## Board Meeting and Event Planning

### Transcript

https://otter.ai/u/J9NhZKaYfhW9ZvLGadonwM8mh_Y?view=summary

The board meeting covered several key points: Dwayne was elected as Vice President, and the board discussed using Otter AI for meeting transcription. Travis from Utah and Arizona expressed interest in joining AWS CI Colorado. The treasurer reported on accounts receivables, including Beacon and Master Wall, and emphasized focusing on accounts older than 61 days. The board approved a $1,400 shotgun raffle for the Clay Shoot event. The pickleball tournament is set for August 21, with a $3,000 venue cost and $8,000 food estimate. The trade show is scheduled for October 9, with premium booths available. The team discussed finalizing marketing materials and opening booth registrations to the public. The board meeting focused on event planning, including scheduling a board meeting in June and opening the event to the public from the 25th to the 8th. They discussed using stock photos for marketing materials and confirmed 40 tables for exhibitors. Key presenters were identified: Simco with an AIA-accredited presentation, an engineer from the board, FMI on the economic index, and Don Pills from National on STC ratings. The team emphasized the importance of finalizing presenters for CE accredited classes and creating a one-page flyer for social media. They also mentioned the need to update a Google Spreadsheet with presenter descriptions and to follow up on Swinnerton's interest in involvement.

### Action Items

- [ ] Reach out to Beacon to discuss their membership status and payment.
- [ ] Follow up with Moody on their outstanding payment.
- [ ] Reach out to Action Gypsum on their outstanding payment.
- [ ] Reach out to Master Wall regarding their outstanding payment.
- [ ] Call Anthony at national to discuss United's outstanding payment.
- [ ] Reach out to the new drive distributor (National Waterproofing) regarding their outstanding payment.
- [ ] Adjust the balance between the checking and reserve accounts.
- [ ] Provide the tax-related document to Reuben.
- [ ] Send the meeting minutes from the previous meeting and this meeting to the website administrator.
- [ ] Finalize the event budgets and get them to the website administrator.

- [ ] Open registration for the clay shoot, pickleball tournament, and Christmas party.
- [ ] Compile a list of the companies that submitted entries for the Excellence Awards and send it to the group.
- [ ] Reach out to Brad Tonkin to get a bio for the Lifetime Achievement Award presentation.
- [ ] Coordinate with Riverdale Golf Course to discuss food, beverage, and alcohol policies for the golf tournament.
- [ ] Secure the hole-in-one insurance for the golf tournament.
- Verify list of presenters for tradeshow classes
- Verify raffle prizes, and if we're going to order shell bags again for Clay shoot.
- [ ] Create a more visually appealing trade show flyer with a layout, photos, and details on the premium booths.
- [ ] Compile a list of potential speakers for the trade show educational sessions and send the details to the flyer designer.

**Outline**

**Vice President Selection and Initial Voting**

- Speaker 1 announces the selection of Dwayne as the new Vice President and congratulates him.
- Speaker 3 expresses hesitancy due to his tenure but agrees to take the role.
- Unknown Speaker mentions the need for a formal vote, which is approved unanimously.
- Speaker 1 confirms the new Vice President role and thanks everyone for their support.

**Secretary's Report and Recording Meetings**

- Speaker 7 discusses recovering from an arm injury and using Otter AI to record meetings.
- The idea is to archive meetings for future reference and to ensure all details are captured.
- Speaker 7 asks for louder speaking to ensure the recording is clear.

- Speaker 3 mentions Travis's interest in banding together with Utah and Arizona under AWS CI Colorado.

**Treasurer's Report and Account Receivables**

- Speaker 4 provides an update on accounts receivables, mentioning Beacon and Master Wall.
- Speaker 7 explains Beacon's affiliation with national AWS CI and the need to correct it.
- Speaker 4 discusses Master Wall's membership and the need to follow up on unpaid invoices.
- Speaker 1 emphasizes focusing on accounts older than 61 days to clean up the records.

**Action Items and Financial Updates**

- Speaker 1 inquires about any action items from the previous meeting.
- Speaker 7 confirms there were not many action items and moves on to the treasurer's report.
- Speaker 4 discusses the financial position, noting a significant amount in the checking account.
- Speaker 1 suggests keeping around $20,000 in checking for normal business expenses.

