEETING MINUTES

January 16, 2014

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

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

The meeting was brought to order at 10:15am

1. **Director's Report** (see attached) - In addition Heather reported that she met with Justin with Moody Insurance and the General Liability insurance is complete and he will check into the D&O Insurance and provide us with a quote.
2. **President's Report** (Garrett Vap) - Garrett reviewed Board duties for 2014 and who he assigned to each project.
3. **Vice President's Report** (Dennis Trujillo) - No Report
4. **Secretary's Report** (Brandon Kaplan) - The December Meeting Minutes were approved via email and posted to the website.
5. **Treasurer's Report** - Ben Kelly reviewed the financials with the Board and answered questions. The Board reviewed the Accounts Receivable and decided to void all outstanding invoices. The Board created the 2014 Budget. Heather will send the new budget with the meeting notes for final approval at the February meeting.
6. **Committees**
 1. Bowling Tournament (Jake Forbes) - No Report
 2. **Christmas Project (Brandon Kaplan)** - The Board discussed the event and thought it went very well this year. The venue was very family friendly. We did lose about \$500 on the event, but met our goal of donations to families
 3. Construction Career Days (Jake Forbes) - September 23 and 24, 2014
 4. **Excellence in Construction Awards (Dennis Trujillo / Garrett Vap / Jason Gordon)** - Travis Vap will head this committee. Once a date has been selected, Heather will check with Lakewood Country Club for availability. We will need to send the awards submission to the membership by next Board Meeting.
 5. Golf Tournament (Brandon Kaplan / Brad Moody) - No Report
 6. Membership (Jason Gordon) - Jason will update the membership packet for 2014. The Board approved a budget for Jason to recruit new members. Jake will meet with Advantage and Spacecon. Mark will meet with BOMA. Heather and Jake will work on a membership brochure.
 7. Nominations (Jason Gordon)
 8. Poker Tournament (Pat Hendricks) - Pat will be doing a Casino Night this year. He is still working on a venue. The date will be April 18th or 25th.
 9. Product Show (TBD) - Postponed for now
 10. **Programs & Networking Events (Dennis Trujillo)** - Dennis will work on a venue for the Happy Hour in May
 11. **Safety & Training (Ben Kelly / Mark Dean / Brad Moody)** - OnCenter training will be February 11 and 12, 2014. We will pay for the \$100 discount per member. We need a minimum of 10 to run the class. Will submit a plan for a 10 hour OSHA training at the next meeting.
 12. Website & Social Media (Jason Gordon) - Heather is working on the new website and will send mock ups soon.
 13. **Corporate Sponsor Program (Dennis Trujillo / Jason Gordon)** - Will discuss at the February meeting. Heather will send another eblast out.

The meeting was adjourned at 1:00 pm.

Next Board Meeting:

Moody Insurance

Thursday, February 20, 2014, 10:00am - 11:30am

DIRECTORS REPORT - DECEMBER 2013

Board Meeting - December

- Took Notes
- Created Minutes and posted online once they were approved

Financials

- Worked with Ben Kelly on Financials and AR
- Processed Quickbooks Credit Card Processing
- Wrote checks and entered invoices and payments into QuickBooks

Membership

- Delivered and sent membership plaques.

Christmas Project

- Processed registrations and payments and promoted through constant contact.
- Set up venue and menu
- Sent nomination email to membership
- Onsite registration and logistics