



BOARD MEETING MINUTES

May 18, 2017

Location: Moody Insurance Offices (8055 E. Tufts Avenue, Denver, CO 80327)

Attended: Chris Loomis, Dennis Trujillo, Kyle Zentz, Andrew Torrance, Kelley Huss, Ryan Mitchell, Junior Mendoza, Scott Christensen, Nate Reimer, Garrett Vap, and Ken Franc

Absent: Melanie Trujillo, Marshall Anliker, Doug Laufenberg

This meeting was brought to order at 10:01 am

1. **Director's Report** (Melanie – Not Present)
 - a. Report Read
 - b. Board Members be sure to include Melanie on any event planning details
 - c. Discussion had on over-blasting and quality of content on the monthly news blasts. There was a motion to add “spotlights” to the monthly news blasts. These spotlights will be for each local chapter member excluding the contractors. Different member each month. Months will be chosen by random draw. – Motion APPROVED.
 - i. Chris and Melanie to head this up
 - ii. Chris to send personal email to membership explaining intent of the spotlights.
 - iii. News blasts will also piggyback off of AWCI National monthly news blasts.
 - d. Modify Event blasts to weekly
2. **Presidents Report** (Chris Loomis)
 - a. Lifetime Achievement Award voting going forward – Motion to change the way the board chooses the winner of this award. Motion includes the creation of a new committee ~ History Committee, that will be head by the current Past President. Committee intent is to gather all former presidents together to present a recipient of the award to the current AWCI Board. Then Board will then vote to accept the nomination. – Motion APPROVED.
3. **Vice Presidents Report – (Scott Christensen)**
 - a. No Report
4. **Secretary Report – (Kyle Zentz)**
 - a. Prior minutes Approved
5. **Treasurer's Report – (Andrew Torrance)**
 - a. Balance Sheet
 - b. A/R Aging Report
 - c. Reviewed Outstanding Invoices
 - d. Current Budget vs Actuals – 2017 Events
 - e. Tax Returns were submitted and Accountant was paid.
 - f. Created direct payment method for Admin Support

- g. Reviewed Approval process for transfer of funds:
 - i. Must have President's approval plus 1 other from the executive board team
- h. Andrew gathering list of current signatory's.

6. **Committee Reports**

- a. Excellence in Construction Awards (Doug)
 - i. Successful Event.
 - ii. Pics to be posted to Website and Winners will sent out via Blast.
 - b. Casino Night (Ryan and Andrew)
 - i. Completed. Successful Event.
 - c. Membership (Garrett) – No report
 - d. Corporate Sponsorship (Garrett and Chris) – No Report
 - e. Golf Tournament (Kyle Zentz)
 - i. Date is July 11
 - ii. Blasts are currently going out.
 - iii. Garrett and Kyle to meet to discuss Budget
 - iv. Sponsorships are next. KZ will send out list of needed sponsors
 - f. Christmas Project (Kyle Zentz) – No Report
 - g. Clay Shoot (Scott)
 - i. Add Insurance to Event
 - ii. Date is 10/12/17 – Locked in.
 - iii. Scott needs 2016 Budget to compare current agreement
 - h. Member Networking Events (Chris and Dennis)
 - i. Top Golf event – June 14th. Wednesday 12-3pm
 - ii. Minimum 12-14 people @ \$75 - \$100 per person.
 - i. Safety & Training (Kelley Huss)
 - i. Sales Training Complete
 - ii. Spanish Training – Starting 6/21. Wednesday's mid-morning. Each class about 90 min. 5 consecutive Wednesdays with the exception of July 4th week. \$100 total per attendee.
 - j. Website & Social Media (Melanie Trujillo)
 - i. Skipped due to time.
7. New Business –
- A. Dropbox account is setup. Andrew to load content and send out links to board.
 - B. Marshall Anliker resigns from the board to take new job in Kansas City.

Meeting was Adjourned 11:33am