

FEBRUARY, 2015 MINUTES, THE ALBUQUERQUE PRESS CLUB

DATE: TUESDAY, FEBRUARY 10, 2015

LOCATION: PRESS CLUB BOARD ROOM;

Members Present:

President: Thom Wright; Vice President: Kouri Antinone; Secretary: David Donaldson; Treasurer: Cynthia Stepleton; Director: Steve Satchwell; Director: Ken Hargis; Director: Pam Micklet; Director: Kristen Elliott

Member Absent:

Director: Jim Riordan; Director: Erin Debinport; Manager: Maynard Cowan. Seth Hall, Membership committee.

Meeting called to order at 7:05 PM:

President's Report: Thom called for approval of December minutes: after some discussion about editing, the January minutes were unanimously approved.

Thom discussed "honorary members" category which was touched on in the January minutes. He requested that a list of names will need to be presented in order to approve. Kori indicated that she will bring that list next months.

Vice President's Report: Kori reported that January was a great month for the Press Club. She reminded the board that the Press Club was established in 1965, and pointed out that this year will be "our" fiftieth anniversary. Krstin and Kori would like to introduce monthly events and if possible, have a "big summer bash" to commemorate that milestone. Kori asked Ken if he can create a banner to that effect.

Treasurer's Report: Cynthia handed out the profit and lost statement for December, 2014. There was a discussion on specific expenses.

Cynthia reported that January is usually a slow month but January, 2015 showed an increase in revenue of \$2,300 over January 2014. The profit and loss statement indicates a loss of \$973.44 but that figure does not reflect a recent rent payment, which reduces the loss to approximately \$500. Presented profit and loss sheet: discussion on specific expenses. Cynthia: Jan Increase from 2014. \$ 973.44 loss; rent paid so really about 500. Historically slower in Jan. However Increase revenue by 2300. Reviewed why last Jan was so expensive. Solvent: can still pay bills. "all in all, looking pretty good. Cynthia reported that "The Press Club is solvent and we can still pay all of our bills. Overall, we are looking "pretty good!"

Secretary's Report: David reported that the January minutes were e-mailed on the weekend following the board-meeting. He received no immediate "feed-back." He included a duplicate copy of the January minutes when he sent out notification for the February board meeting. " Ken Hargis reported that he received the first set of minutes, but had not received notice about the February board meeting. It turned out that his former e-mail address has been used.

Manager's Report: Maynard was not able to make tonight's board meeting, and in his place, Kori reported: happy employees; the building is cleaner than ever before, and there will be a spring cleaning set for March.

Membership Report: Seth was filling in as bar-tender and unable to be present at the board meeting. Kori reported for him that there were four pending members and six resignations. The four pending members were unanimously approved.

Web & Media Report: Ken reported that the new web page is "ready to go," although one stumbling block had been his lack of access to the log in code for changing domains. It appears that Jason, (Tech At Southwest) who is responsible for the log in, is currently ill. Maynard also has access to the log in code, and once Ken is provided with the code, the new domain will go into effect. Kori reported that she will design a logo to coincide with the club's fiftieth anniversary.

Social: & Media Report: Kristen reported that she will initiate marketing for events as soon as their planning stages are developed. She commented about using the club's Facebook page. Thom reminded the board that our private club status limits us to market events to friends but not to a general public. He advised posting a disclaimer on the club Facebook page indicating that "if not a member, please contact somebody to be invited in. And, possibly, to include "why not join the club?"

David commented that a recent event that he hosted at the club was a huge success and he wondered if the social and Media committee would like to post some of the pictures that were taken during the event.

Kristen commented that any pictures of events that would enhance the club's image as a potential social venue can be e-mailed to her or to Ken.

Kristen further reported that Maynard is proposing a two day event with a Bar B.Q. for Memorial Day as part of the club's Fiftieth anniversary.

Thom and Kori reminded the board that there are two current members who have been with the Press Club since inception, and it would be appropriate to honor those members.

Kristin indicated that she would like to reintroduce "press and media" related activities and asked the board to reach out to members who are journalists to see if they can provide any suggestions. Pam indicated that she would like to help out with those events.

Art committee: Kori indicated that there will be a great show coming up in March by Juliana Woolf, a multi-media artist. There are additional artists lined-up for the following months. Kori expressed her appreciation for Kisa Wetterbourg, the club's janitor, for her help to the art committee.

Bldg. and Grounds: Kori and Thom indicated a special thanks to John Gilpin, a club member, for building and grounds help.

Audit Committee: Jim Riordan was absent, but Thom indicated that he and “Bobby” spent an enormous time on the books over the past few months, and it looks like everything is in good shape.

Community Liaison: David reported that he attended the Huning Highland Neighborhood Association’s February meeting, and the association is delighted with the prospect of the Press Club participating in the May, Mother’s Day, house tour. David also reported that the individual who operates “The Lunch Box” and who is a neighbor of the Press Club, has offered to contribute cookies to the club for the house-tour.

New business;

Thom presented a Motion to approve replacement of previous manager’s job description.

There was a proposal for discussion;

Thom indicated that the manager’s job description document had been handed out at the January Board Meeting, and tonight’s presentation may be considered the “official” proposal. He indicated that it an update of the current policy. More accurately, it reflects changes over the past few years.

Kori questioned why the shopping list is so detailed and if it didn’t amount to micro-managing.” Thom addressed that point; he stressed that the list is intended to be specific in order to clear the way for any future manager. Kori made a motion to alter the expression “shopping list” to read “suggested shopping list.” Kristen seconded and it was unanimously approved.

Steve made an editing observation that Thom strike out the word “generally” in the second paragraph. Several additional editorial motions were offered.

Thom asked for a motion to approve as amended.

Kristen seconds; and there was no objection.

The Managers' Job description is approved as amended.

The president made a motion to introduce a new document, the "Personnel Manager's Description." and he distributed the printed form.

Thom reported that the club doesn't have, in fact, never had, a personal manger's job description in our operations manual. Thom indicated that he had been in contact with Bob and Jim to come up with one.

Steve and Kori make observations and comments the the personal manager's job description might be construed as micro-managing.

A lengthy discussion ensued.

Steve proposed that the board table the issue pending revisions to be sent by Kori to the board.

Kori made the motion; Steve seconded. It was approved without objection.

Kori reminded the board that at one of the meetings last spring, Seth was promised a week's paid vacation as compensation for additional responsibilities that were not part of his official job description. Unfortunately, there appeared to be formal report of the discussion in any of the board minutes- possibly because it was part of an unpublished executive committee discussion. Board members present, who also served during the 2014 calendar year, confirmed that the discussion did take place. The issue was tabled until the March board meeting in order for Thom to check old files to see if there is any mention of the discussion outside of the board minutes. The the board will make a final decision in March.

Steve proposes that at the next board meeting we discuss:

"How to keep a manager from not burning him (or her) self out."

In final comment: Steve reports that Bill Snow, an active Club member, died on January 18th, at age 62. There will be a memorial service for him on March 7th, at 2 PM at the Riverside Memorial HOme.

Pam made a motion to adjourn. It was accepted and approved.

Meeting ended at 8:45 PM.

Minutes respectfully submitted by: David Donaldson, Secretary