

ALBUQUERQUE PRESS CLUB

BOARD MEETING Date: May 12, 2015

MINUTES

Location: Press Club board room

Time: 7 PM

Members Present:

President, Thom Wright

Vice President: Kouri Antinone

Secretary; David Donaldson

Director: Ken Hargis

Director: Jim Reordan

Director: Kristen Elliott

Member Absent:

Treasurer; Cynthia Stepleton

Manager: Maynard Cowan

Director: Steve Satchwell

Director: Erin Debenport

Meeting called to order at 7:00 PM:

President called for approval of April minutes. Thom recommended that the minutes from April reading "Template, an accounting company took over doing taxes portion of book from

Maynard.” be revised to read “THOM TOLD THE BOARD HE HAD TALKED TO OUR TAX ACCOUNTANT ABOUT DOING THE TAXES PORTION OF OUR BOOKKEEPING. THE COST ESTIMATE OF DOING THAT IS ABOUT \$250 TO \$300 A MONTH.” NO ACTION WAS TAKEN.”

Unanimously approved without dissent.

President’s Report: (Thom Wright) We don’t know if/when Cynthia will be back and at the moment, we are operating without a treasurer. Thom prepared a financial overview, but reminded the board that one of the treasurer’s responsibility is to oversee the manager concerning the portion of bookkeeping done by the manager. As such, the board needs to make a decision how this will be handled. There is a high priority regarding the matter and input from all board members is essential.

Another concern regards replacing our Membership chair. Seth will be leaving at the end of the summer and the board needs to consider an alternative ahead of time. Thom out-lined the membership chair’s responsibilities which include: new member applications, renewals and resignations; notification of new member approval, and changes regarding current members’ e-mails and addresses. Looking at the possibility of four or more hours per month.

Committee Reports:

Vice President’s Report; (Kouri Antonone) Kouri thanked Kristin for her help with the Huning Highland Historical Neighborhood tour on Sunday, May 10th. Kouri also expressed thanks to Ben, the owner of The Lunch Box Diner for his contribution of cookies which were greatly appreciated by every one who came here.

Secretary’s Report (David Donaldson) David commented that he values feed-back from board members concerning the

minutes, and requested that board-members notify him of any errors or, necessary adjustments, prior to the regularly scheduled board meetings. David will send a separate copy of the minutes to Thom for review.

.Treasurer's Report: (Cynthia Stepleton) Thom provided a treasure's report since Cynthia is still out. He issued the caveat that it is "reasonably accurate though not specifically so." Thom's report is on file. Thom reminded the board that we are obligated to get someone in here who can do this properly.

Manager's Report: (Maynard) Maynard out.

Membership Report: (Seth) Seth was attending the bar, but he submitted a list of six new applicants. All six were approved without objection. There were eight resignations this past month.

Web & Media Report: (Ken Hargis) Ken reported that the new web-site is up and running. The board minutes are also posted on the new site. Specifics are also published on our Face book page.

Social: & Media Report: (Kristin Elliott) The Huning Highland Neighborhood Association house tour was held on May 10th, and the Albuquerque Press Club was one of the featured historical sites. Kristin reported that seventy-five to eighty visitors viewed the club-house. She expressed special thanks to all the Press Club volunteers, and particular acknowledgement to Kouri and Seth for going beyond duty with cleaning. Kristen also expressed her appreciation to Francisca, the Neighborhood Association ticket-checker for her dedication.. Greeters emphasized role of the club in the neighborhood and while it is too early to see results, many of the visitors expressed interest in joining the club.

On an entirely different matter, Kristin commented that the Bar B.Q. season will be starting next month. The two young ladies who oversaw the Bar B.Q.s last year will no longer be hosting it, so the Press Club is seeking member volunteer to act as hosts and grill-masters on Fridays from approximately 5:30 to 8 PM.

Art committee: (Kouri Anatinone) Nathan Perry, a local artist, is currently on exhibition. Next month Kouri will coordinate with Barry Bitzer to display a exhibition of “Animal Art” produced by residents of the Albuquerque Zoo. It should be interesting! Profits will support animals in the zoo. In September there will be a photo exhibition in conjunction with UNM’s Journalism Department and UNM’s Lobo Newspaper.

Audit Committee: (Jim Riorden) Thom advised the board that the audit committee is also effected by Cynthia’s interim absence. The most critical issue concerns the regularity of cash deposits. Historically, it has been attended to every two or three days. Thom also commented that credit card tips for the bar tenders require separate accounting.

Bldg. and Grounds (Thom Wright) Thom notified the board that the sump pump in the apartment will need to be replaced soon.and siding still needs to be done around the board-room wall. wall. There is also concern about the windows in the north gable in front room.

Community Liaison: (David Donaldson) David will attend the Huning Highland Neighborhood Association’s June meeting in order to get feed back from members who visited the club and to underscore The Press Club’s involvement during the House Tour.

Unfinished business; Personnel Manager’s Job Description; Two separate proposals were presented to the board. The first proposal was prepared by Thom and had been distributed to

board members at a prior meeting. The second proposal reflected Kouri's modification of Thom's original proposal. Thom noted the similarities between the two proposals, and he recommended that the board make a motion to accept the original and then discuss revision of specific paragraphs. Accordingly,

The first paragraph should be revised by adding the word "Club" in front of Manager.

There was a discussion about replacing the word "manager" with the expression "Personnel Liaison."

There was a discussion regarding wording in the last paragraph and whether the appropriate expression should be "Manager," "Director," or "Liaison." There was a discussion about the designated individual reporting to board and making the board aware of what is happening. The emphasis was on his/her interaction with the board, and the extent to which he/she can act independently.

After approximately twenty minutes discussion, Kouri motioned to table the issue until appropriate language has been hammered out. The proposal was seconded by Ken.

Without objection the topic of Personnel manager was be tabled to the next meeting.

New business; Replacement for treasurer and membership committee. These are two pressing issues that must be dealt with as soon as possible. It is important for the secretary to bring this to the attention of all board members since we need to have answer prior to next board meeting.

Thom made a comment that "If any Press Club member is aware of a qualified replacement for treasurer please let the board know;

The board is seeking someone with the right skills set.”

Ken Hargis made a motion to adjourn at 8:23

The motion was unanimously approved.

Minutes respectfully submitted by: David Donaldson, Secretary