



Wednesday, December 4, 2024 @ 11:00 am
MEETING MINUTES
Larkspur Fire House

APPROVED MINUTES 1/8/2025

Board Members

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

Guest attendee:

By Peggy Whalen, HMM Chair
Chris & Autumn Miller, Update on Event Tent

Call to Order 11:07 am

Approval of November Minutes moved with changes by Bonnie, seconded by Denis, carried by all

Treasurer Report by Sasha 11/30/2024

- Community Bank Balance \$32,284.08
- Zeffy Balance \$435
- Total bank balance for \$32,719.08
- AR for (month) \$815
 - 1-30 Days Days: \$740
 - H3 Painting: \$70
 - Rocky Mountain Insurance Advisors: \$70
 - 1 Stop Tire & Auto Service: \$95
 - Larkspur Corner Market: \$120
 - Bonnie Schwam: \$70
 - Reach Marketing Pro: \$95

- The Venue at Crooked Willow: \$125
 - Perry Park East HOA: \$95
 - 61-90 Days: \$75
 - Fox Fungi: \$75
- Gross profit: \$2,865 (Month) / \$37,080 (YTD)
 - Chamber Income/Due: \$750
 - Events: \$2,115
- Total Expenditures: \$1,558.65 (Month) / \$26,198.29 (YTD)
 - Social Media & Marketing: \$375 (Stephanie)
 - Website: \$250 (Dennis)
 - Chamber Functions: \$82.90 (Lunch Meeting)
 - Software: \$151.50 (Jenn & Sasha)
 - Contract/Accounting: \$591.83 (Jenn & Sasha)
 - Office: \$107.42
- Net Revenue: \$1,306.00 (Month) / \$8,598.50 (YTD)
 - 9 & Dine: \$0 / \$704.75 (YTD)
 - AACF: \$0 / \$4,046.46 (YTD)
 - MITP: \$0 / \$3,784.03 (YTD)
 - Tree Lighting: \$2,115 / \$2,747.90 (YTD)
 - General: \$808.65 / \$-2,684.64 (YTD)

Details Tracked via Google Docs Spreadsheets

Slight income difference between Google & QuickBooks (\$10)

- CPA note: May have to due w/ Undeposited Funds/Zeffy balance

- CPA not: Will monitor difference to see if it's self-correcting or needs minor adjusting

Move to approve the November treasure report moved by Christian, seconded by Dennis, carried by all.

Committee Reports

Holiday Magic Happens - Christian

- Tree Sponsor Update
 - 72 Trees Decorated/Sponsored (62 Tree Sponsors Last Year)
 - 13 Tree Sponsor Fee Waived
 - 8 Tree Sponsors paid \$80 for Decoration help
 - Outstanding Tree Sponsor Invoices
 - Reach Marketing
 - Bonnie Sells Colorado
 - Perry Park East HOA
 - Colorado Renaissance Festival - Sasha needs to INVOICE
 - Larkspur Corner Market
 - H3 PaintinG

- Ladies of Larkspur (check was left with Jen but have not seen the deposit)
 - Bobcat Kids - 1 Stop
 - Rocky Mountain Insurance Advisors
- Tree Sponsor Income Received = \$3,420.00
- Expenses total pending for signs, map, zip ties, extension cords
 - Zip Ties expense - Reimbursement Receipt to Peggy Whalen \$25.27 - COMPLETED
 - Flag expense - Reimbursement COMPLETED to Christian Phelps \$48.07
 - Exit Signs - \$24.26 Dennis B
 - Extension cords - Reimburse to Town
 - Remaining balance of lift is due from the Town
 - Event Tent - Chris & Autumn Miller
 - Fire Department recommended to purchase electric heaters (ceramic, tip over shot off, electric)
- Feedback from the Fire Department
 - HEATERS IN MIDDLE OF PAVILION ARE OK BUT NEED TO BE 10 FEET FROM SIDES
 - 6 - FIRE EXTINGUISHERS (RATING 2A10BC)
 - 6 - EXITS
 - 3 - NO SMOKING
 - MEET WITH FIRE CHIEF IN JAN OR FEB TO HELP FUTURE SET UP
- Miller's Update
 - Bringing Generator
 - Bringing 3 electric Heaters
 - Received map from fire department
 - Fire Department crew will be onsite of the event

Secretarial Update - Christian

- Membership Update
 - Total active members: 74
 - New Member(s):
 - Sheps Construction, LLC
 - Peak Equipment Rental
 - Pineland Dental
 - Renewals Completed:
 - Hops & Vines
 - Members up for renewal
 - Crooked Willow Farms
 - Pikes Perk Coffee Roasters - business sold
 - Larkspur Outdoor Maintenance
 - BrayDex Window Washing
 - Larkspur Country Store (Corner Market)

- H3 Painting
 - Starzynski Van der Jagt
 - Justice Roofing
 - Larson Excavating, LLC
- Monthly Mixer
 - Make Holiday Dinner RSVP Calls (Amy divide list to ambassadors to make calls)
 - **RSVP Count: as of today 38 attendees**
 - Agenda for Evening:
 - Dinner
 - Announcements
 - Awards/Recognitions
 - Election nominations
 - Email Correspondence for open positions seek nominations:
 - Treasure and Member at Large theorganizedflamingo@gmail.com
 - January Mixer - Mayor West House
 - February Mixer - TBD

Ambassador Update - Amy

- Current Ambassadors
 - Mike Cotsworth
 - Dennis G & Peggy B
 - Gary Condor
 - Aaron Sager

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 - COMPLETED
- Google Business Verification - Christian TABLED
- Wagon Purchase - Bonnie - COMPLETED (it's in the cabin)
 - ACTION - Bonnie Need reimbursement
- Mobile Website updated photos
 - ACTION - Dennis & Bonnie work on together

- Schedule Board Day Retreat to discuss overall Board vision and operational planning for 2025
 - Look at last week of January - DATE TBD
 - ACTION - Dennis, Amy Yolanda to look at locations
 - Stone Canyon Ranch - Bonnie reaching out to Joele
- 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 Inventory (Christian after HMM)
 - Fisher Unit
 - Town Unit
 - Cabin
- Bookkeeping Transfer
 - Peggy is picking up all items from Jen - COMPLETED
 - Bonnie has the Treasurers credit card and checkbook from Sasha (Credit Card Destroyed) need to update signers on account sooner than later add Treasurer when they are appointed
 - **Move for Sasha to purchase an external hard drive to store and back up financial files moved by Christia, seconded by Yolanda, carried by all**
 - ACTION - Sasha take past year 5 year financial documents to be shredded

New Business

Meeting Adjourned at 12:35pm