



BOARD MEETING MINUTES

June 24, 2014

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

Attended: Garrett Vap, Ben Kelly, Jason Gordon, Jake Forbes, Pat Hendricks, Brad Moody, Hope George,

Absent: Dennis Trujillo, Brandon Kaplan, Mark Dean, Shawn Macaluso

The meeting was brought to order at 11:01 am.

1. **President's Report** (Garrett Vap) –
 - Garrett thanked everyone for attending the meeting the Board meeting.
 - Garrett thanked everyone for their assistance with the golf tournament.
 - The Clay Shoot event has been tabled until 2015.
 - Announced the date change for the Excellence in Construction Award - now October 16 and Bowling Tournament has moved to September.
2. **Director's Report** (Hope George) –
 - Hope gave a high level review of the May report and a detailed review of June's report.
3. **Vice President's Report** (Dennis Trujillo) – no report.
4. **Secretary's Report** (Brandon Kaplan) –
 - The Board reviewed and approved June Meeting Minutes.
 - May & June Meeting Minutes to be posted to website.
 - July Meeting Minutes and Action Plan to be emailed to The Board as soon as possible for approval and posting to website.
5. **Treasurer's Report** (Ben Kelly) –
 - Ben reviewed the financials along with the final Golf Tournament Budget.
 - The Board approved the final golf tournament invoice for payment.
 - The Board inquired about the CC square for iPhones and Hope agreed to contact Heather Clark to locate it.
6. **Committees:**
 - **Bowling Tournament** (Jake Forbes) – New date **September 25, 2014** for event.
 - Jake will secure a location and provide to Hope
 - Hope to create flyer for Board approval at August meeting for EBlast on 8/25/14.
 - Hope to provide Jake with last year's budget and bowling budget for this year.
 - **Christmas Project** (Brandon Kaplan) – **December 11, 2014**
 - **Construction Career Days** (Jake Forbes) – **September 23 & 24, 2014**
 - Board discussed ways to attract students to our booth.
 - It was agreed that gift cards for on the spot sign ups would be given.
 - Board also requested QR codes for phone apps to be on wall at booth and on our website.
 - **Excellence in Construction Awards** (Dennis Trujillo / Garrett Vap / Jason Gordon) – **October 16, 2014**
 - Hope to email the submission form to board for preliminary approval by 7/25/14.
 - Hope will provide 1st draft of voting form and EBlast announcement next week by 8/1/14.
 - EBlast with submission form will be sent on Aug 11th.
 - All submissions deadline is 8/29;

- Voting forms finalization & approval 9/8 to 9/12;
- Voting begins on 9/15 closes on 9/25th.
- Board reviewed categories.
- **Golf Tournament** (Brandon Kaplan / Brad Moody) –
 - Tournament reviewed.
 - Hope will create an EBlast including photos with a link to our FB page and provide to the board for approval by 7/28/14
 - EBlast will be under News & events – hyper link to full Facebook page along with a list of door prizes
 - Highlight Kyle Lundquist with Horizon as the grand prize winner;
- **Membership** (Jason Gordon) –
 - New Member Phase2 Company
 - Smalley & CO requested brochure and membership application which was sent on 7/17/14.
 - The Association received its first mobile app membership inquiry.
 - Hope will contact potential member and report back to the board with feedback about the app for future marketing.
 - Jason will contact Wes with Acoustical Services about membership.
- **Nominations** (Jason Gordon) – No report.
- **Poker Tournament** (Pat Hendricks) – No report.
- **Programs & Networking Events** (Dennis Trujillo) – August Happy Hour
 - Hope to contact Dennis to have date and venue finalized by Friday 7/25/14 then email board with information.
- **Safety & Training** (Shawn Macaluso / Mark Dean / Brad Moody) – **August 22 & 23, 2014**
 - OSHA 10 Hour Training; \$100.00 per person;
 - Moody can only do 20 on Saturday at their office;
 - Mark to scout location and board wants completed end of day 7/25/14.
 - Hope to send out EBlast by 7/30.
- **Website & Social Media** (Jason Gordon) – No report.
- **Corporate Sponsor Program** (Dennis Trujillo / Jason Gordon) – No report.

New Business (Jason Gordon) Jason discussed the CISCA & AWCI agreement with the Intext venues set for next 5 years.

The Board would like to begin planning for 2015 events at the August Meeting including a plan to announce events with a save the date EBlast 3 – 4 months ahead of each event.

The meeting was adjourned at 11:17 am

Next Board Meeting:

Thursday, August 21, 2014, 10:00am - 11:30am

Moody Insurance

8055 East Tufts Avenue, Suite 100
Denver, CO 80237

Directors Report

June 2014

Board Meeting - May

- Prepared Board Meeting Documents
- Prepared Board Meeting Minutes

Financials

- Processed QuickBooks Credit Card Processing
- Prepared checks; entered invoices and payments into QuickBooks
- Completed QuickBooks training with Ben – new version

Website

- Added content to new website
- Updated contact information for members

Golf Tournament

- Sent EBlasts for tournament
- Processed registrations for players
- Created The Board call list
- Created tabs in the golf tournament information sheet
- Tracked player information
- Tracked sponsor information
- Coordinated door prize pick-ups and delivery to Heartland
- Contacted corporate sponsors for player information

Excellence in Construction Awards

- Completed first draft of awards submission form
- Completed conference calls with Travis Vap
- Researched plaque expenses and delivery dates
- Researched voting options for awards – Survey Monkey vs. Constant Contact

AWCI Training – OSHA 10 Hour

- Assisted committee chair in obtaining information for EBlast