

**AGENDA FOR DENVER PRESS CLUB and PRESS BENEVOLENT ASSOCIATION
BOARD OF DIRECTORS MEETING**

7-24-18 6:05 p.m.

In attendance:

*David Millstead
Dan Petty
Tom Foutch
Carol McKinley
Donovan Cordova
Carolyn Tyler
Roger Ogden
Kevin Vaughan
Skyler McKinley
Linda Shapley*

1. Quorum, Call to Order at 6:05 p.m., Approval of Minutes

Carolyn move to approve; Dan seconded. Approved on voice vote

*Action item: Dan moves for Linda Shapley to be named board secretary. Kevin seconded.
Approved unanimously.*

2. Action item: New members (6:10 p.m.)

Members held off because of investigation // will vote

3. Public comment (6:10 p.m.)

No public in attendance

4. President's report (6:10 p.m.)

Membership: Last "do or die" email to be sent for the last 100 members who have not paid.

Tepper plaque/event -

Plaque has been created and Kevin V. delivered one to Gene Tepper in Santa Fe. Kevin Vaughan recounted meeting Tepper and the honoree's efforts.

Employees and sales efforts -

Marketing effort is expected to launch around Labor Day. Need photos of the club but looking to move forward.

2018 HOF, 2019 Runyon updates

Oct. 12 date planned for HOF event. Temple is not able to attend so he will be inducted but honored at a later time. Runyon: positive indications are that Lester Holt will attend - Saturday is likely to be the date because of his work requirements. Board would likely push date in order to secure his attendance. Discussion around logistics with working with the DAC and availability dates.

Coworking update

After examining printer issue by expert, a wireless printer has been purchased and is nearly set up. Just needs some focus from Petty. Looking to get everything moving, especially with early adopters.

Details on co-working:

Preliminary club hours for co-working: 10a-10p M-Th 10a - 6p F

Cost:

\$20 daypass

\$95 month members

\$125 month non-members

Discussion around whether/when we start and whether we need to have the working printer before we launch. Petty needs about 4 hours to get everything set up, possibly with the use of a donated laptop.

Marketing plan for co-working rollout will get underway.

Safety

Discussion about safety of folks at the DPC, in reference to Capitol Gazette shootings. Focus would be to purchase alarm system to replace broken system, purchase a hazmat suit to clean needles, call Denver police on menacing homeless near the back door. Discussion around badge access and the costs/benefits of such system.

Volunteers

Dick Nobisch volunteered to help with guest bartender.

Audrey Bauer will run the book sale. Discussion around trying to promote booksale in marketing better. Proposed date: Fri/Sat Oct 19 and 20. Look to have some sort of other fun event tied to it -- Author's night, book signing, etc. Challenge is to get bodies in the door and there are probably ways to drum it up.

Discussion around future of the book sale in general.

5. Treasurer's report, Kevin Vaughan (7:12 p.m.)

Reports issued by Kevin that summed up both the monthly figures and the YTD comparisons. Discussion around whether we should be using cash reserves to help pay down line of credit or mortgage. Discussion also around History of Colorado grant that needs matching funds.

== Break ==

Bottom line: Vaughan is able to provide statements and explanations as needed

Question from Carolyn: What do we need to run the club for 3 months? 6 months?

Vaughan will investigate what it takes to run club with no income. In the meantime, will look to pay down line of credit.

6. Manager's report, Tom Foutch (7:50, 20 minutes)

Finances: We are finally at a point to get everything that accountant needs and determining banking needs.

Facilities: Discussion on effects of the heat wave on energy use.

Cleaning staff: Discussion around whether she's an employee or contractor.

Events: June 2017: 3 events, 5 programming events // June 2018: 8 events, 6 programming. Event environment likely needs more inspection. Tom has proposed a board retreat to talk just about mission/vision/strategy around events. Instead of chasing events, commit to getting grants from foundations.

Questions from Vaughan regarding a look at other models. Cordova notes that number of event venues in Aurora and Rino, for example, have exploded.

Ogden comments that we pursue both, perhaps weighing more on the historic nature of the building and the club. Also need to lean on marketing to help fill the sales funnel.

Vaughan: Need to explore all of the above.

Milstead notes that we'll take the idea under advisement and consider the notion.

7. Committee reports (8:25 p.m.)

Marketing:

First committee meeting planned for 7/31 6-8 p.m. // Carolyn gave details of how she's planning to set up the committee and how duties will be assigned. Conversation around what information should be posted on bulletin board.

Membership:

Conversation around now that we now have the opportunity to assign member numbers, whether we should, and how they should be used.

Stats:

460 members / 442 are invoiced / 100ish - unpaid (\$22,300 value)

Blacktie is no longer accepting membership payments

Website: Best path forward: Build from a WordPress template, put something together and then gather some comments from people. \$50-\$100 one-time cost

Planning to meet tomorrow with Cassie to use membership@denverpressclub.org . Will have some procedural elements but then will focus on retaining, rewarding

Ad hoc Code of Conduct Committee:

Discussion about whether there should be separate code of conduct for board members and staff. More of an addendum. They will be finalized with proposed changes and posted for approval.

8. Executive session: Proposed apologies (8:54 p.m.)

Vaughan moves we go to executive session. Tyler seconds. Approved on voice vote.

Out of executive session (9:21 p.m.) Vaughan moves, Petty seconds. Approved on voice vote.

9. Other business

Kevin Vaughan: Name is misspelled on treasurer email // phone number for 2-step verification is wrong.

Kevin Vaughan: Writing letters to send to TV / Radio news directors for lists of award winners

Kevin Vaughan: Long-term vision for this building - Deal with stairs / ADA / no restroom on first floor

11. Adjourn (9:26)