

July 16<sup>th</sup> 2018, Call to order

Members Present:

President Courtney Foster, Vice President Laura Dunagan, Treasurer and Acting Manager Maynard Cowan, Director Chris Burnett, and Director Sam Allen

Members Absent:

Director Juliana Vadnais, Director Will Fitzpatrick, Director Ken Hargis, and Director Auri Vigil

Also Present:

Assistant Manager Harry Greene and Prospective Secretary Sarah Blanton

Minutes approved as read, motion by Maynard Cowan, seconded by Laura Dunagan

### Officers' Reports

President Report:

Courtney introduced Sarah as a potential replacement for Rhian as Secretary. After introductions, Sarah left the room to allow the board to vote on appointing her secretary. Courtney supported electing Sarah as Secretary. Maynard moved to appoint Sarah Blanton as the new Secretary, Chris seconded. Sarah returned to the room and accepted the appointment.

Vice President Report:

Laura stated we need to fill the chair for Grounds and Maintenance. Club member Adam Gates is quite interested in the position. Sam suggested we have someone from WHPF on the committee and partner with the chair to coordinate financial responsibility for repairs and maintenance. Will revisit the topic during Buildings and Grounds discussion. Nothing else to report.

Treasurer Report:

P&L walk-through

Beer, Wine, and Cigarette sales are down, but liquor is much higher

Comps and spills are higher over last year due to more accurate tracking in the inventory system

Club rentals/memberships are up, many events in June. 37% increase in membership from renewals and social memberships

No apartment income

Gross Profit up 1.23% for this month over last year

Expenses are in line with increase in sales

Bar supplies increased is due to change in gas lines, restocking disposables (straws, napkins, etc)

Electric higher than it should be, consider turning off lights at night

Gas and Water up due to missed payments last year

Cable, CC fees, Dues, Equipment, and Insurance all as expected

Janitorial down due to change from Cynthia Stapleton to Laura Dunagan providing services

Pest Control up because was not done or not paid last year

Professional Fees up for domain/web hosting/email renewals

Repair and Maintenance increased due to replacing in-wall air conditioner in the walk-in

Special Events up for karaoke

Telephone moved from Century Link to Xfinity. \$10/month more but now have triple the speed

and more reliable phone service

Property Taxes not paid when due in Nov 2017

Apartment expense \$3500 to replace the sewer line

Gross payroll reflects tips owed at the end of the month, large due to events late in the month

Payroll expenses up to payout unreported hours from the previous month

Overall, down ~\$500, driven by replacement of the sewer line, property taxes, and replacement of cooler's air conditioner

Next month we will incur a pest control bill for ~\$1000 for fumigation, currently no risk to building but may need more services to resolve. Will try and mitigate lost revenue if that happens

Secretary Report:

Nothing to report

### Committee Reports

General Manager Report:

Two large events were held at the end of the month. One birthday party, one wedding. Both went very well. The first night there was an issue with the availability of glasses. Second night was better, thank you Laura. Issues on the second night were in relation to liquor license restrictions: smuggling in liquor, keeping children on the premises past 11 pm.

Should prepare for August events with bar backs, door and roaming security, etc. Most board members are licensed and can assist with events.

Sam asked for clarification re: the contract signed for the event. It was confirmed that these details are contained in the document.

There are now printed menus in presenters, and Harry and Shaun have been active in creating new cocktails. July will likely be slow, only one event scheduled. Harry would like to be more active on social media to advertise smaller events or a new cocktail. Harry asked for clarification on advertising rules. Courtney stated that private emails are okay, but social media is tricky. Harry suggested a weekly email to members to remind them of Karaoke Mondays, Quiz Night on Wednesdays, etc. along with promotional material to post in the club. Maynard suggested emails to inform members of when events will be held so they can be prepared for a large crowd. Sarah recommended making it clear that the club is still open to all members during these times, so there is no confusion. Will continue topic when Web and Media is addressed later in the meeting.

Sam motioned to break, seconded by many.

New Bar Manger – reconvened with discussion/vote regarding promoting Harry to interim General Manager. Maynard reported on Harry's progress as manager. He feels that Harry has made great strides, but is not quite ready to take on all responsibilities. Excellent with daily tasks related to managing the bar. Opportunities lie in running and being the face of the club, communicating to membership, etc. He shows great initiative, but Maynard is concerned about burn-out. Big back to back events coming up in August that must be managed by Harry. Maynard will not vote on this due to proximity to the situation, but his suggestion is a three-month interim position with direct supervision. He has exceeded many expectations, but still needs guidance in other areas.

