



Wednesday, November 6th, 2024 @ 11:00 am  
MEETING MINUTES  
The Spur Restaurant

**APPROVED MINUTES 12/4/2024**

**Board Members**

Bonnie Schwam, President, present  
Dennis Beshear, Vice President, present  
Christian Phelps, Secretary, present  
Sasha Lambert, Treasurer, present  
Karen Hunt, Membership Director, ABSENT  
Yolanda Bruce, Member at Large, present  
Amy Cotsworth, Ambassador Program Director, ABSENT

**Call to Order 11:12am**

**Approval of October 2, 2024 Minutes moved by Dennis, seconded by Sasha, carried by all**

**Treasurer Report by Sasha as of 10/31/2024**

- Community Bank Balance \$31,097.73
- Zeffy Balance \$340
- Total bank balance for \$31,437.73
- AR for (month) \$585
  - Current: \$95
    - Facineli Motors: \$95, *just cleared in November*
  - 1-30 Days Days: \$290
    - The Venue at Crooked Willow: \$125
    - Larkspur Pet Hospital: \$70
    - Perry Park East HOA: \$95
  - 31-60 Days: \$75
    - Fox Fungi: \$75
  - > 91 Days: \$125
    - One Way Electric: \$125
      - ACTION - Sasha write off as they will not be renewing

- Gross profit: \$1,785 (Month) / \$34,215 (YTD)
  - Membership Dues: \$475
  - Events: \$1,310
- Total Expenditures: \$1,577.65 (Month) / \$26,922.85 (YTD)
  - Advertising & Marketing: \$38 (GoDaddy)
  - Event Advertising: \$631 (AACF Checks)
  - Social Media & Marketing: \$375
  - Website: \$250
  - Event Expenses: \$132.01 (Reimbursement)
  - Office: \$151.36 (BYG & Frames)
- Net Revenue: \$207.35 (Month) / \$7,292.15 (YTD)
  - 9 & Dine: \$0 / \$704.75 (YTD)
  - AACF: -639.94 / \$4,046.46 (YTD)
  - MITP: \$0 / \$3,784.03 (YTD)
  - Tree Lighting: \$1,186.93 / \$632.90 (YTD)
  - General: -339.64 / \$-1,875.99 (YTD)

Details Tracked via Google Docs Spreadsheets

**Move to approve the October Financial Report moved by Christian, seconded by Dennis, carried by all**

### Committee Reports

AACF recap and planning meeting for next year's event

- Scheduled for Jan 8th @ 11 am
- ACTION - Christian contact Larkspur Firehouse to reserve

Holiday Magic Happens - Christian

- October 28th planning meeting update
  - Bonnie has contacted the Fire Department for the event permit, Peggy will help oversee to firm up
  - Fishers are confirmed doing the Smores Tent
  - ACTION - Schedule final planning meeting (Tuesday, Nov 26, Mon, Dec 2)
  - Magic Lesson - Bonnie, Dennis, Shasta & Mayor West
    - ACTION - Dennis need to schedule with Theater of Dreams
- Tent Order and Heater order
  - Autumn provided a vendor selling a tent need to determine if we will purchase
  - ACTION - Bonnie firm up with Autumn
- 2 Cabins (3 & 5) open
  - ACTION - Christian follow up with Mayor West
- 58 Trees sponsored
  - 27 Sponsorship Tree Invoices unpaid still
- 27 Trees available to sponsor

- Volunteers
  - Only have 3 open sign up spots still for Take Down for Jan 25th.
  - 4 volunteers for Saturday 11/23 1pm - 4pm
  - 4 volunteers for Sunday 11/24 11am - 2pm
  - 6 volunteers for Saturday 12/7 2pm- 7pm
  - 3 volunteers for Saturday 1/25 12pm - 3pm

#### Secretarial Update - Christian

- Membership Update
  - Total active members - 73
  - New Member(s) -
    - Dream Vacations
  - Renewals Completed
    - Zoology Foundation
    - Rocky Mountain Insurance Advisors
  - Members up for renewal
    - Hops and Vines invoice for \$125 basic membership
    - Crooked Willow Farms
    - Pikes Perk Coffee Roasters
    - Larkspur Outdoor Maintenance
    - BrayDex Window Washing
    - Larkspur Country Store (Corner Market)
    - H3 Painting
    - Starzynski Van der Jagt
- Monthly Mixer
  - Make Mixer Reminder Phone Calls (Yolanda divide list to board to make calls)
  - November - Theater of Dreams
  - Holiday Party Board Installation – Dennis B
    - Tuesday, December 10
    - ACTION - Dennis send out menu to firm up

#### Ambassador Update - Amy

- Amy to have Ambassador Meeting before end of year

#### **Old Business**

- Website Members that still need to get on the Directory - Dennis
  - Larkspur Outdoor Maintenance
  - PPMD Community Fund
  - ENT Credit Union
  - The Foundation for DC Schools
  - RE/MAX- Ashley Holdeman
  - Bath Tune-Up of Castle Rock

- DoNoraA
- Dream Vacations
- The Wood House
- Website - remove members that are no longer members
  - ACTION - Dennis delete non renewal from website
    - SA Motors
    - Becky Yeomans
    - One Way Electric
    - Ladies of Larkspur
    - Hope Counseling & Hypnotherapy
    - Columbine Roofing
    - Canopy Tree Service Inc.
    - Douglas County
- Google Business Verification - Christian
  - ACTION - Christian table until we can get a business sign on the building and redo the video to submit
- Wagon Purchase - Bonnie ( Still need to order/ ones I got were too small)
- Mobile Website updated photos
  - ACTION - Dennis DONE
- Schedule Board Day Retreat to discuss overall Board vision and operational planning for 2025
  - Look at last week of January
  - ACTION - Dennis and Amy look at locations
- Holiday Dinner Planning
  - ACTION - Christian laser engrave mugs for (3)
  - RSVP Process
  - Cost for an additional ticket - confirm once we firm up the menu
- Website - Events Page
  - ACTION - Dennis Create a page for each event - completed
  - ACTION - Dennis Add business card slogan on website "Building your business community" - completed
- Storage Unit
  - ACTION - Christian Inventory Storage Unit (unit #25) - have pictures, but will add to a google inventory list
- Inventory list in google and where items are located
  - ACTION - Christian will create after the first of the year when everything is back in the sheds from Tree Lighting

### **New Business**

- Officers for Next Year
  - Treasurer
  - At Large
- Bookkeeping Transfer
  - Peggy is picking up all items from Jen
  - Bonnie has the Treasurers credit card and checkbook from Sasha

- After first of year update the bank account, taking off Sasha and adding new Treasurer

**Meeting Adjourned at 12:31 pm**