

Elks Lodge #309
Board of Directors Meeting
April 23, 2024

Meeting called to order at 7:38 p.m. by Jeff Thomas. Meeting held at Elks Lodge #309, Pikes Peak room.

Members Present: Jeff Thomas, Patti Minson, John Cantu, Jon Olson, David Norvell, Chris Delarose, Nanci Cannon, Steve Cannon, Kevin Jack, Jerry Minson

Members Absent: Ashley Jack

Guest: Bill Beahan, ZoAnn Pallotto, Jack Armstrong, Mary Armstong

Previous Minutes: Motion to accept by Nanci Cannon, John Cantu 2nd. Minutes accepted.

OLD BUSINESS

1. New Building **Hammers payments will be paid in 3 payments. Jeff T, Steve C and John C met with Hammers and said we can build a building. The next step is to go to the city planning to go forward. Jeff T. has received an email with three design plans. Once a plan is picked, Hammers will submit the plans to the Building Department. (Update) 04/28/24 WIP.**
2. Patti M talked about remodeling the bookkeeper's office, (with funds from bar bingo 50-50.) The remodel is in progress, teh wallpaper is in progress, carpet goes down next. The project should be complete within the next two weeks. **(Update) 04/28/2024 WIP.**
3. Doors for the ballroom. The decision was made to turn the project over to Andrew Lasniewski for completion. We cannot wait any longer for Phil. **(Update) 04/28/2024 WIP**
4. Pool resurfacing, Jack Armstrong met the pool company and the work will start soon. The plan is to have the work completed for Memorial Day. Planning to hold the Pool Clean-up day on Saturday, May 25th. The Memorial Day Picnic will be held on Sunday, May 26th. **(Update) 04/28/2024 WIP**
5. Jon O talked about patching the potholes in the parking lot on March 26th. Jon did some research and the cost would be \$4800.00 for the materials and then have volunteers do the work. Jon also reached out to HCD Concrete and Asphalt for bids. We have bids for two repairs, the first is to repair the potholes in the parking lot for \$5,000 and the second is for another \$5,000 to repair the large, (10' x 20',) spot. David N. made a motion to approve, Chris D. 2nd. Motion passed. **04/09/2024 Closed**
6. Mary Armstong - Is concerned that we are moving live music from Fridays to Saturdays but we will need to have Saturday dinners to support the live music. Jack Armstong is willing to help with this issue by volunteering to hire and train some part time cooks to support a steady menu. Jack will meet with the Kitchen committee. Jack A. wants to look into having cooks/line cooks come in to cook for the Lodge. They could also help Zo on events and bar back. Try this for the summer and then revisit it. There is money in the budget to cover. **Informational (Updated) 04/28/2024 WIP**

7. Jeff T. suggested that the Lodge charge guests/non-members a little bit more for drinks. This is already in Clover at the upstairs bar, so it should not be a problem for the downstairs bar. (To start May 1st.) Steve C. made a motion to approve, Jon O. 2nd. **Approved (Updated) 04/28/2024**
8. Jeff T. suggested that the Lodge charge guests/non-members a little bit more for drinks. This is already in Clover at the upstairs bar, so it should not be a problem for the downstairs bar. (To start May 1st.) Steve C. made a motion to approve, Jon O. 2nd. **Approved (Updated) 04/28/2024**
9. Bar Contact - Ashley Jack has bar experience and will be the Boards contact with the bartenders. **Informational 04/28/2024**

NEW BUSINESS

1. Parking lot - Jon O. The plan is to start to stripe the parking lot in the next few weeks. Jon and Bill B. will go and buy the paint. It was discussed about getting bids for this project. Jon will look into it. **04/28/2024 WIP**
2. Wireless Internet - Upgrading our DirecTV to wireless so we can move a receiver to the upstairs tvs when needed for events. The wifi might need to be upgraded as well. Jon O. is going to look into having an estimate from DirecTV to have for the next meeting. Patti M. has a contact that will bring us a proposal to upgrade and secure our wifi network. **04/28/2024 WIP**
3. Kitchen proposal - Mary and Jack A. handed out a proposal that included a suggested menu for the Lodge. **04/28/2024 WIP**
4. Lodge Manager position - Mary A. handed out another proposal to have a new position for Lodge Manager. This position will help the Lodge run more effectively also to fill in for ZoAnn when she is out for a medical reason. The salary was discussed including the pay for the cooks in old business #6. **04/28/2024**
5. Fire Department Inspection - Bill B. stated that we had an inspection on 04/23/2024 and there are seven items that we need to take care of. These items will be taken care of and we will be reinspected on 05/07/2024 **04/28/2024 WIP**
6. Wages for hourly employees - ZoAn Pallotto informed the Board that Jill Jansen is asking for a raise for doing dishes and room set-up. The Board needs to look into all of the hourly employees. **04/28/2024 WIP**

