

Minutes of the Meeting of the Albuquerque Press Club Board of Directors:

Date: 11 / 10 / 2014

Members Present:	<input checked="" type="checkbox"/> Director: Ken Hargis
<input checked="" type="checkbox"/> President: Tony Couture	<input type="checkbox"/> Director: Bob Springer
<input checked="" type="checkbox"/> Vice President: Kouri Antinone	<input checked="" type="checkbox"/> Director: Barry Hatcher
<input checked="" type="checkbox"/> Secretary: Thom Wright	<input type="checkbox"/> Director: Steve Satchwell
<input checked="" type="checkbox"/> Treasurer: Jim Riordan	<input type="checkbox"/> Director: Erin Debenport
<input checked="" type="checkbox"/> Manager: Maynard Cowan	<input checked="" type="checkbox"/> Director: Pam Micker

Also present: no one

The minutes of the October meeting and the minutes of the special meeting to deal with replacing our manager are approved as written without objection.

Officer and Committee Reports:

• President's Report (Tony Couture):

- Will be working on placing an ad for applicants for the managers position.

• Vice President's Report (Kouri Antinone):

• End of October was great. Cool events that did pretty well and everyone had a grand time. Kouri thinks a monthly goth night would do well in the future. Maynard did well assisting, has done well in his job and in dealing with several issues. Witches Ball worked well and Maynard did a superb job managing the event. Employees seem to work well with Maynard and the transition.

• Treasurer's Report (Jim Riordan):

• The report provided is two months, September and October combined and October separately. I did not email out the September report as I had indicated because there was a serious error that could not be fixed on the September report. This error is fixed on the October report but, the cost of sales only makes sense when the two are combined. The issue was inventory was significantly under-reported in September giving us a much to high cost of sales. The inventory was properly reported in October, which had the effect of giving us a much to low cost of sales. When the two months are combined, the cost of sales is correct.

• Bob and Thom are working on figuring out what the problem and fix are to an issue that relates to changes in QuickBooks Payroll and NM Unemployment. We have entries that are incorrect but do not directly effect the Sept/Oct report provided.

• Secretary's Report (Thom Wright):

• June Minutes? September Minutes? The secretary was out of town these months and the minutes of these meetings have not yet been provided to be approved.

• Moved that we ratify the approval of members from June and September while waiting for the official minutes. Seconded, passed without dissent.

- Moved that we approve the nominating committee of Kouli, Seth, Jonathan, Pam pending official minutes. Seconded, passed without dissent.
- Jim, Bob, and I had our regular Wednesday meeting this last week and the week before. Two weeks ago Jonathan and Maynard were present, they seemed to be working well on the transition. Last week Maynard was present. He seems to be comfortable with the books. It appears the transition has gone more smoothly than any in the past.
- We need to set membership rates for 2015. I will make a motion under new business.
- We need to discuss year-end bonus' for employees, again I will make a motion under new business.
- Tim Flinn O'Brien has been representing us in our dealings regarding our parking. The next, possibly final meeting is December 10. That meeting is the Landmarks and Urban Conservation Committee Meeting. Tim would like to know if we would like him there. I will deal with this in detail under "unfinished business"
- Earl Miller, one of the balloonists who shows up here once a year renewed his membership and made a contribution to WHPF. He wrote a single check for \$1,000. I had Jonathan deposit the entire thing into WHPF, splitting it would have been a pain. I believe Seth has renewed Earl. We also got a \$50 contribution to WHPF from a non-member at that event.
- December board meeting. Generally we hold the meeting just prior to the annual meeting. The annual meeting is Sunday December 14th. We just need to decide if we will hold the meeting on the second Monday (the 8th) or prior to the annual meeting.
- Moved we hold the meeting on the 8th, seconded. Discussion, Passed without objection.
- At the most recent board meeting I passed out an updated version of our managers job description. I move that it be accepted as our policy and our operations manual updated to reflect this. Tabled until December 8.
- At the most recent board meeting I passed out a job description for the personnel manager. We do not have an accepted policy on this. I move that it be accepted as policy and our operations manual be updated to reflect this. We will deal with this as a committee of the whole by email during the next month.
- **Manager's Report (Maynard Cowan):**
 - Two successful parties with good rings for the two nights. The rest of the week was pretty slow. The art opening went well. Kouri and Ryan Hibner were quite helpful with wrist bands for alcohol, collecting glasses, etc. Thanks.
 - Installed a spot light on the chalk board at the bar. It works well.
 - QuickBooks is up to date, and is now a little more advanced.
 - Inventory sheets have been updated, are current, works more smoothly.
 - Put together a beer menu to assist both the bartenders and customers in selling some of our more obscure labels.
 - We've booked another 6 events for December. Things seem to be going well.
 - Leesa Wetterberg will be taking over the cleaning job Friday.
- **Web and Media Committee Report (Ken Hargis)**
 - Will be transferring domain names from Jonathan
 - Will be meeting with Maynard and Kouri to finalize the new site.
- **Membership Committee Report (Seth):**

