



**Meeting Minutes
December 4, 2017
PROS Service Center**

Attendance: * Excused Absence ** Unexcused Absence

Renee Anderson
Bob Epstein

Gary Herbella
Roy Mapp

Christina Marriott
Mary Parker

Others Present: Carrie Ward and Judy Brandmeyer

1. Call to Order

The meeting was called to order at 6:00 pm. A quorum was present.

2. Approval of September 2017 Meeting Minutes

The September 2017 meeting minutes were approved as distributed. Gary and Renee abstained since they were not in attendance at the September meeting.

3. Review Finance Reports

Carrie reviewed the November 30, 2017 finance reports with Trustees.

Items of note:

- a. Proceeds from the golf tournament (\$17,857), less expenses (\$5,696) leaving net revenue of \$12,162.
- b. Of the \$15,000 budgeted for the Mansion, \$7,619 remains to be used for interpretive signage, to be completed this winter.

4. 2017 Work Plan

a. Western winter Gala

- Ticket Sales
 - Four tickets have been purchased so far. The goal is 150.
- Promotions
 - Carrie thanked Christina, Mary, Roy and Renee for their time at the Foundation's booth at Holiday Celebration to promote the gala.
 - Invitations are ready to be mailed on January 2nd.
 - Other promotions will include flyers, e-newsletters, web sites, the Messenger and Facebook posts.
- Event Plans
 - Caterer is Catering by Design
 - There will be six whisky/food stations, plus a beer, wine and non-alcoholic beverage station, perhaps in the library. Gluten-free items will be labeled as such.

- It was suggested that the dessert station be moved downstairs to the solarium as that's a better place to end, and move the solarium station to the west bedroom.
- Mansion liquor distributor is contacting distillers, asking them to donate the product. We'll know more about the distillers by the end of the year as that may matter to some attendees
- Trustees will be stationed at the door for greeting and check in. They will also be at stations to direct attendees to other stations.
- Decorations
 - Carrie asked Trustees to be thinking about decorations. Suggestions included small hay bales for distillers to display promotional materials, mason jars with tea lights and bandana fabric at tablecloths. Let Carrie know your ideas and she will coordinate purchases.

5. New Business

a. Colorado Gives Day

A reminder that tomorrow, December 5th is Colorado Gives Day.

b. Valentines at the Mansion

This event is Tuesday, February 13th. This would be a great opportunity for Trustees to promote the Gala. Please let Carrie know who can attend.

6. Next Meeting:

Pre-Gala Meeting

Monday, February 12, 2018, 6:00 pm

(will be cancelled if deemed unnecessary)

Next Regular Meeting

Monday, March 5, 2018, 6:00 pm

Adjourn

The meeting adjourned at 6:37 p.m.