

Craft Maltsters Guild
Board of Directors Meeting Minutes
Thursday, October 17, 2019 2:00-4:00 p.m. EST
(zoom – video/conference call)

Board Members Present: Brent Manning, Twila Soles, Dave Thomas, Brandon Ade, Jeff Malkiewicz, Hillary Barile, James Weed, Hannah Turner, Chris Swersey, Dan Galvagni

Absent: Mike Driscoll

Presiding: Brent Manning

Notetaker: Hillary Barile

Invitees:

Meeting convened @ 2:00PM EST

I. Icebreaker - Mike Driscoll, Board member from Harvest Hop and Malt, has submitted his resignation from the board. We are looking into whether the Board must fill this seat now or if we are able to wait until the regularly scheduled elections to fill.

II. Agenda and Meeting Minutes Review

- Minutes from September were approved as written
 - Motion – Hannah Turner, 2nd – Brandon Ade
- Update on Jen Blair's involvement: Jen is still working on an hourly basis and we can still task Jen with items to complete. Her response time will be longer, but if we can let her know ahead of time that her attention is needed on an issue at a specific time, then she can make herself available. SOP's for membership administration have been completed and are on the shared drive.

III. Monthly Financial Review

- We need a breakout of the membership tiers and when these renew so we can know what to expect for renewals per month.
- Jeff will be taking over the recordkeeping on Quickbooks while Jen will continue to make the ED report monthly.
- More visibility on Jen's time would be helpful. This should include a categorization of what time was spent on with the tracking.
- Last month had an expense for "Contractor" for \$3200. Was this for the Member Survey?

IV. Advanced Course in Craft Malting

- Negotiation has begun with Aaron MacLeod at Hartwick College regarding their fee for the advanced course.
- Hoping to get IFBM to reduce their fee from \$500 to \$400 per student in alignment with the reduction from 5 days to 4 days of instruction
- Space rental for the course will be \$300 per day for CSU space. Off campus locations are on the table now (New Belgium?). We will not be coordinating parking, hotel, etc. for course attendees this year. We need to finalize the venue before we can budget for food/parking/etc.
- It is estimated the the lab portion of the course would cost ~\$400. The lab portion takes about ½ a day but is peppered throughout the course, If the recap portion of the course is reduced, then there should be plenty of time to complete lab portions The Board resolved that we should keep the lab portion of the course. Brandon Ade – Motion, Twila Soles – 2nd.

- Negotiation with IFBM should occur via email. This way, we can make sure that our reasoning for changes to the contract are cogent and laid out well.

V. 2020 Craft Malt Conference Update

- The working group is moving forward: the agenda is getting built out and most speakers are invited.
- Still working on the logistics for Thursday's kick-off event. The Rocky Mountain chapter of the MBAA is interested in doing a joint event for the kick-off event.
- Sponsors – Jen is working on this. An email went out earlier this week to all sponsor possibilities.
- Event Management - Fermentana provided a quote for coverage of the event. Their time plus travel is quoted at ~\$7000. Our BA grant request included a \$3600 line item for event management, so, if the grant is awarded, then we could cover some/all of the cost for this.
 - May want to explore the idea of a local management company to provide these services.
 - There was some discussion of local service vs the continuity of using the same company year on year.
- Board of Directors meeting scheduling? Seems best to schedule for Sunday late afternoon/evening

VI. Malt Cup

- Update on Logistics of the sensory part of the competition per Lindsay Barr's recommendations.
- Pale Malt and Munich Malt will be the two categories this year but we need to decide on the quality parameters.
 - Setting parameters for a Munich 10 will be the most inclusive of malthouses who have varied equipment. Ideal set at 9-11 SRM.
 - There was a discussion of Pale Malt category and if we should change the terminology. Does "Pale" category make people think of "Pale Ale" malt? Last year, the category was Pale Malt. It was agreed that we should keep it the same for continuity.
 - Entry fee for the competition was set at \$150/\$300.

VII. Staff Search

- Currently have 6-7 applicants and the listing closes 10/18/19. Several strong candidates.
- Working group is currently: Brent, Twila, Hannah, Dave. Should we expand or move forward like this? Board was in favor of moving forward "fast and light" for the initial resume reviews.
- Initial reviews with scoring the pool in order to narrow applicants to 3 interview candidates. This scoring should happen within the next week.

VIII. Strategic Planning

- Twila sent out the planning document which had been updated at last February's Board meeting. Should review and prepare to discuss/update at the February 2020 meeting.

IX. Malt and Barley Course

- Hannah presented the basic layout of the proposed course. Originally thought to be taught by Hannah/Jen, so this will need to modify once we have a new ED in the position.
- The course should be run in conjunction with another event.
 - CBC? GABF? MBAA? ASBC?

X. Action Item Review

- Malt Seal promotion
- Follow up with Jen re:Contractor expense
- CMC Sponsor Follow up by end of October
- Rank ED Applicants by end of next week
- Malt Cup open and accepting entrants
- Email communication with IFBM on negotiation for Advanced Course

Upcoming Meetings (Third Thursday of every month)

November 21, 2019

December 19, 2019