

Callahan House Advisory Board Minutes for November 13, 2019

I. Call to Order: Present were: Kathy Korpela, Jacquelyn Ibsen, Karen Kruse, Janet Pearson, Candis Schey, and Anne Thompson. Chairman Anne Thompson called the meeting to order at 9:38 a.m.

II. Minutes from October 16, 2019: Minutes were read, moved for approval by Karen Kruse, seconded by Janet Pearson and approved by board members present.

III. House Manager's Report

A. *House Statistics for October*

There were 30 events: 1 city, 10 clubs, 2 final walkthroughs, 6 revenue generating, 9 facility showings, 1 photo, and 1 other event. Total October inquiries were 37 - 5 by phone, 32 by email and 0 walk-ins. There was 1 inquiry about photography. Email distribution was 1 by email, 1 by WSS, 10 by Wedding Wire, 14 by COL, 1 by Eventective, and 5 by The Knot. 4 Catered events served 297 guests in October. The city event value was \$270 and the Club event value was \$3,521. We welcomed an estimated 538 guests. The total number of revenue events booked for 2019 is 30 and 7 for 2020.

B. *Maintenance & Facility Updates*

1. Grow is working on finishing the fall cleanup this week. They will be cutting back perennials, putting away the last pots and planting spring bulbs.
2. The fence painting project is making progress. Unfortunately the painter passed away while he was at the house working on the fence and was found in his car late Friday night when he didn't return home. Kathy is sending a condolence card to the family for those who would like to sign it.
3. Parks emptied and covered the fountain mid-month to protect it from the bad weather. We did manage to keep it open for the October 19th wedding but probably won't keep it open much past October 15th in the future.
4. We requested another \$5,000 expense appropriation to make sure we could get through the remainder of the year without exceeding our expense budget.
5. The deadline for Board applications is November 15 at 5:00 p.m. We still have two openings for 2020 board.

C. *Events for this month*

1. 17 events are scheduled for December, three of which are revenue generating.

D. *Event Updates and Administration*

1. We picked up a number of new events in October, both for 2019 and 2020. We also did a lot of tours in October and hopefully they will result in more bookings for the balance of 2019 and 2020.
2. We started on club renewals and they will continue through the beginning of the year.
3. Kathy met with a theater group and the LDDA to discuss an interactive theater project they would like to do in 2020 with several consecutive performances on Fridays or Sundays. It might assist us in our fundraising goals. Talks and planning are ongoing. Kathy will update us as the plans advance.
4. There were no event cancellations.
5. There were 9 new revenue generating events booked.

E. *Marketing*

1. There were 201 Wedding Sites & Services leads, 5 opt-outs, 6 bounces, and 1 inquiry.

IV. Old Business

A. *Fence Painting Update-(See Manager's Report under Maintenance and Facility Updates)*

B. *Garden Update*

1. Kathy is still trying to settle bills with Terracare.
2. Sprinkler repair bills are also under discussion to determine if we were billed twice for services that are paid for under the contract.

C. Past and Present board Members and Managers Tea

1. A thank you from Leona Lowrie was read.
2. All agreed that it was a very nice event.
3. Could consider holding the event yearly, inviting friends to increase interest in Board.

D. Board Recruitment

1. Two open positions.
2. Deadline to apply is November 15, 2019.

E. Fundraising/Grant

1. Meeting on November 19 at 10 a.m. to brainstorm donor levels and rewards.
2. Kathy, Jacquelyn, Candie, Anne, and possibly Sam to attend.

V. New Business

A. December meeting and Board lunch

1. Meeting will be at 10 am.
2. Lunch at noon catered by Greens Point.

B. Ornament Exchange

1. Participation is optional.
2. \$15 to \$20 value of ornament.

C. Holiday Open House

1. All Board members should be at the house by 3:30 pm.
2. Open House will be from 4-7 pm.
3. Nutcracker Ballet Group will be here.
4. Will use ticket system in five colors.
5. Coloring table will be upstairs as per usual.

VII. Future Agenda Items

VIII. Adjourn: It was moved and seconded that we adjourn. Time was 10:30 a.m. Our next meeting is scheduled for Friday, December 6, 2019.

Respectfully submitted,

Anne Thompson, Chairperson

Candis Schey, Secretary