There was some clarification of interim vs. official manager. An interim position will continue

to have daily supervision and board oversight. An official manager would have autonomy from the board.

Chris made a motion to make Harry Greene the interim General Manager for three months, at which time we will revisit and see if he is willing and able to become the official General Manager. Seconded by many. No objections. Laura asked to clarify the details of this change: pay will increase to \$20/hr, continues to have board oversight, and does not have autonomy.

Courtney posed the question of having at least one board member present during large events.

Harry was invited to rejoin the meeting. Courtney offered the position of interim General Manager to Harry, including details discussed above. Harry accepted the position.

Bar Ops Manual – Maynard and Harry will work together to update the manual that is much outdated. Courtney would like to have the manual and the Board/Committee Chairs published on the website. Most of this information is currently available.

#### Membership Report:

We currently have 244 members with 27 expiring on 8/1, 13 new members applying. 9 members are up for renewal. This will bring the number to 239.

A new membership level has been added for members of the service industry. More advertising will be needed to gain more service membership. Laura mentioned the membership cap of 250, and suggested review of inactive members. Laura raised the question of removing the sponsorship requirement for new members due to many new applicants gaining sponsorship from board members and staff who are not necessarily familiar with the applicant. Maynard reviewed the process for revoking a membership. Much discussion re: the current process and its shortcomings. Suggestion was made to either require or incentivize volunteer hours.

Laura moves to remove the sponsor requirement for new members, Chris seconds the motion, but it is tabled until it is determined if must be approved as a change to the constitution at the annual general membership meeting. To be confirmed at next board meeting. Laura reminded Harry that she must have proof of payment with membership applications.

Laura moved to approve 13 new members, seconded by Sam.

#### Web and Media:

Ken was not present. Sam stated that the status for WHPF projects on the website needs updating.

#### Social Media:

A replacement for Auri as Social Media has not yet been found. Courtney suggested Harry for the position. Harry will work with Auri and Ken to get up to speed. He is not officially the chair, but will handle this for the time being.

#### Art Committee:

This was the last month scheduled out by previous member. Per Cathy Friese, there should

be an event this month. GPG in August, but nothing scheduled beyond August. Courtney will reach out to Shawna Cory to check progress.

#### Events:

Future Handling of Events—As mentioned above, need door personnel for events. Also need backup bartenders, Kelly is on-call, will seek references from Khalil, Maynard is also available to help, along with most board members. Scheduling of events will still go through Maynard and/or Laura for now while training Harry to take over

2018 APE Awards—cancelled this year. Juliana has resigned, it's too late to continue for this year.

#### Building and Grounds:

Recent improvements include—landing between green room down to pool room and into couch-a-torium has been redone, lacks only replacement of the edging; filled hole in floor; refinished new floor with matching color; all stairs now uniform height—needs railing and edging/trim painted. Still in progress is converting ante-office into the new poker room, stunted by wedding preparations; old poker room to be another non-smoking lounge; purged many items from the basement to make functional for storage; umbrella closet has also been cleaned out. Thanks to Laura for all this work she has done. Going forward, we will seek volunteers to help with these types of projects.

Apartment updates—Maddox will come out tomorrow to assess the apartments. Two prospective tenants for upstairs for 8/1/2018, Maynard would like to have their background checks before that. Maddox will handle all leases and contracts.

#### Unfinished Business

2018 Liquor License – all submitted information is good, will be sent within the week.

Rebranding Efforts – Courtney is working with Ken on this, he is not present

Member Survey – Laura proposed we ask Brooke to compose a useful survey that will offer actionable feedback. Laura requests some ideas of the type of information we would like to get from members. October 1<sup>st</sup> is the hard deadline to issue the survey to members. The board would like to review and vet the survey questions at the next meeting. Both email and snail mail were suggested.

Board Recruitment – Laura suggests composing an email to members and potential members containing more information about accomplishments and available board/committee positions to gain interest and increase member participation.

#### New Business

WHPF and APC Communications/Procedures – There is a need to establish procedures for funding responsibilities to determine projects as structural/façade work or internal (thereby establishing which organization will fund it). The description of WHPF's responsibilities is unclear. Sam would like someone from each organization to discuss and record the specifics.

Building and Grounds Committee Chair – Adam Gates is interested in being chair. Kelly Rowley had expressed interest, but has not followed up. Courtney will discuss the position with Adam within the next few weeks.

New Mexico Attorney General – WHPF needs a registered agent for service and process that

can speak on behalf of the club. Sam suggests Monica, Maynard will discuss with her. Khouri is current agent.

With no new business to discuss, Maynard Cowan moved to adjourn the meeting. Seconded by Chris Burnett, meeting adjourned.