

Denver Press Club Board of Directors Meeting minutes

March 24, 2020, at 6:08 p.m.

Hosted remotely via Google Hangouts due to coronavirus outbreak. In attendance: Petty, Shapley, Vaughan, McKinley, Ryckman, Ogden, Clarke, Frank, Phillips, Foutch

1. Quorum, Call to Order -- dealing with technological issues while we use
2. Approval of Minutes | *Dan Petty | 6:09 p.m., Vaughan moved to approve, Clarke seconded; approved on voice vote*
3. Membership: 11 new members | **6:12 p.m.**; *McKinley moved to approve, Ryckman seconded approved on voice vote*
 - a. New Members: Christine Rourke (Non-Resident), Madison Lauterbach (Emerging Media/Literary), Karen King (Retired), Edgar Walker (Emerging Media/Literary), Darrell Eldridge (Retired), Elaine Gunnell (Retired), Bernice Bertolli (Student), Rachel Lorenz (Student), Robert Lega (Individual), Erica Breunlin (Media/Literary/Sponsorship), Charmaine Ortega Getz (Individual)
4. Damon Runyon Postponement | *Linda Shapley and Dan Petty | 6:18 p.m., Penciled in for Saturday, Sept. 12 for the event, can't at this stage confirm with Woodruff's assistant. If we can't have an event, we would consider canceling. Dan's takeaway is that everyone is on pause. DAC and sound people are OK with waiting. We are targeting Sept 12 or following weekend Sept. 19. Vaughan suggests we set an internal deadline. Clarke says that we could resort to video message and still hold event. OR, we hold Judy off for a year and put up a retired journalist. Discussion on the risk to revenue if the appearance if it's an in-person appearance. We could offer discounts. Dan read the letter from Judy Woodruff's team regarding her availability. Discussion around the idea of moving ahead with Sept. 12 event as if we have Woodruff agreement. Discussion around having an in-person stand-in if for some reason Woodruff is unable to attend. Feeling was more around that it makes more sense to have in-person honoree rather than person who is unable to attend. Discussion around*
 - a. Discuss delay of Hall of Fame to late fall/early winter 2020 - *In light of the fact that we're looking to put Runyon in the fall, we push HoF dinner to November or January, or whether we cancel the event altogether. Discussion is that it's a premiere event and needs to be treated as such.*
 - b. Scholarships payment - *Students will receive scholarship funding this year. Awarding \$15K to the students, and videos would still be done in the spring if possible.*
5. President's Report/Manager's Report | *Dan Petty and Tom Foutch | 6:56 p.m.*,
 - a. Discuss operating hours for the Press Club in April and May with COVID-19 - *Decision with city order is that we are closed through May 11. Tom: We are*

prescribed by directives from city/state when we can open. If there is any leeway, it would be those that are not heavily attended. If we are given an opportunity to open, we can and we should. A couple board members are in agreement. Not putting a hard date on reopening, pending city/state orders. Board discussion on a vote to open as early as possible pending city/state ===

McKinley moves: Board took vote to close until March 31; DPC is committed to reopening as soon as possible by the pertinent public health and executive authorities. Frank second; approved on voice vote

- b. *Discuss payroll/expense reduction plans with COVID-19 - Currently staff is getting paid fully through 3/31; would like to send a clear message that Jim is valued, but looking to avoid him going through unemployment, Fouch proposes to continue to pay him 60% of his wage through May 11, plus ask members to send Jim "tips" to supplement his salary.*

Questions on cash flow: Obviously nothing coming in, save a few membership. Do we pay into unemployment fund? Clarke makes motion to pay Jim through at least May 11. Vaughan suggests we revisit this at April meeting to ensure it's on the same track. RE: Manager pay - Fouch proposes he track hours to pro-rate his pay, to account only for hours he is working at the club; Should we go back to regular hours, then he will go back to regular salary.

Other cost-cutting measures:

- 1. Suspended Dish subscription for 6 months*
- 2. Voss will bill for only 1 ½ months instead of 3*
- 3. Not reimburse Voss gift*
- 4. 20% in Xcel*
- 5. Liquor purchases stopped entirely for approx a month*
- 6. Cleaning will still continue but not as deep*
- 7. Aloha services have been extended for as long as we've been out*

Discussion of cash on hand and outstanding responsibilities. Going into executive session to discuss.

Motion by Vaughan: Pay bartender at 60% of salary through May 11. Maintain manager salary at 100% until May 11 and re-evaluate our standing at April board meeting. Shapley seconded. Approved on voice vote. Will communicate the plan to solicit donations for bartender through new fund-raising digital platform

- c. *Discuss applying for SBA Disaster Loans/City Loans - moved to PBA agenda*
- d. *Delay deposit of Walter's gift to the Denver Foundation -- discussion to invest part of Baas money now while market is (possibly) at bottom*
- e. *Discuss ongoing communications plan with members and guests*
- f. *Annual membership meeting and election - 7:40 p.m. - All will need to be handled virtually. Prudent to have paper ballots sent out now. Have not heard from anyone interested in running. Discussion on electronic ballot vs. paper ballot.*

- *Motion to transition the meeting to digital-only format. Rykman second. Approved on voice vote*
- *McKinley motion to carry out BoD election digitally in the manner determined by chairman of election committee as needed. Ryckman second. Approved on voice vote.*
- g. Other coronavirus issues or questions
- h. Launched new website on WordPress
- i. Ireland Stapleton Pryor & Pascoe Updates - **7:52 p.m.** - *No updates yet*
- 6. State Historical Fund and Building Updates | *Jim Clarke* | **7:54 p.m.**, *Will we be slowed by coronavirus? Answer was probably not; drawings for HVAC system have been done. Funds need some time to review. Questions about whether hotel construction is on hold; any delay doesn't necessarily change the project.*
- 7. Treasurer's Report | *Kevin Vaughan* | **8:00 p.m.**,
 - a. Changes to tax filing deadlines - *Information will be sent for accountants and lawyers. Mortgage has been paid off.*
Question on co-working contract with Denver Post. Plan is to extend contract for 3 months. Discussion around a benefit for members who renew during the shutdown.
- 8. Committee reports | **7:30 p.m., 15 minutes**
 - a. Legacy Committee | *Dan Petty* - *Meeting was canceled. Looking to reschedule at some point and where we go next with the rest of Baas gift. Should be meeting in next couple weeks.*
 - b. Programming | *Skyler McKinley and Noelle Phillips* - *Possibilities around virtual programming; might help offer value of membership. Discussion around ideas on self-care, avoiding burnout. Challenges of working remotely; seeing all the work that gets done. Keep things simple and have one presenter*
 - c. Marketing and Social Media | *Skyler McKinley* - *Partnership with grasslands is going well; if there's something that should be covered, let Skyler know*
 - d. Membership | *Dan Petty* -
 - i. Sponsor an emerging journalist program - *More information TK on the new website to better set this up.*
- 9. New Business | **none**
- 10. Adjourn | **8:19 p.m.**