



BOARD MEETING MINUTES

December 12, 2013

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 and Brandon Kaplan

Absent: Brad Moody and Pat Hendricks

The meeting was brought to order at 10:15am

1. **Director's Report** (see attached)
2. **President's Report** (Dennis Trujillo for Jason Gordon) - No Report
3. **Vice President's Report** (Dennis Trujillo) - No Report
4. **Secretary's Report** (Garrett Vap) - The November Meeting Minutes were approved via email and posted to the site.
5. **Treasurer's Report** - Ben Kelly reviewed the financials with the Board and answered questions. The Board reviewed the Accounts Receivable and assigned members to followup on all outstanding invoices.
6. **Committees**
 - a. **Christmas Project** - Brandon is working with Lakewood Country Club on the menu, Heather has arranged all of the other details. Garrett reviewed the remaining details and assignments for the Board.
 - a. **Programs** (Dennis Trujillo) - The networking event will be postponed until next year.
 - b. **Safety/Training** (Brad Moody/Steve Bradford) - Steve Bradford is working on the training schedule and will bring a report to the January Meeting.
7. **Other**
 - **Website** - The Board approved the contract with Viet Consulting for \$1750 initial setup and mobile app and \$80 per month. Heather has started on the design. Vieth has agreed to charge us in January so it will reflect in the 2014 financials.
 - **Corporate Sponsorship** - The Board will work on a promotion plan at the January Meeting.
 - **Nominations** - Nominations are complete and the Board will be inducted at the Annual Meeting.
 - **ASAC Health and Safety Summit** - Heather attended the show and received several membership prospects.

The meeting was adjourned at 11:30 am.

Next Board Meeting:

Moody Insurance
Thursday, January 9, 2013
10:00am - 11:30am

DIRECTORS REPORT

November 2013

Board Meeting - November

- 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

- Worked on delivering membership plaques, this has taken longer than expected since several companies are no longer at the addresses I have listed. I plan to complete the deliveries before the December Board Meeting. I will send plaques to addresses in Fort Collins and other long distance locations.

Christmas Project

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

Other

- Completed website contract and started on the content
- Worked ASAC Heath and Safety Summit and prepared promotions for the booth
- Completed Corporate Sponsor Flyer
- Updated Website