



HGC Board Meeting Agenda

02/13/18

Lommen & Abdo Law Firm

Attendance: Carol, Stephanie, Sarah, Jacki, Melanie, JoAnna, Katie

Melanie arrived late; Katie left early

1. **Call to Order at 5:37 pm**
2. **Approval of Minutes**
 - a. Review and approve January meeting minutes
3. **Approval of Agenda: to approve with edits: Motion: Jacki; 2nd: Sarah**
4. **Owner forum - no owners**
5. **Board Reports**
 - a. President's Report
 - i. Thoughts on CDS retreat: Summary received from Leslie - schedule retreat for follow up.
 - ii. Board meeting location: Discussion regarding: By-laws page 6, #26; History of meeting locations and using 702 2nd Street as registered agent for co-op; **ACTION:** Coordinate someone to come in and speak to potential conflict of interest at next board meeting. Next meeting will be at Lommen & Abdo, March 13.
 - b. Vice President's Report - none
 - c. Treasurer's Report
 - i. Review financial reports (general ledger, income statement)
No new owners. Petty cash got deposited.
Motion: Jacki; 2nd: JoAnna
 - d. Secretary's Report - none
 - e. Other Director's Report - none
6. **Old Business**
 - a. Domain name updates and next steps:
 - i. Transfer .org to .coop
 - ii. Inventory marketing pieces for transition of web address
 - iii. Do a marketing kit
 - iv. Price out email through .coop (we get 2 free ones)
 - b. Review project plan & action items
Updated in folder. Very minimal. Sales & use tax return filed?
7. **Committee Reports (On new template!)**
 - a. Ownership & Volunteer
 - i. Updates
 1. No Expenses; no new monthly tasks; Hot Air Affair - had enough volunteers
 2. Audit - on hold. Concern regarding asking volunteer(s) to participate with owners having requesting anonymous status. Waiver/nda - have volunteer sign and agree.

3. Ideas:
 - a. Quarterly update from board for owners - committee work, volunteer recognition. May help compile for end of year report. First one as an intro seeking input on what owners want to hear. **ACTION:** Target April for first communication (O/V).
 - b. Education piece - Facebook settings article for Beet to remind followers how to ensure they see our posts **ACTION:** Stephanie to put together for Jacki
 - c. Discussed Google page (updating picture); LinkedIn (administrator login)
 - d. Would like to do a Volunteer Celebration: April/May
 - e. Celebratory event when reach 600 owners
- ii. Approve new owners - No new owners
- iii. Confirm DB demo at next O/V meeting - will do a separate meeting. O/V to pick a night and schedule with Board.
- b. Marketing & Communications
 - i. Updates
 1. .coop purchased
 2. Winter Market scheduled for 2/17: discussed items of responsibility/who is doing what
 3. Spring Showcase on March 18th at the hockey arena is a paid registration of \$275. Carol to handle registration & payment.
The SCVHBA is offering HGC a free space at the Spring Expo on March 24 & March 25 at the hockey arena. **ACTION:** do we need free give aways?
 4. Riverdunk - Rotary hosts - Melanie will find out if we qualify for next year (2019)
 - ii. Discussion of Communications Policy - tabled - needs to be a separate discussion
- c. Steering
 - i. Updates
 - ii. Next board retreat as a follow-up to CDS retreat
 - iii. Discuss attendance for Up & Coming and Coop Café
 1. Follow up with Leslie regarding invoice for retreat on 13th
 2. Have up to \$1500 match for conferences: Up and Coming March 15-18: Stephanie, JoAnna, (Carol is available, but has been before), Jacki is a maybe. Deadline to decide on the 22nd
 3. Co-op Cafe: Melanie, Sarah

8. New Business

- a. Whole Earth is having their annual meeting Tuesday, March 20th
- b. RiverMarket - 40th Anniversary

9. Recap/Next Steps

10. Adjournment at 7:45 p.m.

Submitted by JoAnna C. Demulling, Secretary