

## Callahan House Advisory Board Minutes for February 12, 2020

**I. Call to Order:** Present were: Kathy Korpela, Jacquelyn Ibsen, Maureen McCoy, Connie Neumann, Janet Pearson, Candis Schey, and Anne Thompson. Suellen Dabney, Recreation Supervisor and Staff Liason was also present. Chairman Anne Thompson called the meeting to order at 9:04 a.m.

**II. Minutes from January 8, 2020:** Minutes were read, moved for approval by Maureen McCoy and seconded by Karen Reed and approved by board members present.

### III. House Manager's Report

**A. House Statistics for January**

There were 23 events: 4 city, 10 clubs, 0 final walkthroughs, 4 revenue generating, 5 facility showings, 0 Photos, and 0 other events. Total January inquiries were 44, 10 by phone, 34 by email and 0 walk-ins. There was 1 revenue generating photography event. Email distribution was 0 by email, 0 by WSS, 21 by Wedding Wire, 7 by COL, 0 by Eventective, and 6 by The Knot. 2 Catered events served 47 guests in January. The city event value was \$1,029 and the Club event value was \$3,869. We welcomed an estimated 296 guests. The total number of revenue events booked for 2020 is 21 and 2 for 2021.

**B. Maintenance & Facility Updates**

1. The painting company finished painting the fence (west and south sides). We will do a walkthrough when the weather improves to make sure we don't need to do any touchups on the paint.
2. Kathy is working with Tundra Restaurant Supply to order a new stove for the kitchen which will include removing the old stove and installing the new one.
3. Kathy used some of the PB145 funds to purchase a new digital camera for the house. That way she can leave her camera at home.
4. Shirley Noreen has resigned from the Board due to a family illness.
5. Kathy has met with Anastasia from Grow to talk about the annuals for the garden. She is modifying the list from last year based on what did well. She will get back to Kathy next week so orders can be placed early.
6. Forestry came in and did a major cleanup on the trees. They did a great job and set the garden up for a wonderful year.

**C. Events for this month**

1. 14 events are scheduled for March, none of which are revenue generating.
2. There were 11 new revenue generating events and 1 none revenue generating event booked for 2020 and 2021.
3. There were two 2020 event cancellations that were moved to 2021.

**D. Event Updates and Administration**

1. Club renewals are almost complete.
2. Clubs are waiting for a few dues from members to complete the renewals.

**E. Marketing**

1. There were 314 leads received from Wedding Sites and Services in January.
2. Included were 3 opt-outs, 14 bounces, and 0 inquiries.

### IV. Old Business

**A. Artwalk Update from Anne Thompson**

1. Anne, Jacquelyn, Janet and Maureen are attending the Paper Dress Fashion Show on April 30th. They will be asking models to display some of their fashions at the Artwalk May 16th.
2. Maureen will ask Diane Wood if she is interested in participating in the May Artwalk. Connie also knows a Fiber Artist and will check with her as to her interest in Artwalk.

4. Anne requested business cards for Board Members to hand out for fundraising efforts and at the Paper Fashion Show. This item will be placed on next month's agenda.

*B. Ice Cream Social and Sponsorship Update*

1. The Ice Cream Social event will be on July 19, 2020.
2. Revisions to the Sponsorship letter are still in the works.
3. Our Sponsorship meeting will be postponed from today to February 18th at 2 p.m.
4. We need to send Business suggestions to Kathy.
5. Karen did some research on permanent sponsor recognition. We can continue to explore options.

*C. Tentative date for Santa Open House is December 4, 2020.*

**VI. New Business**

*A. Board Status*

1. Shirley Noreen has resigned from the Board due to a family illness that requires her to move to Nebraska. This leaves a vacancy on the Board.
2. Shirley's remaining term is six months. After some discussion, it was decided to ask a couple of people that might be interested if they would consider filling the rest of her term and then reapplying for their own tenure. Candie and Kathy both have individuals in mind.

*B. Election of 2020 Officers*

1. Maureen McCoy volunteered to be Chairman for 2020 and Karen Reed volunteered to serve as secretary.
2. Candie moved that Maureen and Karen be appointed for each respective job. Anne seconded and all were in favor of the appointments.

*C. Date of next Board meeting.*

1. Due to a conflict with Kathy's schedule, we need to reschedule the meeting in March.
2. Karen moved that the meeting be rescheduled to March 9th, seconded by Janet and all present were in favor.

**VII. Other Business**

*A. Candie invited interested Board Members to the Hoverhome Tea for Volunteers on March 7th at 10 a.m. at Hoverhome.*

*B. Candie also asked for volunteers who would be interested in being a docent for Pioneer Days at Old Mill Park.*

**VIII. Future Agenda Items**

*A. Business Cards for Board Members*

*B. Rentals at Callahan for Author's book signing events.*

**IX. Adjourn-** Moved by Candie and seconded by Maureen to adjourn at 10:35 a.m. All present were in favor.

Fundraiser Meeting on February 18, 2020 at 2 p.m.

Our next regular meeting will be March 9, 2020 at 9 a.m.

Respectfully submitted,

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Anne Thompson, Chairperson

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Candis Schey, Secretary