

Albuquerque Press Club meeting minutes for January 2017

7:06 call to order

Members Present:

President Kevin Fuller, Vice President Frank Serriani, Treasurer Maynard Cowan, Secretary Courtney Foster, Directors Ken Hargis, Kristin Elliot, Justin Cumley, Chris Lock, Steve Satchwell, and Steve Fye

Also Present:

General Manager Hali Loving, Past President Kouri Antinone, and Rhian Hibner

December Minutes Approved:

Motion by Steve Satchwell to accept December minutes as written. Seconded by Chris Lock. Without opposition, the motion carries. moved to accept steve s. chris second pass dec. 11th

General Minutes Approved:

Thanks to Kouri and Rhian for putting the minutes together.

Skim of minutes by Board. Kouri suggests everyone looks at it further after the meeting and present any additional changes in February meeting.

Maynard moves that minutes be amended so the titles of Vice President, Secretary, and Treasurer be inserted before "elected by acclamation". Seconded by Steve Satchwell. Without opposition, the motion carries.

Steve Satchwell moves to ammend the sentence "Thanks to Dawn Catanach, James Roach, and Jennifer Ford." to read "Thanks to Dawn Catanach, James Roach, and Jennifer Ford for serving as the election board." Seconded by Chris Lock. Without opposition, the motion carries.

President's Report:

Thank you for the opportunity. Kevin going to serve you and the club the best of his abilities. He asks that going forward we all focus on the wellbeing of the club, being professional, kind, caring, and doing the best we can

Past President Report:

Thank you for everything. Thank you for first timers, spending months for working on getting Santa Fe stuff cleared, in order. Fantastic job at getting new life and energy involved. Hali is fantastic. Maynard is awesome at checks and balances and keeping things functioning. Ken and Steve and Kristin are exceptional. Spoke with liquor license people, things seem smooth, results soon. Kurfluffle about registered agents, things are moving though with more information on its way. Apologies for any shortcomings, promises to be here for whatever the club needs moving forward.

Thanks from Kevin to Kouri for all of her support and effort.

Vice President Report:

Nothing to Report

Treasurer Report:

Profit and loss reports handed out showing December 2016 Vs. November/October 2016 and December 2015. Points out rentals, membership, bar sales up—the highest total in months. December 2016 income is up by 11.24% over last year.

Expenses up across most of the board, similar to last year though. Electric down from last month and last year. Gas is up, something to do with gas being turned on in upstairs apartment. Last year was no working furnace in there—possibility of the hot water leak making that expense so high. As a way to help curtail things like that happening, Hali has bartenders turn off the water and the heat at night for the past three months now, helping decrease that bill by about \$300. “Cash Short” expenses are looking good. Cable TV expense is down. Credit card fees are not accounted for in December though Hali and Maynard are working on it. Insurance expenses are down. Janitorial expenses are down—we're just paying for supplies, no cleaning service. Professional fees are down from November. Promotion fees are up—most likely DJ Rob and party food. Repairs expenses are up most likely for sewer issues and boiler cleaning—two sewer bills, \$800 boiler repair—if we did it yearly it wouldn't be an issue.

Property tax was paid in November—normally paid once a year, though we're doing it twice this year [split between November and May]. Apartment expenses are equal from November to December with water, trash, and PNM. Payroll is down from November and from 2015.

Total operational income is up and in the black for \$2,534.19. All in all, December was a positive month.

Secretary Report:

Hello everyone. Please bare with her as she adjusts to the learning curve. Let her know if there is anything she can improve on and we will all grow together.

Thank you for all of the support from Rhian and Kouri.

General Manager Report:

Concerns about bonuses expressed—Kouri is on top of it, as Hali cannot be present for that discussion. Upstairs apartment—Chris and Veronica are moving in. We need to come to a decision about how much we charge, them in rent, keeping in mind that they have done a lot of work on it. Hali wants us to consider discounting their first months.

Kevin Fuller motions to move this topic into new business. Seconded by Chris. Without opposition, motion passes.

Membership Report:

Maynard brings up the pressing point that the database is in the middle of a change. The system now is broken, but Maynard is working on it. A number of members need to be approved from December. We currently have 51 journalist members, 75 communications members, and 124 social members. French funeral is the new want to be Corporate members. Corporate memberships only have one vote in total and we need to differentiate that in the new database.

