

## 2019 Colony Days Board Meeting Minutes

1.13.2020

**Attendees:** Karen McNamara, Kent Kenney, Heather Young, Candice Hubbard, George Westlund, Maggie Vandergon, Gina Cirocco, Dianne Greenaway, Brenda May, and Elizabeth Enriquez-Phillips.

The regular meeting of the Colony Days Committee was called to order at 6:00 p.m. on January 13, 2020, at the Conference Room at the Hope Chest Emporium by Karen McNamara, Chair.

Elizabeth Enriquez-Phillips, Secretary arrived at 6:26 p.m. Lisa Kania, graciously took meeting minutes beforehand. Minutes will need to be amended with the addition of those items.

**Treasurer's Report:** Candice Hubbard, the Treasurer, gave a detailed 2019 Year-End Financial Report on Colony Days Finances and passed out copies of the report.

- I. Maggie Vandergon asked what the balance was in the bank. Candice Hubbard reported that the balance in the bank currently was \$6,788.02.
  - A. There are currently two checks out: for Micheal Cagnia and Hopper Media of \$135. A total of approximately \$350 out in checks that have not been cashed. An invoice of \$871.20 for Red Oak Security has not paid. \$5,500 to start.
- II. Maggie Vandergon asked about raising funds.
  - A. Karen McNamara addressed it by asking the committee to bring the sponsorship letter wherever committee members go or visit. Candice Hubbard needs the sponsor letter approved.
  - B. Candice Hubbard mentioned that the financial report needs to be approved
    1. Karen McNamara asked to move to have the Committee to approve the financial report. Heather Young first and seconded by Brenda May, motion passed. Financial Report approved.
- III. Candice Hubbard introduced the Colony Days Treasure Procedure 2020 and discussion about the reimbursement process took place.
- IV. Candice Hubbard said a list of donors is needed and approximately what we received in in-kind, which could be another \$10,000 to \$12,000 in donations on top of our monetary donors.

**Chair's Report:** Karen McNamara said a refinement of the sponsorship packet will be available by the next meeting. Karen also asked for Thank You's.

- I. Karen McNamara insists this year with reports, that at least three days before the meeting to send out reports to everyone and for the digital copies to be recorded in the minutes. This will help cut the length of the meetings and give Karen to see items that need to go on to the agenda.

- II. Discussions about the credit card were brought up by Candice Hubbard and Karen McNamara addressed it. If we get a Credit Card, we need a policy, and procedure said, Karen.

**Approval of Minutes:** Candice Hubbard said we need to approve the minutes to have signers on the account at Pacific Premier updated to reflect the new officers for 2020.

- I. Gina Cirocco made a motion to approve the minutes from Dec. 9, 2019. Kent Kenney seconded it.
- II. New signers for the Pacific Premier will be Candice Hubbard, Heather Young, and Elizabeth Enriquez-Phillips.
- III. Karen McNamara mentioned that the bank may want a resolution

**Credit Card discussion continued:** Gina Cirocco asked if we should have Candice Hubbard go ahead and find out about the credit card details at the bank.

- I. Heather Young said the credit card will be needed once marketing is up and going.
- II. Karen McNamara said we need a credit card policy by the next meeting. Heather Young asked who will be working on the credit card policy?
  - A. Candice Hubbard and Karen McNamara will work on it together?
- III. Candice Hubbard said the reimbursement form is available on the website.

**Publicity Report:** Heather Young discussed the Colony Days Website.

- I. The website originally was done by Charley Carlin and now by Heather Young, but owned by Nic Mattson with Colony Media. Heather Young strongly recommends that the website be own by Colony Days Committee/ Board.
  - A. A company Heather Young recommended, Blue Host, would include unlimited websites, like the 4th of July and other events. We do need a separate Atascadero 4th of July website.
  - B. \$15.00 a month, with free **sl security?**
- II. When Nic Mattson built it, he did it with a theme, which would be a \$100 a year to continue with the theme.
  - A. With all of it was about \$300 a year. Heather, strongly suggests a credit card for revolving charges. Heather said the website is a very important part of the event and we must have a website.
  - B. Right now we are still updating it says, Heather Young. Can we tie it to the bank suggested Gina?
    - C. Heather suggested with Word Press - still point time for life for domain services said, George Westlund.
- III. Heather Young said E-mail is not including with hosting. Especially with info@colonydays.org - the next part would be g suite- a team drive. Which can be 'our' binder and to make it shareable. In a team of 6, per month would be \$72 a year.
  - A. We need to own our websites, continue looking into it said, Karen McNamara.

- IV. Publicity marketing questions from Karen McNamara- will we have a meeting to look at choices for buttons, posters, etc. Heather Young said that the publicity committee will be meeting and will have some choices to present to the board soon.

**Special Events/ 4th of July:** Multiple questions on Vendors, volunteers, if the Kiwanis would assist and if we were able to put it on.

- I. Karen McNamara suggested that donation cans at the entrances would help to cover costs and that it's a great event and just needs to be marketed right.
  - A. David May will head the committee for the 4th of July - to contact Nic Mattson and to form an exploratory committee for the 4th of July.
  - B. Heather ask and said she would take out 2- 8 p.m. Food, Beer, Wine Vendor, music, kids games, free entry at the Lake Park on the website.

**New Business:** Karen McNamara said Committee heads will need to bring in their budgets a week before the next meeting so that Candice Hubbard may have time to work on the 2020 budget.

The next meeting will be on the 2nd Monday of February (2.10.2020) held at the Hope Chest Emporium at 6 p.m.

Meeting Adjourned at 7:00 p.m.