- Written report provided. Six applicants, approved without dissent after some discussion. Mr. Nicholas Angel Social, Mr Michael Brewer Social, Mr Keith Hymes Honorary, Mr Clinton Marrs Social with Spouse, Mr Alfons Pobvocki Communicator, Mr Geoffrey White Journalist.
- Art Committee Report (Kouri Antinone):
 - Great art on the walls, Keli is great working with Kouri.
 - Tentative show lined up for December.
 - Last months show worked great for the club and the artist, will do her again.
- Audit Committee Report (Bob Springer):
 - I talked to Bob this afternoon. He is working on the NM Unemployment issue, other than that, things look good. We are in our last month of the fiscal.
- **Building and Grounds Committee Report (Thom Wright)**
 - Seth has not paid his rent in a couple months. Jonathan told me the board approved abating his rent in exchange for having his yard graveled. Was informed the board approved this in September. The board ratified their September decision without dissent.
- **Unfinished Business:**
 - Parking Lot/driveway, The November 2014 Parks Department proposal.

What we have now:

- 20 spaces in the parking lot
- 14 spaces along HPC
- 3 or 4 spaces head-in
- 1 space at top of elm

total 37 or 38 spaces.

The revised plan

- 12 spaces in overflow/lot.
- 11 spaces along HPC
- 8 head-in
- 4 at east curve
- 4 at west circle
- 3 at east circle

total 42 spaces

It seems like more spaces, however, I am unconvinced we can fit 4 cars in the West circle, it will probably be 2 and probably only 2 in the East circle. This would result in total of 39 spaces.

The city is proposing 4 planting beds at the 4 corners of what is now the parking lot, showing roses. This will be pretty as long as they are maintained. The history of maintenance in this park leaves me questioning the wisdom of this.

I would suggest we cooperate with the city on this plan, thank them for their work, and move on. I don't think we will get much more than this. We should ask for some signage and striping to demark some of the spaces.

We must let our attorney, Tim Flynn O'Brien, know what we wish him to do concerning the next (Dec 10) meeting. Specifically, do we want him there.

I have emailed him with my concerns and questions. Specifically, If we choose to go along with this proposal, what are our chances of getting an agreement with the city that

they will not remove spaces in the future? Also, we will need a contractual agreement that gives us key access to the bollard that blocks the East Lot and an agreement that the city will maintain the bollard and our access.

Tim's reply:

Thom,

I do not expect the city will enter into a contract guaranteeing they will not change the parking---it is not the kind of thing they do. The attorneys would say there is no consideration for the promise and it is against "policy" to contract to limit what is done with streets and public places. That said I think that you could try to ask the Landmarks Commission to adopt findings* recognizing the historic relationship between the house and park and the Press Club's preservation efforts and finding that a reduction in parking would threaten both and (since) the present plan makes available essentially the same # of spaces that relationship is protected---without a contract those findings could be used by the Press Club should someone propose to reduce parking in the future. I would try to negotiate the key access agreement with parks now.

* Don't count on them to do so unless you draft them in advance. I might try to work with Judith to have those findings incorporated into the City's draft. If you chose to do so I can explain how we might try.

• **New Business**

- We must set membership rates for 2015. Current rates are:
- Journalist: \$50
- Communicator \$65
- Social: \$150
- Retired \$75
- Employee: \$5
- Honorary: \$5
- Initiation Fee: \$20
- Late Fee: \$20
- Spousal upgrade: \$25
- Moved that we don't change rates, seconded, passed without dissent
- If we are going to offer year-end bonus' to any of our employees, we should go into executive session to discuss it. Executive session will keep it out of the published minutes. The board went into then out of executive session.
- Tony believes we should consider hiring a bookkeeper. Barry has been researching doing this. Moved that Barry head a committee to further these ends, approved without dissent.

There being no further business, the meeting is adjourned