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MEMBER OWNED AND MEMBER-OPERATED SINCE 1965

# The Albuquerque Press Club

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## BOARD MINUTES, 9 APRIL 2018

### Members Present:

President Courtney Foster, Vice President Laura Dunagan, Secretary Rhian Hibner, Treasurer Maynard Cowan (by telepresence), Director Will Fitzpatrick, Director Ken Hargis, Director Juliana Vadnais, and Director Auri Vigil

### Members Absent:

Director Chris Burnett, Director Sam Allen

### Also Present:

Assistant Manager Cynthia Steepleton

### Minutes Approved:

Minutes approved as corrected, motion by Ken Hargis, seconded by Maynard Cowan

### President's Report:

A lot happened in the last month. Courtney would like to thank Laura, Sam, Rhian, and Auri for helping with the apartment. Thanks to Cynthia, Maynard, Josh, Laura, and Rhian for helping out with improvements to the club.

### Vice President's Report:

The previous manager tried to apply for unemployment, which was denied. The club would have had to pay her out at \$300 a week. Unemployment claim is denied and finalized.

### Treasurer's Report:

The Profit & Loss for March of 2018 is not pretty reading. Found a large amount of unpaid invoices, and two vendors were refusing to sell to us until we settled unpaid bills. Previous profit and loss documents were made to look like we were making money, but the bills were being shifted around to keep things appearing to be in the black. Two major expenses this month, new cameras and a modern inventory system. After paying for expenses and unpaid invoices, the month ended fairly deep in the red. There were problems with inventory due to inaccurate record keeping. Some prices and counts were completely off. This led to gross receipts taxes not being properly paid.

Payroll is down, and a lot of repairs are being done. This is about as bad as its going to get, and things should start to improve soon. Cash deposits were being done once a month. Some cash deposits had apparently been taken home under previous management, and some of the deposits do not reconcile with sales records.

Systems are now in place to streamline purchasing. Our previous manager was playing fast and loose with our inventory and purchases. Our new inventory system will allow us to keep better track of what we have in inventory.

The new numbers are not great reading, but they are true, unlike previous months. Currently we have a decent cash reserve in our bank account. Bevrager will allow us to keep better track of inventory systems.

### Secretary's Report:

Nothing to report.

### Manager's Report:

Maynard Cowan: Talked to Cynthia the night after the march meeting, and asked for help, which Cynthia agreed to do. They've been spending their time plugging up the leaks, and keeping things running tight.

Our new inventory system is called Bevrager. It's an online system that shows our sales and inventory numbers, and shows sales trends data. It will pull sales data from our POS system, and update our inventory automatically. It will also automatically order replacement inventory from our distributors. Invoicing is also automatic, including price updates.

Cynthia Steepleton: We had a staff change; Natalia was giving away drinks for free, and was let go.

We hired Shaun, who is a great hire, with lots of motivation, and a lot of skill behind the bar. For right now, Tiffany and Shaun will be splitting the week. We will be opening on Sundays on the 22nd, from 11-8 with wide bartender discretion.

We will be helping out with events and barbacking. Our goal is to get more events in the building, and draw our membership back in. Karaoke is still on Monday's, but we have a new KJ hired after the early

march drama. We will be doing a game night on Tuesdays, a trivia night on Wednesday, Ping-pong on Thursdays, and grill night on Fridays. We've been getting rid of a lot of trash.

Currently, nothing in the building leaks. Faucets and showers were rebuilt in the apartments. The bar and flight deck floors have been redone. Pulled pool room stairs carpet. Fixed the chairs on the flight deck.

We should write a new ops manual to allow for the changes in management and inventory systems. Rhian volunteers to take a look at it, Laura will help.

Wet munch is being scaled back to once a month. Agreed to see if it is capable of making more money by the end of May.

### Membership:

We switched to Member Planet from Zenbership. All active members were transferred into the new system. We may finally have over 250 members.

This month we have 15 new members, and 6 renewals.

A lot of members were very angry about the staff changes. They were told them that we take liquor law violations very seriously, and have explained that there were other problems.

Trying to get more members aware that they can go to board meetings.

Motion to approve with exception of Rudi, motion by Auri Vigil, seconded by Ken Hargis

### Web & Media:

Nothing to report.

### Social Media Committee:

Auri got a new member to help with photography. She also wants photos of and in the club sent in by members. Lastly, she created a Linked-In page for the club. We passed a hundred followers on Twitter. Twitter account is @PressClubABQ

### Art Committee:

Got in touch with Shawna Corey. Will have a meeting with her later this month. Shawna has reservations about conflict of interest with GPG (Guerilla Photo Group). Three shows penciled in for June, July, and August.

### Events:

Have had a few new events in the last month and have a lot of events rolling into the club in coming months. Cynthia will be handling events management.

2018 APE awards are still being arranged. Orange County Press Club is asking us to judge their press awards. We are redoing the award categories, since it's been a long time since they were last used. It will probably be a fall awards events. In two to three months, we will put out a call for submissions.

#### Buildings & Grounds:

The apartments are finally clean, after much work from Laura and Cynthia.

Cynthia is talking to Deacon Property to get a cost for an apartment management company. She feels like they have a better background check than other alternatives in town.

#### Old Business:

Liquor License: Need affidavits from Will, Maynard and Cynthia.

#### New Business:

It was suggested that we start a new membership category for Service Industry members. This was brought up in 2016, but not pursued at that time. Discussion included what qualifies as service industry, and how people can prove that they qualify. Consensus was that showing a current server's license and a paystub from an establishment with a liquor license should be sufficient.

Move that we create a \$60 dollar with no initiation fee for service industry members, by Maynard Cowan, seconded by Laura Dunagan. Motion carries without opposition.

Motion to adjourn the meeting by Rhian Hibner. Seconded by Laura Dunagan.

Meeting is adjourned.