

PRESS CLUB JANUARY, 2015 BOARD MEETING

Date: January 14th, 2015

Location: Press Club board room;

Members Present:

President, Thom Wright

Vice President: Kouri Antinone

Secretary: David Donaldson

Treasurer: Cynthia Stepleton

Manager: Maynard Cowan:

Director: Steve Satchwell

Director: Erin Debenport

Director: Ken Hargis

Director: Jim Riordan

Director: Kristen Elliott

Member Absent:

Director, Pam Mickler

Meeting called to order at 7 PM:

President called for approval of December minutes:

Unanimously approved without dissent.

President distributed January agenda, reminded chairs that “their job is get real committees.” Commented on committee building; get others to help.

Read operations manual for details descriptions for committees. If board members believe operations manual needs up date, please recommend change.

President also distributed a profit and Loss Statement for December, 2014

2015 Committee chairs:

Membership Seth Hall & Kouri Antinone

Web & Media: Ken Hargis

Audit: Jim Riordan

Social, Media & Marketing: Kristen Elliott

Personnel Director: Thom Wright

Neighborhood Liaison: David Donaldson

Art: Kouri Antinone

Building & Grounds: Thom Wright

Motion to approve: Kouri first; Kristen second--
all approved

President's Report: Thom Wright reported on parking lot development: Having met with park representatives, a proposed agreement was emailed to the city parks and legal department. Right now, "the ball is in the city's court." Thom will get back to the board when he obtains further information.

Thom reminded the board that it is never too early to think about nominations for next year's board.

Thom reminded the board that we are collectively responsible for operations; but the club manager, Maynard, is responsible for supervision of bartenders.

Committee Reports:

Vice President's Report. Kouri reported that the club is doing quite well; There are indications of strong sales in January, which traditionally, is the slowest month. The New Year's Eve party was a great success and the New Year's Day pajama gathering was well represented. The facilities are sparkling clean, and overall, things are going really well.

Treasurer's Report: Cynthia. t. "A big shout out to Maynard;" strong sales up \$5,100 over last year; mostly liquor; member ship up \$850. And keep in mind that it is tough to grow revenue; There is a need to re-categorize some items; keg deposit for example; bottom line: showed 1,284.25 profit.

Recommends that the club develops a budget or forecast which would help the manager.

Tom: Treasurer needs to take lead on that. We haven't done that in the past, but it's good idea.

Forecast would help us to tweak and see where improvement can be made.

Secretary's Report: David commented on his new position; requested advice about how to take and present minutes. Former secretary, Thom Wright, advised that using a template, or a prepared form, will greatly facilitate data entry.

Manager's Report: Strong sales in December and early part of January. Much better than assumed. New Year's Day pajama party brought in \$420, and the club is usually not opened on Sundays. Cleaned out ante office last Sunday; Lisa, the Janitor, cleaned out all facilities. Special thanks to Kouri for her time and effort.

Thom Wright indicated that he worked on a procedure manual a while ago with Bob and handed out a five page printed summary of Club Manager's responsibilities.

Tom will go over filings with Maynard towards the end of the month.

Membership Report: Kouri submitted a list of eleven new members and indicated that Seth has verified new members application forms. Six former members have either not renewed or resigned. Seth proposed that a PDF file be sent in advance to all board members prior to the monthly board meeting. Thom indicated that it would be wise to have at least three hard copies of the new members' list in case we need to pass it

around at a board meeting. Kouri suggested that the expression 'minimal copies' be used instead of any specific number.

Thom Wright commented that "in January we have a custom to acknowledge 'honorary' members, Some employees must be members in order to comply with state liquor licensing regulations, Distributors are also provided honorary members as long as they pay the \$5 registration fee.

Web & Media Report: Ken reported on the new link between our old web access and the current one. He e-mailed the change to board members prior to tonight's meeting and requested any feedback about the change. If none; he will launch this week. Ken advised board that we need to correct his e-mail address to read: Kmhargis@gmail.com

Social: & Media Report: Kirsten: promote new items for bar; special events; include pictures; Keep Facebook calendar up to date and notify all members about Facebook access. The goal is to show a vibrant active club. Thom Wright indicates that there can be a partnership between Web and Media and the Social Committee.

Art committee: Kouri reported that the present exhibition of paintings by Kelly had resulted in several sales. ; Club gets 20% of sales. Can use site to market art opening. Art revenue goes under "donations." Not a lot of bookings for future.;

Audit Committee: Jim ."don't sit waiting on the edge of your chair for the report." Will be getting there; and you can expect a pristine set of books.

Bldg. and Grounds; Thom commented about maintenance schedule for coolers and boilers; outside; yard &ct.

Community Liaison: David reported on his involvement with the Huning Highland Neighborhood Association. He attended their January meeting and presented the possibility of the Press Club participating in the 2015 Mother Day Neighborhood House tour. Bonnie Anderson, the house tour committee chair, was extremely receptive to the offer. There was a discussion on what food items would be suitable for the Press Club to provide to house tour participants.

Unfinished business;
No carry over

New business;
Liquor license:
Applies to everybody to every one on the board and everybody who worked for Press Club.
President: passed out Liquor license forms for new board members.

Requires getting finger printed; filling out detailed information on the application form and getting it notarized. Board members will be reimbursed the \$ 40 finger printing charge if they bring in receipt.

Motion to accept:

Kouri proposed that the board accept all previous reports and conversations. Kristen Elliott seconded the motion which was unanimously approved.

Adjournment:

The meeting was adjourned at 7:57 PM.

Minutes respectfully submitted by:
David Donaldson, Secretary