

Nederland Community Center Foundation
Board of Directors Meeting July 7, 2010 at the Center
Minutes

1. The meeting was called to order at 6:00 pm. Present: Tracy Brewer, Kristen Edwards , Jilene Norman, Joe Gierlach, Dale Porter, Diane Wohl, and Claudia Sheehan
2. Minutes of June 3: Diane moved to approve them and Tracy seconded. All were in favor of approving the minutes.
3. Resolution to recommend Jilene Norman for appointment to the CCFB. Diane moved to approve the motion and Kristen seconded. All were in favor of recommend Jilene for appointment.
4. Old Business:
 - a. Marketing: Dale asked for volunteers to join him in a second interview with Jylle Lardaro who is a Marketing advisor. Diane, Kristen, Tracy have volunteered to be at the meeting. Agreed on a few meeting dates and will check with Jylle.
 - b. Advertising postcard/flyer (Jilene). Tracy and Jilene updated flyer. 1000 flyers were authorized to be printed. Jilene will get them printed. Kristen will then take and distribute at Front Range visitor centers and surrounding area. Diane said she would distribute in Nederland.

Joe brought up figuring out a way to track if the flyers are working for advertising. Talked about putting stickers on some flyers to target certain groups. Maybe have a discount on the sticker or some way to track those groups.

- c. Glass display case (Tracy). Glass to use for pottery and jewelry. Case that locks and has shelves. Three on eBay that are reasonable priced. Looking at a couple but might be able to start with one. Diane said she would like to see us start with one and if there is a big need then get one later. New are around \$1000. Kristen said she would prefer to try and look local so we can see it in person and know for sure it is what we want. Kristen agreed that we would have enough for \$500. They would go in one of the foyers. Kristen moved for \$500 limit and Diane seconded. All were in favor.

Talked about a display case to hallway from the meeting room and how much would it be.

Tracy is looking into price.

- d. Special Event Insurance. We had been looking into special event insurance and how much it would cost. Kristen found out that because it was a town building it would be cover under the town's insurance. We will need to fill out a few forms. We will now be able to advertise and have a liquor permit for the events. We would have had to pay \$800 on our own but under the town it will only be \$25 a year for the state permit and the town will be \$10 per event. This brought us to the question is the Board under the Town's insurance. It is called Directors and Officers Insurance or D and O Insurance. Previously looked into it but it was very expensive. Kristen will find out if we fall under the Town's Policy.
- e. President's Report (Dale). Thank you to Claudia for doing the chef's apron. They were used in the parade on the 4th of July. We have 20 of them. They will be used at the July 20th,

6:00 pm dedication of the Kitchen. Dale will make up a plaque that thanks the donors. Pizza, cookies, and refreshments. We will get a discount from Backcountry Pizza, New Moon, and the B&F for this event. A motion for up to \$200 to be used for this event. Kristen moved and Diane seconded. All were in favor.

Dale had given info on sound buffers to neighbor and so far he has not had time. Dale is going to take it over. He will call the manufactures this week and get the info. He will then give it to the town administrator to head up the project. We will raise funds and get info but will not do the physical work.

f. Treasurer's report (Kristen). Everyone reviewed. Joe asked about an annual report being published. Others use it as a marketing tool and it is usually a one page report. It would show where your money goes using a pie chart. Kristen said she could work on financial part and Joe will help with graphics and Dale said he could write up bullet points. Tracy brought up that we should email the annual report to the people that have donated that year. We will also give to trustees and others.

5. New Business

a. Dawn said the seniors need forks. Dawn wants to know if we can cover forks. Will reimburse up to \$50 for forks for the seniors if they match existing silverware. Kristen asked if we have enough other kitchen stuff to open of the Kitchen and Dawn said we do have some put away in the West Wing. When stuff gets stocked in the kitchen then Kristen and Diane will go with Dawn and do inventory to see what else we would need. Joe will possibly give 200 plates if needed. We would like to see a policy on using the supplies in the kitchen.

b. Joe brought up that it would be nice for the trustees to get a report as well as Dawn of our meeting.

c. Discussion of general CCFB mission and general goals
Reviewed 2009-2010 goals. Discussed our vision of the Community center and Town.
Discussed some suggested Action Plans for 2010-2011.

d. Discussed goals to get out of Town Board meeting next month. Set for August 4, 6:00 pm.

6. Meeting adjourned at 9:20 pm.