

Minutes: Press Club, Board Meeting Tuesday, April 7th 2015

PRESS CLUB BOARD MEETING

DATE: April 7, 2015

LOCATION: Press Club board room

Meeting called to order: 7:05 PM

Members Present:

President, Thom Wright

Vice President: Kouri Antinone; Secretary: David Donaldson; Manager: Maynard Cowan; Director: Steve Satchwell; Director: Erin Debenport ; Director: Ken Hargis.

Member Absent:

Cynthia Stepleton; Kirsten Elliott; Jim Riordan

Motion to approve March minutes

Approved as written

President's Report:

Tom presented information regarding IRS from past years. He commented that he has to deal with a variety of separate entities; The Press Club itself; (a not for profit); the apartments (for profit and filed separately) 501C-3. He expressed that accounting for the Press Club is very similar to accounting for a small business. Apartment income is recorded on a daily sales sheet, but is accounted for at the end of the year on separate financial statement.

Thom commented that financial reports for the county should have been filed by the treasurer, but there had been a delay this year due to Cynthia's medical circumstances and the county will have to undertake an audit of the club.

Tom commented that he took all the Liquor licenses to Santa Fe for filing, and that all the licenses must be kept behind the bar. Tom gave the paperwork to Maynard for placement.

Committee Reports:

Vice President's Report:

Kouri indicated that she did not have a huge amount to report. She commented that the club has had contact with a number of bands who are interested in performing at the

club. She specifically wanted to acknowledge that Khalil, the new bar tender, is doing a good job.

Treasurer's Report: Cynthia is currently experiencing medical issues and was not able to attend tonight's board meeting. The Club manager, Maynard, has been in touch with Cynthia and reported sales of about \$20,800 last month. Operating loss was \$1,200. Lawyer's fees are about \$1900. Texas Independence Day liquor supplies were slightly over-estimated, but the club can use all the left-over stock.

Template, an accounting company took over doing taxes portion of book from Maynard.

Because Cynthia is currently experiencing medical issues, it is uncertain when she will be able to resume her treasurer's responsibilities. Maynard is willing to cover some of the Treasurer's responsibilities during Cynthia's absence, but he points out that it shouldn't be up to the Club Manager to take charge. He feels that it is up to board to make decisions. Thom commented that if an accountant were to do the job, it would cost \$200 to \$300 a month; however, it would be higher if the accountant's task were to involve more than basic tax work. Maynard pointed out that bar managers (in general) would need to know a lot more about payroll taxes and other related information in order to properly execute the task. As a consequence, Maynard strongly feels it is rightly the treasurer's responsibility.

Maynard will present some ideas regarding accounting that he believes the board should consider. He reported that the former manager took on a lot more than might be expected of a new manager.

During the extended discussion regarding the treasurer's responsibility, Kouri requested that the board acknowledge Bob Springer's involvement with accounting advice and account monitoring. The board unanimously expressed their appreciation.

Secretary's Report: David acknowledged his appreciation to Thom for advice regarding minute keeping.

Manager's Report: Maynard incorporated portions of his manager's report in the treasurer's report, but he elaborated during the "official" report, that the bar tenders hit their \$20,000 general sales goal for club.]Maynard indicated that he will be holding a members' appreciation Bar B.Q. with music on Friday, April 11th at 6:30 PM.

Membership Report: Five new members were proposed and unanimously approved by board. There were several resignations; There was a short discussion concerning honorary membership. Maynard indicated that certain suppliers may not qualify to honorary membership and he needs to review the list before the board make a final approval. STILL PENDING.

Web & Media Report: Ken advised the board that the new web page has been launched. So far, it has received good comments from members. Ken questioned

whether Maynard up-coming BarB.Q. should that be put on Face book since it only involves members.

Social: & Media Report: Cynthia was not present; but David indicated that will work with social & media about the upcoming Huning Highland House tour on Mother's Day, May 10th.

Erin Debenport announced that she recently published a book dealing with secrecy and Native American Languages, and she will be having a book launch part at the club on May 7th. Press Club Members are welcome to attend.

Art committee: Kouri commented that the months of May, June, and July are currently booked. Kouri is considering getting a volunteer to help out with the art committee.

Audit Committee. Jim Riordan not present at board meeting.

Building and Grounds; Maynard would like the Building and ground Committee to assess and take charge of things that need to be fixed. Building and Ground activity during the past month included a Water heater that overflowed in apartments; Thom took charge of the situation and attended to the problem. Tom mentioned that the basements are being used as store room, which is not part of the rental agreement, and that sump-pumps will need to be replaced in the apartments. Kouri asked the board to acknowledge John Gilpin and Adam D'Alio for helping to clean out basements of Press Club.

Community Liaison: David reminded the board that the Huning Highland house tour will be held on May 10th from 11 AM to 3 PM. The owner of the Lunch Box, and a neighbor of the Press Club, has offered to provide cookies for the event. The only thing that Press Club volunteers will need to do is explain the club's history and point out our involvement in the neighborhood.

Unfinished business: We did not have time to discuss the Personnel managers job description, and honorary membership will have to be addressed at the May meeting.

Motion to adjourn: Without objection: Done

Meeting adjourned at 8:10 PM

Minutes respectfully submitted by: David Donaldson, Secretary