



BOARD OF DIRECTORS MEETING AGENDA & MEETING MINUTES

THURSDAY, AUGUST 2, 2012 (1:30 -3:30 pm)

MEETING MINUTES: Review and Approval

NEW BUSINESS: INSURANCE CONSIDERATIONS

Directors & Officers (D&O)

General Liability

Quotes and Presentation : GUEST CHRIS ERWIN, AMERICAN FAMILY INSURANCE

Attended 2:10p to 2:55p

D&O unnecessary; will look into the increased medical coverage and non-owned; unhired auto coverage
All agreed on general liability insurance as necessary; waiting on final numbers

MEMBERSHIP, PUBLICITY & CONSTANT CONTACT UPDATE (Nancy and Peyton)

1:40p-2:10p; 3:00p-3:30p

Reached an understanding on member perks; fit within confines of overhead costs

Send out a membership renewal reminder email in the future

Check in System at Meetings Update on Recent Change

Community Outreach and HR Herald

Contact info on literature: PHONE 1-641-715-3900, ext. 147406#

MAILING ADDRESS: PO Box 631334, Littleton, CO 80163

Membership Incentives: IDEAS FOR CONSIDERATION

Recognition: Thank You Card/Welcome Email upon Membership Activation/Renewal, Name Badges
13 months for the price of 12 months membership special, \$1 donation for non-members

Business membership: \$50 year

Discounts and Give-aways for members: books, local merchants,

Member-only events: ie: mansion tours behind the scenes, wine and cheese happy hour

Discounted tours

Membership Renewal Suggestion

Flyers & Flyers Distribution List

Passed out fliers to all in attendance to distribute

Constant Contact Update: Progress Report: Peyton, Nancy

Website Update: www.HighlandsRanchHistoricalSociety.org Nancy

Larry Mire, consider Donation

Want to offer him a tax deduction for his gift in kind website work

Membership Database Update: Nancy

Caroline to call list and then eventually pass on to a volunteer to take over phone call duty

Tabling topic of Lifetime Membership (brought up by Caroline)

BRIEF UPDATE ON PROJECTS

Refreshments (Sara)

TREASURER (Carol) (330p-400p)

Donation Documentation

Last meeting: \$56.85 Donation Box

Keeping change from donations in moneybox so we can make change when payment occurs at events

Memberships at Meeting: 7 senior (\$70) , 4 Family (\$80) \$5 additional donation

Memberships via mail : 1 Senior (\$10) , 1 Family (\$20) Total \$241.85

CP is keeping a list of donations and sending a thank you card to each new/renewing member

Donation Requests: Standard Form (Peyton)

Decide on standard for business sponsorships and create form to hand out in community

Capitalize on national month themes for sponsorship ideas

School Trunks (David, Caroline, Nancy) (400p-420p)

List of Items Needed, Donations vs Purchase, Trunk Committee

Old Photos and Documents (David)

These need to happen ASAP of daily life and school days

Donation Received from Anna Lee Frohlich (Nancy)

Douglas County Grant Update (Nancy)

Shea Homes Donation Update (Caroline)

DVD and Notebook from previous Tracks Across Douglas County (Caroline)

Ultimately waiting to hear back results of grant October 1 before proceeding

Clothing Sewing Group : (Carol)

Update 420p-425p

PROGRAMS (Sara) (425p-445p)

2012 List to Date: July: Legendary Ladies, August: Historic Douglas County,

September: Veterans Tribute

October: Denver Ghosts, November: John Fielder in Africa, December: ?????

Auditorium Chair Setup and Usage, Timing

December will be History of Music

Need to decide on a budget for programming per year to base on—then if special programs arise; need to supplement money from another source (sponsorship, etc.)

CHEROKEE CASTLE (Caroline)

Tabling until insurance is decided

Current Artifacts, Files, Property : (David) (tabled till Sept.)

Docents: HR Days (Sept 6,7,8 from 9 am-2 pm) & Docent For Hire (Carol, Peyton, Caroline and Nancy) (445p-515p)

Update

Dates for Docent Volunteer Email: August 8, 15, 22 (?)

Dates for Docent Volunteer Training at the Mansion:

Sunday August 26 from 12-2 pm & Tuesday, Sept. 4 from 1-3 pm

Send out Docent Script with email, also have some on hand for training, and break each tour stop into it's own laminated page

Purchase of Portable Microphone (David)

Props: Books: Centennial and Murder at the Brown Palace

Shifts 8:30-11:30 am and 11:30 am -2:30 pm

Docent Dress: black bottoms, black or white top, red scarf/headpiece

Considerations for RED piece, cost max \$3

Need Umbrellas or Colorful Stick with Flower to wave during tours

Brochure/Map/Handout??? (could use HRHS tri-fold) for adults only

Docent Thank You: Reception Thank You end of Sept. NO COMP

(combine with members and other volunteers?)

DOCENT ASSIGNMENTS: see separate table Sara to do the actual scheduling of people

Staging in the Big Event Room, enter thru Archway on east side of building.

Along Brick South Side, position School Trunks

Fully Escorted Tour will take approx. 1 hour

[August 23 last day to sign up](#)

[Red feather headpiece \(women\) and red tie \(men\)](#)

# needed	Location	Duties	
1 Tour Escort per group 1 Room Leader/Coordinator 1 HRHS Table Monitor	Carriage House/ Big Event Room	Staging for groups Break down tour participants into groups of 20-40, color-coded/stickers Leave every 7-10 minutes Instruct school teachers/monitors in student etiquette Tour Escort stays with group the entire time, keeping all together, on time, speaking about areas without Docent Speak about room Microphone	1
1 Docent	Living Room	Microphone 5-10??? minute intro	2
1 Docent	Solarium	Microphone 5 minutes	3
1 Docent	Game Room & Bath	5 minutes	4
1 Docent	Billiard Room	5 minutes	5
1 Docent	Dining Room	5 minutes	6
1 Docent	Butler's Pantry	5 minutes	7
Tour Escort	Library and Front Covered Porch	5 minutes	8
Tour Escort	Upstairs –Sitting Room	5 minutes	9
1 Docent	Master & Mistress Suites & Bath	5 minutes	10
Tour Escort	Thru Children's Rooms	5 minutes	11
1 Docent	Julia's Room/Honeymoon Suite/Oriental Suite	5 minutes	12

Tour Escort	Return to Big Event Room/Carriage House	Students can visit History Trunks, Sign up for HRHS email, flyers	13
2 Docents	Carriage House/Event Room School Trunks	All 4 Trunks present	14

Date	Shift	Shift	# Docents/Volunteers Each Shift
Thursday, Sept. 6	8:30-11:30 am	11:30-2:30 pm	12 Docents & 12 Tour Escorts
Friday, Sept. 7	8:30-11:30 am	11:30-2:30 pm	12 Docents & 12 Tour Escorts
Saturday, Sept. 8	8:30-11:30 am	11:30-2:30 pm	12 Docents & 12 Tour Escorts