Members to be approved: there are a few social memberships pending who don't have sponsors—Crystal Himelir will be sponsored by Hali, Adam Brown will be sponsored by Kouri, Samantha Benecomo will be sponsored by Hali, Cynthia Herbst will be sponsored by Khalil, Scott Newland, will be sponsored by Joel Sanchez, Catherine West will be sponsored by Khalil, Joline Gutierrez-Krueger will be sponsored by Hali.

Ten minute recess taken at 7:42PM back at 7:52PM

Maynard Cowan moves to approve all members. With no objections, and seconded by many, motion passes.

Web and Media Report:

We're moving webpage over to a domain name we control. We need email addresses for folks on committees and board before moving over. Ken confirms that we can set up forwarding from club email to personal email. Southwest Cyberport is the host. The domain name is changing next week, no longer “.club” moving to abqpressclub.com. Maynard brings up concerns about archiving emails, Chris agrees that we should and Steve Satchwell thinks we periodically need to check the “sent mails” to archive them in order to stop deletions that could alter conversation records. Ken Hargis will deal with that. Southwest Cyberport has a mailing list capability that can archive and send all Board business to Board members, however, there's an additional cost—is it a good idea?

Chris Lock moves to put the mailing list issue on the new business docket for next month. Seconded by many, motion passes.

Ken notes that forwarding email addresses should be sent to him.

Social Media Report:

Database needs to be uploaded to Mailchimp. We need more of a press focus, especially with this administration, press is huge in “media” and politics. We need to be a safe hub for press without overly bashing opposing booze—the club page shouldn't be biased.

Maynard says employees with social media profiles should refrain from posting chalkboard pictures that could possibly get us in trouble—advertising drinks and prices can be weird with our liquor license status. Steve Fye brings up Rocksteady's private page and how they can post things of that nature. We should think about getting a private page as well as a public one. Chris has been researching and has found that beer tap pictures as well as pictures of drink specials can't be on the board. Kevin brings up training the staff to stay away from those types of things. Hali will make sure that doesn't happen anymore. Members could possibly take those pictures, more research needed.

Art Committee Report:

Another show coming up—“Line of Schmitt” art opening February 9th. Paint and Imbibe nights with Tiffany to get a show up in March. Tiffany also has show in March of just her pieces.

Building and Grounds Report:

Hali fixed the sink and toilet, though urinals are being weird—metal piece inside [wax float valve] needs to be fixed. We might need to turn the water needs to be turned off to fix?—no! Columns need to be tied in.

Josh Lavato finished most of the light automation—timer is off by a little bit. Bartenders can remotely control lights and sign now.

Thanks to Josh Lavato

Hali says Khalil brought up ideas of doing a fundraiser in warm weather to help with repairs like porch or other smaller issues small deals. Donations should be made to WHPF. Hali wants to be added to that account in order to make deposits.

2017 appointments:

Existing committee members will stay the same: Ken Hargis as Web and Media, Kristin Elliot as Social Media, Rhian Hibner as Building and Grounds.

New committee members include:

Membership—Laura D.

Art—Kathy and Matt Friese of Which Which and Kelly Jo

Personnel—Historically served by President, Kevin would like to serve, Hali also gives interest

Finance—Monica Yaple [sp?]

Neighborhood Liaison—Kristin is the chair and working with Chris

Nominating/Election Committee—Not needed, as those are appointed as needed

Unfinished Business

Hali tells us that the heaters about \$2K to fix. When our heaters are on, the apartment heater is on. There are electrical heaters in the apt. and Chris and Veronica are fine with space heaters for now, and say Sundays and Mondays are no heater days normally—place has great insulation and usually at a fine temperature [probably because of club heat]. Chris hates wall heaters and thinks they should be removed.. Maynard thinks an electrician should come in, repair valves and make sure its safe—some shut off valves are leaking [Hali will get a quote]. Steve Satchwell reminds us its landlord duty to make sure its up to code.

Whittlesey house board needs two board members to serve—Kevin, as President is automatically on that board.

Tom is the only one on the bank account? Maynard and Hali both want access but do not have it as no one would give them information. Unfortunately, Jackie no longer works there. Shae is the new lady and NOT lax with rules. Chris volunteers to be on board. Kevin suggests Rhian and Josh be on board as well—hali has a problem, there is no board on the wellsly house board? Kouri asks if Steve Satchwell will be our outreach with Tom. Our appointees and Barry Hatcher is the person who will get our people in.