**Event Planning and Registration**

- Speaker 1 asks about the status of event registration and budgets.
- Speaker 6 mentions the finalized event schedule and the need to post it on the website.
- Speaker 4 confirms the budgets are finalized and ready for registration.
- Speaker 1 notes the success of the recent Casino Night event and the need to start early registration for future events.

**Excellence Awards and Lifetime Achievement**

- Speaker 1 discusses the Excellence Awards and the need to finalize categories.
- Speaker 3 mentions Brad Tonk's agreement to receive the Lifetime Achievement Award.

- Speaker 5 suggests capping the event at 150 attendees due to food and space constraints.
- Speaker 1 emphasizes the importance of early registration to ensure enough food and seating.

**Golf Tournament Planning**

- Speaker 4 confirms the contract with Riverdale for the golf tournament.
- Speaker 2 discusses the need for hole-in-one insurance and other sponsorship opportunities.
- Speaker 4 mentions the need to start advertising the golf tournament and securing sponsorships.
- Speaker 5 suggests having a more relaxed alcohol policy to attract more participants.

**Pickleball Tournament Details**

- Speaker 3 provides an update on the pickleball tournament, including the date and venue.
- Speaker 3 discusses the cost of the venue and the need to decide on food and drink options.
- Speaker 8 suggests selling spectator tickets and providing drink tickets to participants.
- Speaker 3 confirms the need to finalize the food and drink options and the cost of spectator tickets.

**Trade Show and Booth Setup**

- Speaker 1 inquires about the number of people signed up for the trade show booths.
- Speaker 2 mentions the need to send out an email to those who have signed up.
- Speaker 7 requests a more mature flyer for vendors to present to their higher-ups.
- Speaker 8 discusses the AV contract and the need for two operational mics for the classroom presentations.

**Finalizing Event Details and Sponsorships**

- Speaker 1 emphasizes the importance of having a detailed flyer for the trade show.
- Speaker 7 suggests adding photos from last year's event and a layout of the floor plan.
- Speaker 8 agrees to create a more corporate-presentable flyer with additional information.
- Speaker 3 discusses the need to open the trade show to the general public and the importance of filling premium booth spaces.

**Event Planning and Timeline**

- Speaker 1 suggests stopping the event on the 24th and opening it to the public on the 25th, with access until the 8th.
- Speaker 7 proposes holding a board meeting at the event space to allow attendees to walk through the space.
- Speaker 8 and Speaker 4 discuss using stock photos for marketing materials to avoid copyright issues.
- Speaker 8 confirms the event will have 40 tables, with a mix of 10x10 and 10x20 spaces.

**Board Meeting and Space Tour**

- Speaker 1 and Speaker 3 agree to schedule the board meeting in June.
- Speaker 8 offers to set up a tour of the space if the board meeting is not possible.
- Speaker 1 outlines the timeline for opening the event to other organizations and contacting last year's attendees.
- Speaker 7 emphasizes the importance of locking down presenters for CE accredited classes.

**Presenter and Class Scheduling**

- Speaker 4 lists potential presenters, including a product specialist from Simco, an engineer from their department, and FMI.
- Speaker 4 mentions Don Pills from National, who could present on STC ratings.
- Speaker 7 suggests scheduling classes in the morning and presentations in the afternoon to lead into the trade show.

- Speaker 4 and Speaker 7 discuss the importance of having accredited presenters and the potential draw of certain speakers.

**Finalizing Presenters and Flyers**

- Speaker 1 suggests providing a general summary of confirmed presenters for the flyer.
- Speaker 8 offers to update a Google Spreadsheet with presenter descriptions.
- Speaker 1 assigns Jared to manage the flyer and requests descriptions from anyone with confirmed presenters.
- Speaker 1 mentions the need to complete a survey spreadsheet for class interest ratings.

**Additional Discussions and Next Steps**

- Speaker 4 mentions Swinnerton's interest in getting more involved, and Speaker 1 suggests sending information to Melanie.
- Speaker 1 discusses the need to update the training class schedule and mentions a recent sign-up attempt.
- Speaker 1 admits to not completing the survey spreadsheet and plans to email it out.
- Speaker 3 and Speaker 10 discuss responsibilities for the flyer and speaker coordination.