



## **BOARD OF DIRECTORS MEETING AGENDA**

**WEDNESDAY, DECEMBER 12, 2012 (11:00-1:00 PM)**

**MEETING MINUTES: Review and Approval** – (1115-1120am) those in attendance included: Carol Pfaff, Peyton Jeter, Nancy Linsenbigler, and David Hastedt. The Board of Directors (B.O.D.) agreed on a once a year lunch to say thank you to the Board members for their time and efforts and to ‘re-charge’ for the new year.

May, June, July, August, September, and October: previous outstanding meeting minutes were approved by all in attendance. We will only need to review and approve the current minutes going forward.

**NEW BUSINESS: 1120-1210pm:** As a B.O.D., we discussed how we are now re-doing/distributing the flyers, how we have re-vamped our membership process, our new role as docents, Constant Contact (a HUGE update in database management), the many good things that have taken place in the last 6-8 months and how many more agenda items still need to get accomplished, we have a new PO Box, e-mail and phone service. Membership has grown substantially with income up and expenses down.

Website down again, consider hiring out for a new website (Nancy) –we are looking to get a new website for around \$150 and need to determine who will be our webmaster and if it’s David (?), does he get an invitation to be a BOD as head of technology or a “gift in kind” and become one of our business sponsors?

**OLD BUSINESS: 1230-1250p:**

**Douglas County School Grant Update** - reminder that we got the grant

Shopping for Items (David) - Nancy now has updated list for shopping

Old Photos and Documents (David) – Carol is going to check with Joyce

Shea Homes Donation Update (Caroline) – NA because we got the grant

DVD and Notebook from previous tracks across Douglas County (Caroline) - NA

Sewing Project (Carol) – the current order is complete, might have a need for a new batch of bags. Kit issues: David H and Carol will work on the pelts.

**Special Projects Coordinator Update (Sara)(Nancy) – 1250-1p**

Toni Martin is working with Sara – These will be part of the RTD tours that are going to be set up for 2013.

RTD Tours will begin in April – B.O.D. decided that all tours will start at the RTD parking lot at Dad Clark and University

March tour to Colorado History Museum

December tour to Pat Moore Museum

**Membership (Peyton) – This was also part of our “new business discussion” 1120-1210p**

Plan for Implementation of Membership Drive and Renewal – We will be doing a membership mailing the day after the meetings in Dec and Jan. Threw will be new check-in procedures based on B.O.D. approval. Check in will NOW be: check in on list, get promotional information, make donation, and IF the attendee wants, make their own name tag. This will help to expedite the check in process.

Numbers update – Membership drive/blast. There will be a special e-mail to our current members. We will begin working on custom fields to better market to specific members/people.

**Current Artifacts, Files, Property (David) – 1210p-1230p**

Volunteer has come forth.....Lauralee Bossen

Investigation of Storage Locker for Clock Tower, File boxes of items, July 4 Parade Float decorations, Signs, Refreshment supplies, Old Tools, Community Donations [Dave to call for storage unit prices](#). [What are we going to do with the Clock Tower?](#)

Plan for implementation of this project in 2013 – [On January 27<sup>th</sup>, 2013, we are going to meet in the Silver Mesa ballroom to “categorize” the artifacts, property, etc. that HRHS has acquired over the years.](#)

## **Docents: HR Days & Docent for Hire: [Tabled until our next HRHS meeting](#) (Carol, Sara and Nancy)**

Purchase of Portable Microphone (David)

Docent Thank You: Reception Thank You (combine with members and other volunteers?)

Follow up.....survey results and then?

Follow up.....History of HR and Mansion needs updating on our Trifold and Website

Docents for Hire (Peyton will you assemble a simple post card)

Docent Volunteers at the Mansion during Public Open Hours

Holiday Celebration 2012 at the Mansion update

## **BRIEF UPDATE ON OTHER PROJECTS - [1p-115pm](#)**

### **TREASURER (Carol)**

Update – [current balance of \\$6500](#).

501 (c) (3) Task Force, review and Update recommendations/status

Budget for 2013 – [need a bit more formalized budget, however we went over the “basic numbers” and the summary is that we, a HRHS have income in the \\$2300 range. We have expenses in the \\$2800 range and therefore, as a HRHS we need to begin focusing on generating more revenue in order to accomplish the goals, plans, etc. that the B.O.D. has set for 2013. Our plan is to increase revenue by \\$1000 over and above the “Membership and HR Days”.](#)

### **PROGRAMS (Sara)**

#### **2012 List to Date:**

September: Veterans Tribute Drawing for T-Shirts (\$400??)

October: Denver Ghosts, Drawing for Kevin’s Books (free) (book sales)

November: John Fielder Drawing for John’s Books (2 calendars) (free) ( \$451 profit to HRHS from book sales)

December: Memory Al Smith, free and donation of book, Sara donation acquisitions

#### **2013: SCHEDULED**

Jan: Ray Mohr: Denver’s Brown Cloud (free)

Feb: Historic Front Pages from the Rocky Mountain News (free) (book sales)

March: Keith Strum: History Colorado Museum (free) (tour for members)

April: Christie Wright: South Park Perils: Murders & Outlaws in Historic Park County (free) (book sales)

May: History of Nursing, Past, Present & Future (free)

June:

July:

August: Kennedy Secret Service /The Kennedy Detail (free) (book sales)

#### **2013: Possible upcoming programs:**

Pat McNulty: Old Time Radio (summer time)

July: maybe Wildlife Experience and also have them on the July 4<sup>th</sup> float (large animals)