

Callahan House Advisory Board Minutes for August 14, 2019

I. Call to Order: Present were: Kathy Korpela, Jacquelyn Ibsen, Karen Kruse, Janet Pearson, Candis Schey, Anne Thompson, and Amy Thornhill. Chairman Anne Thompson called the meeting to order at 9:06 a.m.

II. Minutes from July 10, 2019: Minutes were read, moved for approval by Karen Kruse, seconded by Amy Thornhill and approved by board members present.

III. House Manager's Report

A. *House Statistics for July*

There were 20 events: 1 city, 12 clubs, 0 final walkthroughs, 3 revenue generating, 4 facility showings and 0 other events. Total July inquiries were 37; 13 by phone, 24 by email and 0 walk-ins. Email distribution was 0 by email, 0 by WSS, 15 by Wedding Wire, 8 by COL, 2 by Eventective, and 0 by The Knot. 2 Catered events served 111 guests in July. The city event value was \$270 and the Club event value was \$4,018. We welcomed an estimated 257 guests. The total number of revenue events booked for 2019 is 18 and 2 for 2020.

B. *Maintenance & Facility Updates*

1. Earlier in the month, the fountain wouldn't quit filling. It was overflowing and flooding the service area. It turns out that there was a leak in the valve to turn on and off the water. Parks came in and repaired the valve to fix the problem temporarily. They may completely replace the valve at a later date.
2. Facilities has arranged for Tim Templeton to come do some exterior painting. He will be working on the windows and trim starting today.
3. The roofer came back and did some more work on the roof to repair the leaks on the porch.
4. Grow did a number of extra hours in the garden to get caught up. They trimmed all the bushes and worked to get grass and vines out of the perimeter beds. They also trimmed back the annuals in the pots so they would last through the season, fertilized and sprayed for spider mites. The spider mites were in all the pots again.
5. Kathy received the bids from Terracare for the sign flower bed and sod repairs.

C. *Events for this month*

19 events are scheduled for September, seven of which are revenue generating.

D. *Event Updates and Administration*

1. We sold and executed two last minute events in July. We have also booked another wedding for September 13th. There is another wedding that might book for October. The inquiries for 2020 are coming in fast and furious and we will be calling to follow-up on Wedding Wire inquiries to see if that increases our booking rates.
2. Kathy is placing the rental orders for our upcoming events.
3. There were no event cancellations.
4. There were 7 new events booked.

E. Marketing

1. Kathy renewed Wedding Wire for another year and she is considering adding The Knot. They have offered us a deal for the first year of their merger.
2. The next set of leads will be from an upcoming show at the end of August.

IV. Old Business

- A. Art Walk--September 21st
1. Three artists are confirmed.
 2. Jacquelyn will be checking on one of the paper dress artists.
 3. Amy, Anne, and Kathy will be setting up at 11:50.
 4. Others will be serving two different shifts for the Artwalk. Candie will not be there. Confirmation of jobs will take place at next meeting.
 5. Kathy will order 10-12 rental easels. There are 5 in the house. Artists may bring their own easels.
- B. The tea will be casual and will honor both past and present Board Members and House Managers.
1. The tea will be October 20th.
 2. The tea will be 2-4 p.m.
- C. New Board Member Recruitment will close on November 22nd.

V. New Business

- A. Kathy has bids for the garden around the new sign from TerraCare. It is possible that Parks may be able to pay for the construction. Karen mentioned using volunteers from the Niwot Honor Society to do the labor.
- B. Storm Windows and paint for Callahan House will need more fundraising events and/or other sources of funds.
1. Grants
 - a. Janet has a contact person to help get a grant written. Deadline will be October 1st. A time will be scheduled to meet with Michelle. Anne, Janet and Karen will be involved.
 - b. State Historical Fund is also an option, apply by February 1st.
 2. Ice Cream Social may be an option.

VI. Other Business

- A. Working Meetings were scheduled for upcoming events.
1. Tea Meeting to be held at 2 p.m. on August 21st.
 2. Ice Cream Social meeting on September 17th at 9 am at Callahan.
- B. Banks should be contacted now to get on their donation budgets for 2020.

VII. Adjourn: It was moved and seconded that we adjourn. Time was 10:15 a.m. Our next meeting is scheduled for Wednesday, September 11, 2019.

Respectfully submitted,

Anne Thompson, Chairperson

Candis Schey, Secretary