



## **BOARD MEETING MINUTES**

March 14, 2013

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

**Attended:** Steve Bradford, Heather Clark, Jason Gordon, Pat Hendricks, Brandon Kaplan, Bud Stratton, Dennis Trujillo and Garrett aVp

**Absent:** Jake Forbes, Brad Moody and Ben Kelly

The meeting was brought to order at 10:08am

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

Board Meeting - February

- Took Notes
- Created Minutes

Financials

- Met with Dennis to reconcile Accounts Receivable
- Wrote checks and entered invoices and payments into QuickBooks
- Prepared financials for Bud Stratton for the March Board Meeting
- Renewed Colorado Casualty Insurance

Membership

- Answered several calls and email regarding membership and training

Strategic Planning

- Assisted Becky Roland with Strategic Planning Session and followup documents

Other

- Assisted Brandon Kaplan with Firestop Training Location
- Set up Amendment 64 class for members, will send invite through constant contact when I receive the final details from Moody Insurance.
- Created Member Survey
- Created Action Plan for February/March
- Set up Twitter Account

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

- a. Jason Gordon asked that the Board provide feedback on the following question so we can have Travis Vap report on behalf of our state chapter at the AWCI National Board Meeting. "How is Colorado doing in regards to the construction economy, important trends and business in our geographic area?"
- b. Jason Gordon asked that the Board consider registering for Quickbooks new online credit card processing that includes a credit card reader for smartphones. The Board agreed and Heather will sign up for the free trial.

### **3. Vice President's Report (Dennis Trujillo) - Dennis suggested that we have a "Meet and Greet" Event for vendors and contractors. The Board agreed it is a great idea and scheduled the event for the October 23rd General Program. Heather will research locations and Dennis will bring a proposal to the April Board Meeting.**

### **4. Secretary's Report (Garrett Vap)**

- a. February Meeting Minutes were reviewed. Dennis Trujillo motioned to approve the January Meeting Minutes as written, Steve Bradford seconded the motion and the Board approved unanimously.

### **5. Treasurer's Report (Bud Stratton and Dennis Trujillo)**

- a. Heather Clark and Dennis Trujillo reconciled all of the past due invoices. Heather Clark has re-invoiced the invoices that are past due. Heather Clark will follow up with phone

calls and then delete the members that have not rejoined from the website and membership packet.

- b. Dennis Trujillo will work with Heather Clark to get the bank Statement login so that Bud Stratton will be able to reconcile the bank accounts before each Board Meeting and provide a report.

## 6. Committees -

- a. **Poker Tournament** (Pat Hendricks) - April 12, 2013
  - Pat Hendricks reviewed the event and the Board worked on the details for the evening. A call list was created, Heather Clark will send the updated list to the Board with the Meeting minutes. Jason Gordon will update the flyers and Heather will post to the website and send an eblast to the contact list as soon as she receives them.
- b. **Excellence in Construction Awards** (Kelly Dunlop/Brandon Kaplan) - The Board decided to postpone the event until 2014.
- c. **Golf Tournament** (Garrett Vap/Brandon Kaplan) - July 16, 2013 - No Report
- d. **Construction Career Days** (Jake Forbes) - September - Jake Forbes will send Heather Clark the dates to add to the Calendar.
- e. **Bowling Tournament** (Dennis Trujillo/Jake Forbes) - October 18, 2013 - No Report
- f. **Christmas Project** (Garrett Vap/Brad Moody) - December 12, 2012 - No Report
- g. **Membership** (Steve Bradford) - Heather Clark will update the membership Packet, create a welcome packet to be sent by mail that will include a membership certificate and she will also create a new member check list to review with Steve Bradford and Jason Gordon.
- h. **Nominations** (Steve Bradford) - No Report
- 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 April meeting. Goal is a free show for attendees with educational sessions. Jason Gordon will attend the Home Builders show in April for ideas. The target is to have a AWCI Colorado Product Show every other year that highlights new items coming into the market. We would like to offer CEUs.
- j. **Programs/Networking Events** (Dennis Trujillo) Dennis Trujillo will bring a proposal to the March Board Meeting for the remaining two General Meetings.
- k. **Safety/Training** (Brad Moody/Steve Bradford)
  - The Committee will come up with dates, locations and titles for the 2013 Training sessions by the April Board Meeting.
  - The Board decided to use the AWCI National Training Programs.
  - The committee will look at possible co-sponsorships with AGC and other Association 's Programs.
- l. **Website/Social Media** (Jason Gordon)
  - Heather Clark will update the LinkedIn, Twitter and Facebook Pages at least twice a month.

## 6. Other:

- The Board will discuss a Corporate Sponsorship Program and the details for the Golf Tournament at the April Board Meeting
- Please review the Strategic Planning Documents and provide feedback to Heather Clark.

The meeting was adjourned at 11:35 am

## Next Board Meeting:

**Thursday, April 11, 2013, 10:00-11:30am**

Phoenix-AMC Offices

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