

**MINUTES OF THE FRIENDS OF RED ROCKS BOARD OF DIRECTORS MEETING HELD AT
PRESS COFFEE HOUSE LAKEWOOD, CO WEDNESDAY FEBRUARY 11, 2009 6:30PM**

1. Attendance

- a. Lisa Krest
- b. Rachelle Thompson
- c. Dana Zinick
- d. Hope Carwile
- e. Matt Meinhardt

2. Discussion of personal items which preceded start of meeting

3. Review minutes from previous meeting: N/A

4. Action Items & Discussion

- a. Send welcome letter to core membership, introducing board of directors
- b. Establish guidelines for a functioning board
 - i. Identify core strengths
 - ii. Determine how to run meetings (see 4e)
 - iii. Establish roles and responsibilities (see 4h)
 - iv. At the end of each meetings, every board member should walk away with a sense of accomplishment and an idea of what the next steps will be on a group and individual level
 - v. Make sure consideration of each decision remains open and impartial
 - 1. Send invitation to all members to submit topics to board for discussion
- c. Form Advisory Committee
 - i. Interact with membership and provide guidance to membership and board of directors
- d. Compose list of contacts
 - i. Theatres & Arenas
 - 1. Tad Bowman
 - ii. Hands on Denver
 - 1. Tina Romero
 - 2. Joan Wilson
 - iii. Mountain Parks
 - 1. AJ Tripp
 - iv. Indy ink
 - 1. Aaron & Nicole
 - v. Aramark
 - 1. Scott Yeager
- e. Determine how to run meetings
 - i. How many people attend? And who?
 - ii. Do all board members need to be present at every meeting?
 - 1. All 5 members need to be in attendance
 - a. Absentee thoughts and opinions
 - b. Teleconference
 - c. Web-com
 - iii. Agenda
 - 1. Robert's rules
 - 2. Each member draft 5 items for discussion-submit prior to meeting
 - iv. How often?
 - 1. Once a month for board of directors
 - a. Weekly meeting until a functioning board can be presented to entire membership

2. Twice a year for entire core membership (1st meeting scheduled before concert season-1st show 05/16/2009)
 - a. Scheduled last Saturday of the month following trail clean up
 - b. Board representative at each trail clean up to provide preannouncement of ongoing and upcoming events
- f. Establish calendar
 - i. List of accomplishments and due dates-**PRIORITIZE**
 1. April 1st have board of directors established and ready for entire membership interaction
 2. June as end date for accomplishing final draft of bylaws
- g. Bylaws
 - i. What is the point of bylaws
 1. Helps establish reputation
 2. Freedom to develop with the whole organization
 3. Eventually the founding members of FoRR's will be obsolete and bylaws establish the groups goals and mission
 4. Provides structure
 5. Outlines who we are
 6. Defines our purpose, who the executive committee is, when elections occur and how nominations take place
 - ii. Draft and submit to advisory committee (see 4c) for review
- h. Roles & Responsibilities (work in progress)
 - i. President-Lisa Krest
 - dreamweaver232@juno.com
 - 303-902-3775
 - ii. Treasurer/Secretary-Rachelle Thompson
 - ThompsonRach728@yahoo.com
 - 303-808-3246
 - iii. Projects Director-Dana Zinick
 - cjr@interfold.com
 - 720-982-3762
 - iv. Communications Director-Matt Meinhardt
 - mattmeinhardt@hotmail.com
 - 303-517-3218
 - v. Outreach Director-Hope Carwile
 - hcarwile@yahoo.com
 - 720-217-9043
- i. Mission Statement
 - i. Hope is working on 1st draft for review at 02/18/2009 meeting
- j. Create processes
 - i. Categories within Friends of Red Rocks
- k. Reestablish camaraderie of after trail clean up picnics
- l. How to better engage and introduce new volunteers
- m. List of trail clean up leaders for each month
- n. Friends of Red Rocks letter head, business cards, etc...
- o. Web-site development
- p. FoRR e-mail

5. Tasks to be completed prior to Wednesday February 18, 2009

- a. ALL
 - i. e-mail agenda items for next Wednesday
- b. Lisa
 - i. Identify stake holders
- c. Matt

- i. Get access to website & e-mail
 - ii. Find meeting place for Wednesday February 18, 2009 meeting
 - iii. Contact Scott Yeager regarding a place for March 28th core membership meeting
 - d. Hope
 - i. Revisit and redefine mission statement
 - ii. Review bylaws and begin drafting
 - e. Rachelle
 - i. Review bylaws and begin drafting
 - ii. Determine best method for assuming responsibility of bank account
 - f. Dana
 - i. Compose letter to send entire data base, introducing board of directors

6. Agenda for next meeting: Wednesday February 18, 2009: Starbuck 12512 W Ken Caryl Ave. Littleton, CO 80127 (720-922-7941)

- a. Follow up on above tasks
- b. Review drafts of bylaws
- c. Review draft of mission statement
- d. Constant contact
- e. Advisory committee