

# Denver Press Club Board of Directors Meeting Minutes

**May 26, 2020**

*Held remotely via Zoom due to the coronavirus outbreak. In attendance: Dan Petty, Kevin Vaughan, Jim Clarke, Holly Gauntt, Larry Ryckman, Jim Hill, Laura Frank, Noelle Phillips, Tom Foutch*

President Dan Petty calls the meeting to order at 6:41 p.m.

## Approval of Minutes

- Petty calls for questions about the previous meeting minutes. No questions. Laura motions to approve the minutes. Noelle seconds. Motion carries.

## New membership application

- 1 new individual, 8 students
- No questions about applications
- Noelle moves to approve, second by Laura. Motion carries.

No public comment at this meeting.

## Damon Runyon Award

- Discussion: What should be done on the Runyon?
  - When is the cutoff for a remote Runyon, or pushing the event to later?
  - Sponsorships are paid for the Runyon
    - DU money was returned
    - There have been other inquiries about if the event will go on
  - Dan Petty is going to speak with PSI about production potential
  - If the Runyon is remote, what kind of event is it?
    - Fully taped and produced
    - Zoom-style meeting
    - Hybrid that is interactive and pre-produced
  - If remote: Can something be done to ensure participants get a physical something of value to help bolster the virtual event.
  - If we go remote, would we owe the DAC anything? At the moment, no.
- Noelle makes a motion that Runyon go virtual in September. Holly seconds. Motion carries.

## President's Report

- Building maintenance fund
  - Roger's match grant
  - Warren and Terry Smith proposed their own \$5,000 for a match grant
    - Proposal would be for a \$10K challenge grant to drive donations
  - No developments from Anschutz, no word from Dean Singleton about possible donations.
- DPC Legacy Fund
  - Officially established
  - \$150K of Walter's gift has been sent to the fund
  - Laura updates on Legacy society fundraising
    - Prospects sheet:  
[https://docs.google.com/spreadsheets/d/1ugG8diABlvbXCnCW\\_ZozANzd\\_c3cNTkMb95T\\_6qlqcTM/edit#gid=0](https://docs.google.com/spreadsheets/d/1ugG8diABlvbXCnCW_ZozANzd_c3cNTkMb95T_6qlqcTM/edit#gid=0)
  - Invited to apply for a humanities grant
    - Up to \$15K
    - Would cover costs of Zoom, other programming for journalists
  - Who is the grant writer?
    - Laura volunteers
- Part-time help for web and programming
  - Hired help to cover administrative aspects of events like social media, web updates, Zoom scheduling, etc.
    - Contract basis; max 5 hours week, \$20/hr
      - Tom's concern is payroll spent in this slow time
    - It could be probationary
    - There is not a current job description and work plan.
    - Online panel attendance has been low, but surprising
      - Would some invested labor pay for itself if the online panels can be grown?
    - Cap is proposed on the spend of \$300 for the experiment
    - Laura moves to hire Abigail on a 2-month experimental basis; Larry seconds. Motion carries.
- No updates from Ireland Stapleton Pryor & Pascoe

## Building update

- Signed contract with the contractor
- Initial meeting has occurred with state historical fund, contractor
- Roof will need thicker insulation by code: cost is \$3,600, general contractor will cut \$3K on their cost — which means it all washes out.
- Mason will start work on chimneys probably in two weeks. Roofers will follow.
- Scheduled for mid- to late-August for completion
- Builder's risk insurance was priced out: \$640

- Tom is waiting on costs for dumpster removal to make room for the roll-off

### **Manager's report**

- There have been a handful of membership renewals
- No new updates

### **Treasurer's report**

- No new updates on the Legacy Fund/PPP Loan
- Membership revenue is coming in slowly
  - Might be time in a month to start chasing outstanding membership invoices
- On track to have taxes filed on the new deadline
  - Taxes are in Dan's possession. Needs to review and sign off
- New 990 is in hand

### **Committee reports**

- Legacy — already covered
- No programming updates (Skyler not present)
  - Trivia update - Not a lot of excitement on the virtual front
    - Might be time to consider other alternatives
    - Is there a possibility of a quicker game?
      - Kevin will reach out to Thomas to see what is possible
  - Remote programming
    - Open records panel is upcoming
- Marketing and social media (Skyler not present)
- Membership -- already covered
- No questions for committees

### **New Business**

- Question for Tom: At the construction meeting what form was the club asked for? Tom will send the form on file.
- Is the club legally obligated to produce an annual report?
  - Something was produced for FY18
  - Nothing has been produced for FY19
  - An annual report is certainly considered a best practice
  - Past grantor's have asked for an annual report
  - Kevin will move his previous annual report he produced to a Google docs; Laura will help review the creation of a new one
- No additional questions or business

Motion to adjourn at 8:06 p.m., Kevin moves. Holly seconded. Motion carries.

