

**AGENDA FOR DENVER PRESS CLUB and PRESS BENEVOLENT ASSOCIATION
BOARD OF DIRECTORS MEETING
May 22, 2018 at 6:00 p.m.**

Minutes taken by Linda Shapley. Members in attendance:

*David Milstead
Nathan Heffel
Bob Burdick
Carol McKinley
Carolyn Tyler
Skyler McKinley
Linda Shapley
Kevin Vaughan
Donovan Cordova
Tom Fouch*

1. Quorum & Call to Order (6:23 p.m.)

Discussion of rules regarding open sessions and what minutes should reflect

2. Action item: New members (See list at bottom) *Move to approve / seconded*

3. Public comment. *None*

None

4. President's report (6:05 p.m., 55 minutes) (1:10)
Minutes

Two groups of minutes will be approved at June meeting

Expense form

An expense form for reimbursements is available via GoogleDocs. If you are a board member or volunteer and have expenses related to an event, please reach out to get a link to the form and fill it out

Tepper plaque/event

Tepper Plaque: Eugene Tepper from \$14K Santa Fe donation -- trying to get an event on a Friday in June to honor four people who were critical to Denver journalism, which was his request. Finding a way to honor Mr. Tepper, who will not be attending the event. Kevin V is going to Santa Fe in July and will likely deliver a plaque to Mr. Tepper.

Employees and sales efforts -

Cassie is working on IDing members who have the greatest number of socially connected followers to help boost promotion of events. Sales consultant and potential employee working to create a larger sales effort to bring in events/rentals outside of programming.

Runyon update:

Prelim income statement:

Revenue: \$55,625, not counting DPC bar sales (ticket sales and silent auction). \$1,400 for auction / Bar had \$1,100 in revenue.

Expenses: DAC costs: \$16,336, plus additional costs. Total:\$18,037.85. \$640 in PBA COGS

Total profit: \$38K before scholarship expenses (\$12K in scholarships are paid out after finances for event)

Historical comparison: Pretty good, in comparison.

Discussion around management of events going forward and honoree for 2019.

Coworking update

Proposal is to relaunch the project in June. Printer needs to be added to the setup and, with Dan out of pocket, the relaunch is slightly delayed. We have a plan in place with a set price. To mitigate the labor costs, the facility will open at 10 a.m. and stay open until 10 p.m. More info to come.

Membership flow

Memo written as communication for new members onboarding. Need to create a new member onboarding process. How should the internal flow of information work and how should communication work to new members? Proposal made to make a personal welcome to new members to help build connections and stronger engagement. Proposal for welcome packet including messaging and information.

Heartland Emmys promotion

There is a longstanding deal that the DPC has 2 tickets to the Emmys event. Those tickets will be given to the person who brings the most members of the broadcast media into club membership.

Briefing papers

Information around issue regarding call from April all-member meeting seeking apologies has been distributed for review. Discussion around what the board needs to do, if anything, to uphold the rules of the motion and timeline for action. Conversations need to happen in Slack before the next meeting.

=== BREAK ===

5. Treasurer's report, Kevin Vaughan (7 p.m., 15 minutes)

David/Tom/Kevin met last week to review Kevin's duties as treasurer. Kevin is looking for efficiency opportunities and going through various accounts regarding messaging. An issue regarding Noodles and Co. at the Runyon auction was discussed. Kevin's philosophy as treasurer will be to be spare as a report but he will be prepared to discuss any issues that arise. Dave is looking for meaningful information that needs to be in front of the board. Comment: What needs to be known is if the Club is solvent and if any member is under indictment.

6. Manager's report, Tom Foutch (7:15, 25 minutes)

Tom met with Marie of Voss Financial to see what is needed for detailed financial report. P&L report issued with revenue figures

Some details:

- > \$750 made on chili cookoff - \$500 was pure profit*
- > Night One for Save The DP made \$1,037. Minus labor (3 hourly staffers), it was about \$400 profit. On Night Two, \$430 was made*
- > Week of May 14 was banner week. In addition to Post events. Two events on Wed. brought in \$760 in business.*

Discussion around trying to clean up account names, account numbers and gaps in check sequencing.

