



BOARD MEETING MINUTES

May 15, 2014

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

Attended: Hope George, Dennis Trujillo, Ben Kelly, Garrett Vap, Jason Gordon, Pat Hendricks, Brandon Kaplan and Shawn Macaluso

Absent: Mark Dean, Jake Forbes

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

1. **Vice President** (Dennis Trujillo) called the Board to order and distributed National's Anti-Trust Statement. The Board reviewed The Statement and agreed that we should acknowledge it prior to each board meeting, review in depth once a year, and send to all membership via an Eblast so they are aware it has been adopted.
2. **Director's Report** (see attached)
3. **President's Report** (Dennis Trujillo) – Dennis provided Presidents Report as Garrett arrived late. Board reviewed the calendar of events noting that August Happy Hour and Training were missing. New Eblast Plan reviewed – board requested one change – day of the event send reminder to all members not just unregistered members. Board approved Eblast plan.
4. **Vice President's Report** (Dennis Trujillo) – Dennis signed the tax documents and payment of \$425.00 was delivered for tax completion.
5. **Secretary's Report** (Brandon Kaplan) - The April Meeting Minutes were approved via email and posted to the website. Both Secretary and Executive Director will take meeting & action plan notes.
6. **Treasurer's Report** (Ben Kelly) - Ben reviewed the financials, including A/R, expanded banking / reserve on balance sheet, corporate sponsorship monies and Pinnacle rebate check with the Board and answered questions. The board approved the expense of retaining Constant Contact for E Blast history until they are recreated in the website.
7. **Committees**
 - **Bowling Tournament** (Jake Forbes) – Hope to contact Jake to secure dates, budget and update venue by end of May.
 - **Christmas Project** (Brandon Kaplan) – Brandon reported that we have scheduled the event.
 - **Construction Career Days** (Jake Forbes) – currently have date information.
 - **Excellence in Construction Awards** (Dennis Trujillo / Garrett Vap / Jason Gordon) – Hope to work with Travis Vap to complete submission form, Webpage for voting, announcement flyer. Initial dates – application out June 11th, deadline for submission August 1st, 1 vote per member company, gold and silver awards to be given, will need slice show for event.
 - **Golf Tournament** (Brandon Kaplan / Brad Moody) – Brandon reviewed the golf tournament details to date including: Gift bag sponsors for swag (2 or 3), Hilti is already Hole in One sponsor, 4 shots closest to the pin, Door Prizes-really promote this so we can add additional value, 10.00 a mulligan, Hilti is looking into 150 pairs of gloves; Need to get flyer out ASAP; Sample to board by on Monday 19th for review and approval with first blast to go out 5/21/14. Save the date was sent 5/15/14.
 - **Membership** (Jason Gordon) – Jason reviewed new membership information from National along with companies who didn't pay last year. Hope to send out membership invoice to all current members with new membership dues. Our deadline for submitting to National is 6/30/14. Hope to complete chapter vs. national reconciliation.
 - **Nominations** (Jason Gordon) – Nothing to report.
 - **Poker Tournament** (Pat Hendricks) - Pat reviewed all of the details of the Casino Night with The Board, including; good feedback on location, no shows, budget, area for improvement next year. Hope to send eblast with some pictures of the event with name of prize winners and a link for other pictures to be viewed.
 - **Programs & Networking Events** (Dennis Trujillo) – Hope reviewed details for the May Happy Hour. The Board agreed upon drink coupons and large poster of all corporate sponsors.
 - **Safety & Training** (Ben Kelly / Mark Dean / Brad Moody) – No report
 - **Website & Social Media** (Jason Gordon) – Not covered as board meeting ran short on time
 - **Corporate Sponsor Program** (Dennis Trujillo / Jason Gordon) - The Board reviewed current corporate sponsors and financial breakouts for each sponsorship level – platinum, gold and silver.

- **Clay Shoot** – (Garrett Vap) – The Board discussed hosting a Clay Shoot this year. Garrett has contacted Kiowa Creek but they were closed. Will call again this week. This event would not be part of the corporate sponsors program benefits. The Board approved the purchase of a banner for all AWCI CO events.

The meeting was adjourned at 12:17pm

Next Board Meeting:

Thursday, June 19, 2014, 10:00am - 11:30am

Moody Insurance

8055 East Tufts Avenue, Suite 100
Denver, CO 80237

DIRECTORS REPORT

April 2014

Board Meeting - April

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

Financials

- Worked with Ben Kelly on Financials - **Heather**
- Transitioned all records and financials to Ben Kelly – **Heather**
- Trained with Heather Clark – QuickBooks & PayPal
- Processed QuickBooks Credit Card Processing
- Prepared checks and entered invoices and payments into QuickBooks
- Invoiced Corporate Sponsor
- Worked on Schedule of Values for Corporate Sponsorships Accounting

Website

- Added content to new website
- Added Corporate Sponsor logo to website
- Updated contact information for members
- Arranged Website Training for May Board Meeting

General Meeting – Happy Hour

- Reserved Venue
- Sent EBlast
- Created Website Registration

AWCI Training – Aerial Lift

- Created EBlast
- Created Website Registration