



BOARD MEETING MINUTES

April 17, 2014

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

Attended: Heather Clark, Dennis Trujillo, Ben Kelly, Garrett Vap, Jake Forbes, Pat Hendricks, Brandon Kaplan, Brad Moody and Shawn Macaluso

Absent: Jason Gordon

The meeting was brought to order at 10:04am.

1. **Director's Report** (see attached)
2. **President's Report** (Garrett Vap) - Garrett reported the Intex Show had a 27% increase in attendance. The format was the same as last year. Differences were set aside and the Conference went well. Garrett introduced Hope George as the new Executive Director. Hope and Heather have been working to transition all of the duties. Hope has been working on updating the membership contact information, selling corporate sponsorships and registrations for Casino Night. Garrett, Jason, Dennis and Hope have sold 10 Corporate Sponsorships (Platinum - E&K and Moody Insurance; Gold - Heartland Acoustics & Interiors, Specified Technologies and Western Interiors; Silver - KHS&S, Jones Hartz, Magnum Materials, Drywall Partitions and Heggum Lundquist. They will continue to sell until the April 24th deadline. They have now transitioned to non-members. Garrett will create Anti-Trust Guidelines that will be read before each meeting to follow AWCI National's recommendation.
3. **Vice President's Report** (Dennis Trujillo) - Dennis reported that a survey was sent out to determine the type of events members would like to see. The results showed that the members would prefer a program with a business topic and they prefer a central location. Dennis is working on a Happy Hour Program for May 21st that will feature the State of the Market both locally and Nationally. Speaker will be Travis Vap.
4. **Secretary's Report** (Brandon Kaplan) - The March Meeting Minutes were approved via email and posted to the website. Brandon will be taking the meeting minutes from now on and will distribute to the Board. Hope will post the minutes to the website once approval is given from the Board.
5. **Treasurer's Report** - Ben Kelly reviewed the financials with the Board and answered questions. The Board decided to write off the additional \$100 still outstanding from Powers. The Accounts Receivable reflects current Corporate Sponsorship invoices. Ben has entered all Corporate Sponsorships as prepaid income and will allocate the income to each event as they are completed. All files and financials have been transitioned from Heather to Ben.
6. **Committees**
 - **Bowling Tournament** (Jake Forbes) - Jake is working on finalizing the contract and date. He will have a budget to Hope within the week.
 - **Christmas Project** (Brandon Kaplan) - Brandon will contact Lakewood Country Club for a contract for the date of December 11, 2014.
 - **Construction Career Days** (Jake Forbes) - September 23 and 24, 2014 - Jake reported that everything is ready to go for the event. Garrett asked that the Board think of ways to increase involvement and to come up with new activities to increase excitement for the industry.
 - **Excellence in Construction Awards** (Dennis Trujillo / Garrett Vap / Jason Gordon) - Travis Vap will send a report to the Board next week. Brandon has secured the Lakewood Country Club for 9/11/14.
 - **Golf Tournament** (Brandon Kaplan / Brad Moody) - July 15 - Brandon is working on a contract. He is looking at different prize allocations for this year, otherwise everything will remain the same.
 - **Membership** (Jason Gordon) - Jason called the two potential new members, Outwest Drywall Supply and The Bouma Corporation, that Mark brought to the last board meeting. He left detailed voicemails but neither have responded. He will make another call to each this week. Jason asked that board members send any other potential member names and he will reach out to them.
 - **Nominations** (Jason Gordon) - No Report

- **Poker Tournament** (Pat Hendricks) - Pat reviewed all of the details with the Board. Heather will continue to send eblasts out. We have 72 registrations so far, the goal is 120. It was decided that the Grand Prize will be a Las Vegas Getaway and there will be three smaller prizes of gift cards to Best Buy, The Chop House and one other restaurant. The call was updated.
- **Programs & Networking Events** (Dennis Trujillo) - Reported in Vice President's Report
- **Safety & Training** (Shawn Macaluso / Mark Dean / Brad Moody) - Mark Dean reported that he is working with Tribela Safety to conduct the trainings in trade for advertising at the events. They will do the trainings at cost. Mark will work with Hope to come up with an advertising plan. Mark will have all of the details completed for the three trainings at the next meeting.
- **Website & Social Media** (Jason Gordon) - The website is complete. All of the member records are updated and loaded into the website database. The AWCI-Colorado mobile app is available on iTunes and can be downloaded for free. Website training has been rescheduled for to occur at the May board meeting

7. Other

- The Board discussed adding a Clay Shoot to the 2014 Events. Garrett will work on a proposal for the next meeting. The event would be in the fall. Jake offered to assist.
- Hope will work on adding non-members to the call list and updating non-member contact information.

The meeting was adjourned at 11:14am

Next Board Meeting:

Moody Insurance

Thursday, May 15, 2014, 10:00am - 12:00pm (first hour will be the website management training)

DIRECTORS REPORT

March 2014

Board Meeting - March

- Prepared Documents and emailed to the Board
- Posted March Board Meeting Minutes online once they were approved

Financials

- Worked with Ben Kelly on Financials
- Transitioned all records and financials to Ben Kelly
- Processed Quickbooks Credit Card Processing
- Wrote checks and entered invoices and payments into QuickBooks
- Invoiced all Corporate Sponsors

Website

- Worked with Vieth Consulting to set up Mobile App, Quickbooks Integration, Broadcast Messages and Newsletter Template
- Added content to new website
- Added Corporate Sponsor logos to website
- Merged Constant Contact and all membership lists to the new website
- Updated contact information for all members

Casino Night

- Sent Eblasts
- Created Call List
- Managed Corporate Sponsor Registrations