Guidelines offered around ideas for P/L on staffing and beverage costs. "Magic 20" is number of drink purchasers.

7. Discussion item: Hall of Fame (7:40, 30 minutes)

The HOF process (past presidents choosing the list) will be amended going forward. Greg Moore, John Temple, Jerry Bell. Lowell Thomas is historical candidate.

Janet Reeves and Anne Trujillo issued as possibilities. Trujillo is motioned (Carol) / seconded (Skyler) as fourth candidate.

Kevin Vaughan: Things we can do to acknowledge women journalists in this town is sorely needed. Motioned to add Janet Reeves to the list - Carolyn seconded

Motion made to approve list and seconded. List is approved.

8. Discussion item: Volunteer solicitation and volunteer considerations (8:10, 20 minutes)

Amended volunteer form is in Slack. Board members need to think about what we can give people who volunteer their time and efforts for DPC events. Free memberships, gift certificates, etc. Donovan offers his services as volunteer manager at Make a Wish and has some ideas. Consistency is key in this guidelines

9. Committee reports (8:30 p.m., 30 minutes)

Programming - Carol // Linda is joining on as co-chair. Programming is on track.

Marketing - Carolyn // Bit of a volunteer issue in regard to role responsibilities

Special committee: Code of Conduct - Donovan emailed a draft code for members and board members and something will be delivered for review by June meeting.

10. Other business

- 1. Outstanding invoices: Personal entreaties proposed.*
- 2. Volunteer list: Provide specific, singular opportunities to help.*
- 3. Less than 150 newspaper staffers working in the city. Need to make major effort to bring in broadcast team. Make a concerted effort to honor best work in TV and radio.*
- 4. Faces on the wall: Get people who are still alive be honored at the DPC.*
- 5. Press Club legends: Dusty Saunders: Is there a way to honor him? Or is there a way to honor other members who have been members of the club. Virginia Culver was the first woman.*
- 6. Need to address security issues -- please make an agenda item for next meeting.*

11. Adjourn (9:22 p.m.)

NEW MEMBER LIST

Name: Jim Trotter

Organization:

Address: 2847 S Nelson St [Lakewood, CO 80227](#)

Phone: 303-748-6035

Email: jtinsleytrotter@gmail.com

Billing Address: 2847 S Nelson St
[Lakewood, CO 80227](#)

Media, \$150

Name: Kathy Neustadt

Organization:

Address: 1 South Cherry St. [Denver, CO 80246](#)

Phone: 3038078849

Email: kneustadt@aol.com

\$150

Name: Tom Mcghee

Organization: DPO

Address: 1045 Locust St. [Denver, CO 80220](#)

Phone: 3038705563

Email: tommcghee.mcghee@gmail.com

Media, \$150

Name: James Bofenkamp

Organization:

Address: 3160 S. Princess Circle [Broomfield, CO 80020](#)

Phone: 3039955273

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Student, \$60

Name: Executive Director Ian Silverii

Organization: ProgressNow Colorado

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\$275

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Media, \$150

Name: Isaac Banks
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Student, \$60

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Name: VP Journalism Laura Frank
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Media, \$150

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John Leyba

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Brian Malone

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Media, \$150

Scholarship winners:

Colorado State University: Nevin Fowler: Nevin.Fowler@rams.colostate.edu (970) 231-2331

Colorado State University Pueblo: Ashley Schaerfl : ashleyschaerfl@gmail.com (505)-795-3194

University of Denver: Leah Swander: <Leah.Swander@du.edu> 970-424-4153.

University of Colorado: Jackson Barnett: Jackson.Barnett@colorado.edu 301-275-6066

Metro State University: Miriam "Mimi" Madrid: mayala3@msudenver.edu 720-621-2332

Colorado Mesa University: Laura Huwa: lehuwa@mavs.coloradomesa.edu 303 582-4217

University of Northern Colorado: Will Costello: Editor@uncmirror.com 402-515-0189.