

The Albuquerque Press Club

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Board Meeting • January 13, 2020

Action Items:

- Luke will head the committee to review the operations manual and constitution to recommend revisions.
- Shaun will provide the cable bills from the last 3 months to Maynard.
- Shaun will call Ameripide and Delta Tuesday, January 14.
- Justin will write a few sentences to clarify the parameters of the logo contest to be posted on the good drive Wednesday, January 15.
- The entire board will review the logo contest parameters and over comments by Friday, January 17.
- Shaun will provide 3 quotes for the remodel of the downstairs bathroom to the board by the next meeting.
- Maynard will write a list of assistant manager duties that will be emailed to the whole board.
- Shaun will train Veronica to be the assistant manager to be finished by the March meeting.
- Shaun will get written permission for the use of photos mentioned in the meeting to be used on the club website.
- Shaun will provide the list of donors from the last year to Ken to post on the website.
- Shaun will check if he has access to the google calendar linked to the website and inform Ken of the results.
- Ken will send the website redesign to Moulson and Lynn.
- Shaun will set up a 10\$ bar credit to a member for membership over charge.
- The entire board will review the 3 new lease clauses and give their approval by Friday, January 17.
- The entire board will fill out a personal affidavit (located on the google drive) have it notarized and bring it to the next board meeting.
- Moulson and Lynn will get fingerprinted for the liquor licenses by the next meeting.

Board Members in Attendance:

Laura Dunagan - President, Justin Cumley - Vice President, Maynard Cowan - Treasurer, Luc Moulson - Secretary, Ken Hargis - Director, David Hayden - Director, Lynn - Director, Will Fitzpatrick - Director, Adam - Director, Sarah Blanton - Director

Also in Attendance: Shaun Gay - General Manager

Meeting Agenda January 13, 2020 @ 7:00pm **Executive Session**

1. Regular Meeting - Meeting was called to order at 8:27 PM
2. Reading and Approval of Minutes
 - Minor changes were added to minutes for clarification
 - Ken moved to approve the minutes as correct
 - Seconded by Adam
 - Minutes were unanimously approved
3. Officers' Reports
 - a. President—Laura Dunagan

- A criminal complaint was filed against the club naming Laura as the person of record for the failure to clean the weeds in the yard on the lower apartment and the alleyway.
 - Adam knows the man who did the inspection and has communicated that as soon as we can send proof that the areas have been cleaned he will dismiss the complaint.
 - To clarify responsibilities and alleviate confusion the board has established a committee to review the operations manual to be chaired by Luc Moulson.
- b. Vice President—Justin Cumley
- i. Nothing to report.
- c. Treasurer—Maynard Cowan
- i. Maynard reviewed the December Profit and Loss statement. The Club made 1400 fewer dollars in December 2019 year over year due in part to a lack of club rentals for parties.
 - The water and electric bills were as expected and gas was down.
 - The cable bill should have ended in November as we paid the year in 3 installments starting in August 2019. Maynard will investigate with Shaun.
 - Credit card fees on the Profit and Loss statement are actually from November as the club changed over vendors. The fees are as expected.
 - The club had \$121 donations based on sales for a member who passed away to help pay for the funeral.
 - Liability insurance was negotiated down year over year.
 - Equipment expenses for security and American Air Cleaners are billed quarterly and thus was higher this December.
 - Janitorial was higher year over year as Laura was doing the cleaning for part of december 2018 for free when our previous janitorial person quit.
 - Canva charge for 12.95 is for an online photoshop subscription which Shaun has used for posters.
 - Outside services include Member Planet and our new brick engravers. Member planet offers much more utility for membership engagement and the new brick engravers are more expensive, but the quality is much higher.
 - Food expenses were higher in December year over year due to the Annual General Meeting. However, due to the late delivery of the food we have a credit with Dion's for future use.
 - Taking into account the reduced rentals for the month of December and the increased expenses the club did very well.
- d. Secretary—Luc Moulson
- i. Nothing to Report

4. Manager's Report

a. Logo Competition

- Shaun has kicked off the logo design competition. Several entries have been received but are not impressive. There is no specific due date that has been set for the competition. The artist's entry who is chosen will receive a cash prize of \$200.
- Justin volunteered to write up more specific guidelines for the competition to take into account the historic nature of the building and the fact that we are a press club.
- Laura clarified that at the last meeting she had asked Shaun to look into the legals surrounding the contest and not to start it.
 - Maynard added that the rebranding of the club i.e. the logo is a decision which requires board interaction as it is not an operations decision.

