

**MINUTES OF THE FRIENDS OF REDS ROCKS BOARD OF DIRECTORS MEETING HELD AT  
STARBUCKS COFFEE LITTLETON, CO WEDNESDAY FEBRUARY 18, 2009 6:30PM**

1. **Call to order** (President-Lisa)
2. **Roll call of members** (President-Lisa)
  - a. Lisa Krest
  - b. Rachelle Thompson
  - c. Dana Zinick
  - d. Matt Meinhardt
  - e. Hope Carwile – NOT PRESENT
3. **Reading of minutes of last meeting** (President-Lisa)
  - a. Future designation to secretary-Rachelle
4. **Officers Report**
  - a. n/a
5. **Committee reports**
  - a. n/a
6. **Special orders --- important business previously designated for consideration at this meeting**
  - a. Jacqui Shumway & drum circle
    - i. Set up structure to avoid disruptions
    - ii. Dana (projects director) to coordinate drum circle activities
      1. Compose letter, introducing self & requesting information for documentation
  - b. Russ Alaimo & Historical commission
    - i. Correct e-mail addresses of Lisa and Matt
    - ii. Jefferson Historical Society 150 year celebration. Trying to tie in with reunion of CCC camp
    - iii. Respond to Jefferson Historical Society as FoRR's stating we believe we can fulfill a role. Ask what is needed?
      1. Compose letter to Historical Commission
    - iv. Every month of 2009 they have a designation
      1. October. New Deal-Roosevelt
    - v. Forward e-mail to Lisa and Matt
  - c. Keep communication for established contacts
  - d. Received e-mail from family requesting memorial fund designation
    - i. Mike Ballard is taking the lead on this
    - ii. Rachelle will follow up with Mike to establish guidelines
  - e. Create point of contact for specific roles
  - f. Create welcome letter introducing board of directors – send to new and old contacts
  - g. PO Box??? Take over responsibility. What is the address?
    - i. Rachelle to find best method to take over PO box
7. **Unfinished business**
  - a. Create a calendar
    - i. Matt will take the lead (send dates)
      1. Schedule meeting for concerts with necessary contacts
        - a. Set & coordinated by the board
        - b. Susan and representative of at least (1) board member
        - c. Establish guidelines and procedures
      2. March 28th core membership meeting

- a. Introduce board members
    - b. Present established safety procedures for trails clean ups
    - c. Present established guidelines and procedures for concerts
  - 3. October historical reunion
  - ii. Facebook
  - iii. Website
- b. Establish list of items to accomplish before becoming a functioning board
  - i. Specific to the board of directors
  - ii. Interests specific to FoRR
  - iii. Specific to FoRR meetings
    - 1. Basic structure of how meeting are conducted-Lisa
      - a. Nominations, voting, etc...
  - i. Task docket
- c. Next proposed meeting March 11, 2009 6:30pm
- d. Make list of action items
- e. Bylaws-rewriting the wheel?
  - i. Copy & paste. Learn from others.
  - ii. Rachelle will continue working on 1<sup>st</sup> draft
- f. Advisory committee (not board, the hierarchy is clear)
  - ii. Liaison between board and membership
  - iii. Nomination only NO election
  - iv. Establish roles and guidelines before establishing members
  - v. Define boundaries
  - vi. Allow nominees to structure themselves
    - 1. Final review to come back to board of directors
  - vii. Advisory committee redundant? Wasted time?
    - 1. Review of general practices for external input
    - 2. Too many voices
  - viii. Senior members of the organization
  - ix. Group on the sidelines observing and helping out
  - x. Advisory committee nominations submitted by boards members and nominees of committee
    - 1. Put out to membership for approval-Lisa
      - a. Dana disagrees-it's at the discretion of the board
  - xi. If we were to form the advisory board what would their function/tasks be
    - 1. To provide advisement for board of directors
    - 2. To review communication/proof read
    - 3. Review mission statement and provide feed back
    - 4. Task-write 2 pros and 2 cons of advisory committee to review at next meeting
- g. Send articles of corporation and articles of amendment

## 8. New business

- a. Institute safety briefings before trail clean ups

## 9. Announcements

- a. n/a

## 10. Adjournment

- a. meeting ended at 8:24pm

## TASKS:

### 1. Lisa

- a. Compose letter to Historical Committee in response to e-mail fwd by Russ
- ~~b. Draft FoRR meeting procedures (e.g. Roberts Rules for FoRR)~~
- c. Create draft list of requirements to become a functioning board
- d. Write 2 pros and 2 cons of advisory committee to review at next meeting

### 2. Rachelle

- ~~a. Correct Lisa and Matt's e-mail address with Russ~~
- ~~b. Forward Jefferson Historical Committee e-mail to Lisa and Matt~~
- c. Follow up with Mike on guidelines for responding to fund designation (donations)
- d. Find best method to take over PO box
- e. Assume responsibility of FoRR bank account
- f. Continue working on 1<sup>st</sup> draft of bylaws
- g. Write 2 pros and 2 cons of an advisory committee to review at next meeting

### 3. Dana

- a. Compose letter, introducing self & requesting information for documentation
- b. Write 2 pros and 2 cons of an advisory committee to review at next meeting

### 4. Matt

- a. Create a calendar
- b. Write 2 pros and 2 cons of an advisory committee to review at next meeting

### 5. Hope

- a. Write 2 pros and 2 cons of an advisory committee to review at next meeting

### 6. UNASSIGNED

- a. Create point of contact for specific roles
- b. Create welcome letter introducing board members, their roles and a brief biography-send to new and old contacts
- c. Schedule meeting for concerts with necessary contacts (will need to meet with Russ to establish who to contact)
  - i. Establish & document guidelines and procedures for concerts
- d. Establish & document safety procedures to be reviewed at the beginning of every trail clean up
- e. Establish list of items to accomplish before becoming a functioning board