

## Callahan House Advisory Board Minutes for January 8, 2020

**I. Call to Order:** Present were: Kathy Korpela, Jacquelyn Ibsen, Maureen McCoy, Connie Neumann, Shirley Noreen, Janet Pearson, Candis Schey, and Anne Thompson. Chairman Anne Thompson called the meeting to order at 9:08 a.m.

**II. Welcome New and Returning Board Members:** Everyone present introduced themselves and told a bit about their backgrounds.

**III. Minutes from December 6, 2019:** Minutes were read, moved for approval by Shirley Noreen, seconded by Janet Pearson and approved by board members present.

### IV. House Manager's Report

#### A. *House Statistics for December*

There were 26 events: 3 city, 10 clubs, 0 final walkthroughs, 7 revenue generating, 5 facility showings and 1 other event. Total December inquiries were 30, 6 by phone, 24 by email and 0 walk-ins. There were 2 revenue generating photography events. Email distribution was 1 by email, 0 by WSS, 17 by Wedding Wire, 5 by COL, 0 by Eventective, and 1 by The Knot. 4 Catered events served 145 guests in December. The city event value was \$1,210 and the Club event value was \$4,269. We welcomed an estimated 750 guests. The total number of revenue events booked for 2019 is 36 and 14 for 2020.

#### B. *Maintenance & Facility Updates*

1. Facilities fixed the leak on the back porch. We need to get the walls and floor cleaned up and may need to paint. A piece of metal flashing moved and the buildup of ice on the exterior of the house made the leak worse. They also fixed the screen door on the 2nd floor balcony which wouldn't close due to the roof.
2. The fence project will continue when the weather is warm enough to paint.
3. Kathy is still working on spending our PB145 funds.
4. We had 2 events in the house simultaneously on December 8 and it worked well again. Kathy will consider how to price and sell this in 2020 and beyond.
5. Our new board members are Karen Reed who is completing the unexpired term which ends in 2021, Janet Pearson who has been reappointed with a term from 2020-2022, Connie Neumann who will serve a term from 2020-2022 and Maureen McCoy who will serve a term from 2020-2022.
6. We are removing the holiday decorations on Tuesday, January 14th at 9:00 a.m.
7. We will start the planning for the garden in January and order the flowers early this year. TerraCare will continue doing the turf and Grow will do the gardens.

#### C. *Events for this month*

1. 14 events are scheduled for February, one of which is revenue generating.
2. There were 7 new revenue generating events booked for 2019 and 2020.
3. There was one event cancellation.

#### D. *Event Updates and Administration*

1. Our 2019 Santa Open House was well attended with 375 guests, an amazing accomplishment given the shortened duration. Santa went to work a half hour early and we were done at 7:00 p.m. The colored tickets continue to work well. We need to be sure guests don't use the back staircase to cut into the line before their turn.

2. Our second appropriation of \$5,000 was approved and has been put in the expense budget.
3. Club renewals continue to come in as the clubs meet and return their paperwork and dues.
4. Kathy is working on updating our pricing for 2020 to include price increases from our vendors and potential rate increases. This work should be done and published by the end of January. January leads from holiday engagements have been coming in at a steady rate.

*E. Marketing*

1. There were no leads received from Wedding Sites and Services in December.

**V. Old Business**

*A. Christmas Decorations will be removed on January 14th at 9 a.m.*

*B. Fundraising/Grant Planning*

1. Ice Cream Social event will be on July 12, 2020.
2. Kathy will check on grant needs and bids.
3. Committee meeting will be January 14th, following the removal of decorations.

**VI. New Business**

*A. ArtWalk Dates*

1. May 16, 2020
2. September 19, 2020.

*B. Santa Open House*

1. December 4th, 2020.
2. Tentative until confirmed with Santa.

*C. Posting location for minutes for 2020.*

1. It was moved by Maureen, seconded by Shirley to keep the posting location for the Callahan Board minutes in the same place as this year.
2. All present were in favor.

*D. Election of officers was tabled until the February meeting.*

**VI. Other Business - None**

**VII. Future Agenda Items - Election of Officers.**

**VIII. Adjourn** - Moved by Maureen and seconded by Candie to adjourn at 10:56 a.m. All present were in favor. Our next meeting will be February 12, 2020 at 9 a.m.

Respectfully submitted,

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Anne Thompson, Chairperson

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Candis Schey, Secretary