b. AmeriPride Issue

- AmeriPride is contacted to provide folded bar towels and mop heads to the club. The business was recently bought out and has since been sending unfolded towels with rips and stains. As the quality of the service has been reduced the club either need to receive a reduced price or we will move to another provider
- Shaun will call AmeriPride and Delta regarding this issue by Tuesday, January 14.

c. Shaun's Goals for 2020

- To be better prepared for events by having details of the events planned out at least 1 month in advance.
- Picking monthly projects with Grounds and Maintenance to upgrade the club using the time David Hayden has pledged.
- To create merchandise including hats and tee-shirts as an addition revenue stream.
- To Improve communication with the membership.
 - It was noted that through our new Membership Management System, Member Planet, we can: send SMS alerts, create events that individuals can RSVP to, create volunteer groups, etc.
- To improve the look of the grounds by having grass on the north side of the walkway.
- To refelt the pool table which will cost approximately 500 dollars.
 - Money for this project is being raised through the charity poker match at the Prohibition Party Friday January 17th. Any money left over from the refelting will be used to level the table and or buy new pool sticks.
 - Shaun will look into the possibility of getting our liquor vendors to help pay for the refelting in return for logo space on the table.
- To increase the security of the club.
- To upgrade behind the bar throughout the year.
- To send out a newsletter to the membership.
 - Veronica is starting a newsletter which will begin annually to include articles about cocktails, the building, exciting goings on at the club, etc.
- More movies to be shot at the club.
 - Another movie is to be shot at the club during February during non-operations hours.

d. Downstairs Restroom Quotes

- Shaun has not yet received quotes for the remodeling of the downstairs restrooms.
 - Shaun will have 3 quotes to bring to the board by the next meeting.

e. Update on training Veronica

- Shaun will have Veronica trained as the assistant manager by the March Board Meeting.
 - This is the last extension to be given on this task.
- Maynard will write a list of responsibilities for the assistant manager to be sent to the board for approval.

5. Committee Reports

a. Art - Mukul Gadde (Justin Cumley)

- A folder has been created on the google drive which will be shared with the committee. Only art information will be included in the folder

b. Buildings and Grounds - David Hayden

- David will continue as the Building and Ground committee chair.

c. Web & Media - Ken Hargis

- i. Ken sent out an email to the board with the proof redesign of the website.

- Please make sure to respond to emails even if you have no comments to give your approval. Only Laura responded to the initial email.
- Ken will send the redesign email to Lynn and Luc as the only new board members.
- ii. Excellent photos were taken of the club by a friend of Shaun who gave permission for us to use the pictures on Facebook but not on the Website. To use any photos we need express written permission from the copyright holder.
 - Shaun will get written permission for the photos from his friend.
- iii. Email Forwarding
 - Emails for event requests will be forwarded to Shaun and Maynard.
 - Emails regarding art will be sent to Justin and Mukul.
 - Social media inquiries will be sent to Justin, Luran, Ken, and Shaun.
- iv. Donations to the Club
 - Ken needs a list of people who donated to the club in 2019 to be thanked on our website.
 - Shaun will get a list of who donated to Ken by the next meeting.

d. Membership - Laura Dunagan

i. Approval of New Members

- Ken motioned to approve new members, seconded by multiple people.
 - New Members were unanimously approved.
- Ken motioned to approve historic members, seconded by multiple people.
 - Historic Members were unanimously approved.
- As of this meeting there are 315 members including 11 new members, 9 renewals, and 8 possible lapses. If those members do not renew we will have 307 members.

ii. Should membership be a paid position?

- Postponed to the next meeting.

e. Social/Events

- Postponed to the next meeting

6. Unfinished Business

a. Logo Contest - Need to add Board Guideline Info

b. Apartment Rentals - Adam's version of Lease in google drive

- All board members will read through the lease addendums for approval.

7. New Business

a. Change of Officers Affidavits needed, All information on Drive

- Personal information affidavit must be filled out and notarized by the next board meeting by all board members.
- New board members will need to get fingerprinted and the forms notarized by the next meeting.

8. Meeting Adjourned