Maynard says Hali wants to set up donation events and thinks it should be donated to WHPF for write offs and records—Should house repairs be paid out of that account? Bylaws actually mention that WHPF should be helping/reimbursing for club house repairs [not apt though].

Recess at 8:35PM back at 8:47PM

Constitutional Changes

We made promises to recommunicate those changes to members. Copies of proposed amendments have been sent to Sue and Harvey?

Steve Satchwell wants to set an actual date to tackle this. Article 10 says once we get changes out, the meeting has to occur at least 20 days after that. Kristin will get that info out. Ken also has them though they're not posted.

Kristin moves that we have a special general meeting to ratify constitutional amendments to the 26th of February at 2PM. Seconded by Steve Fye. Kevin and Frank object due to being unable to attend. Kouri proposes that the board look all amendments over so we can all be on the same page during our February meeting so we can present it functionally to members. Kristin amended her own motion to move the general meeting to March 12th. Steve Fye seconds. With no objections, motion passes.

Kristin asks Kouri for committee applications so she can look over them and adjust accordingly.

New Business

2017 Goals

Membership. We need to get membership cards out more effectively. We need to make our membership process better and improve our communication and involvement opportunities. We need more Press members. We want to retain 80% of current members and increase overall membership numbers by 20% and Press membership by 50%.

Finances. Increase income by 15%, reduce expenses by 10%. We need a capital expenditure plan. We should look at liquor pricing—both Hali and Maynard want to take a closer look and see about improving our inventory management system. We need to capitalize on our apartment income and improve our leasing process.

Let's review job descriptions. We need training plans and to make sure this place can run if Hali dies. We need reviews, operations manuals—Which every board member will receive. Steve Satchwell thinks there's a missing communications block/plan for board, members and such. We need to sent monthly goals and achieve them.

Steve Satchwell move to have board members review and discuss 2017 goals as laid out by Kevin and discuss it again in the February meeting. Seconded by Justin. Without objection, motion passes.

Database Change

Maynard has a test database “zenbership”. All active members for the last three years are imported, we can now automate emails to expiring members and new members, possibly includes an option for printable membership cards and the ability to accept membership renewals online. Expiring members will now receive reminder emails saying they will expire. There will be a renew button to do it online and pay through that to help with retention—Privacy concerns? All private information is automatically encrypted and information is not stored on site but instead stored with merchant services [PCIvcompliant level 3] Maynard says new system will be secure and automated.

Maynard makes a motion to move membership data from access based to online database. Chris seconds for it to be active immediately. Kristin wants to know about Mailchimp talking with our new system, they play nice. Steve Satchwell thinks its a good idea but wants to be very careful about access and privacy but Maynard is not worried. Maynard says we have access through this online base to email members. Frank wants to know who would be responsible for this process—Maynard has it under control. With no further discussions or objections, motion passes.

Budget

Maynard gives the breakdown of 2014-2016 spend and income. Our 2016 net income is \$55,535.53. We need to take measures to get to 20% for inventory spend [26-27% feasible]. Our labor goal is about 30%. How can we reduce expenses?

Steve Satchwell motions that we move the topic of the budget to February meeting with the action item to review this at the next meeting. Seconded by many. Motion passes.

Apartment

We need to find comparables for near by property and this should be done by an independent party. Hali might have a property manager contact. Kouri thinks we should get an actual appraisal and says we might be able to find an old appraisal in past minutes. Hali wants to be able to get a comparable rate as soon as possible and move forward with the pricing of the apartment.

Kouri moves to be able to continue this through email so we don't put this off until the February meeting. Seconded by Steve Fye. Maynard wants legal lease agreement. With no other discussion or objection, motion passes.

2017 Liquor License

Thank you to Kouri for pushing the extension—March is the deadline now! We cannot function without license and this needs to be priority number 1. The state gave us a to-do list, which Chris is working on—we have a month. We need affidavits for fingerprints for board members—five of us need fingerprints: Justin, Courtney, Steve Fye, Maynard, and Chris. It's a \$40 fee and Hali will reimburse [can be done at Candalaira and Menaul. Everyone needs a servers license and drivers license.

Steve Fye has a bunch of furniture and books to donate to the club. Can we do a fundraising booksale?

With no other business to discuss, Kevin moves to adjourn. Without objections, motion passes.

Meeting Adjourned 9:51PM