Motion to close meeting made by Jon O. 2nd by Steve C, Closed 8:54 p.m.

Final Minutes. Respectfully Submitted: David Norvell, PER, 5-year trustee.

Attachments:

Mary and Jack Armstrong proposal for Lodge Food Service

Mary Armstrong proposal for Lodge Manager Position

Fire Inspection Report

Board Proposal
April 23, 2024
House Committee Meeting

Lodge Manager Position

Dear Board,

Mary Armstrong will be a Deck Attendant this summer and be paid \$15 hourly at 30 hours weekly, totaling \$1,935 monthly. With ZoAnn taking leave for surgery, Mary would also like to assume her duties in her absence.

The entire lodge needs to be run as a whole with one person in charge of managing daily discussions and facilitating the Lodge Event Coordinator, Lodge Bar Manager, and Lodge Kitchen Manager developing systems and open communication. Mary is qualified to fill the position of Lodge Manager until we are able to seek out a replacement. Mary would be allowed to temporarily hire cooks/staff to be determined by the Board at the Tuesday meeting immediately following interviews. As Lodge Manager, Mary will assess all positions and systems, and report back to the Board as needed, for major decisions; all minor decisions will be approved by the ER.

Mary will accept this position for \$4,000 plus commission monthly to make the lodge better in any way possible as the Lodge Manager. If the Board would like Mary to assume ZoAnn's position while she is on leave, she will fill that position for \$3,000 plus commission (not in addition to lodge manager position).

The Lodge Manager position is paid for 25 hours weekly with additional hours being volunteer time. No additional benefit will be rendered for Mary's services.

If the Board does not want to approve any of this, Mary is happy to continue as a Deck Attendant.

Thank you for your time,
Jack Armstrong
Mary Armstrong

Board Proposal
April 23, 2024
House Committee Meeting

Lodge Food Service:
Dear Board,

The Kitchen Committee proposes to incorporate a food program in our lodge kitchen. Several cooks (2-5) need to be hired and trained to prepare food in the lodge kitchen. The idea is to create delicious, convenient, quality, affordable food options to our members who enjoy our lodge. Pizza is still available at the bar, unless otherwise determined. Snack shack items are also still available for purchase. Service of food within the lodge (FND, Taco Tuesday, Saturday Concert Series, etc) would supersede food service. All food is run through the a POS terminal.

\$25,000 budget for cooks was approved through the Board at a previous meeting. These funds will be utilized to hire and train part-time cooks.

Food service is from 12p.m.-8p.m. daily and is based upon availability.

* Items such as sandwiches/wraps will be prepped for the bar when a cook is not there. Again, based on availability.

Suggested food items:

Breakfast Burritos

Corn Dogs

Wraps

Deli Sandwiches

Salads

Chips

*Costs to be determined by food cost.

\$2-\$8 options would be ideal to offer a value to our members.

Other possible items:

Chicken Nuggets

Wings

French Fries

Other sides (Cole slaw)

Jack Armstrong agrees to volunteer to train the line cooks on food prep, food items, kitchen safety, food safety, and creating order lists. Mary Armstrong will submit weekly/bi-monthly food orders as needed with ZoAnn until the cooks are trained to do so.

Items to consider/discuss:

- Can members bring in other food? What if we sell out of food?
- Dining Room events must be communicated to Lauri/Mary to be added to the deck attendant calendar so accommodations can be made for guests renting our spaces.

- What % over cost should be added for food items? \$2-\$8 options would be ideal to offer a value to our members.
- No hot food (except bar pizza) if cooks are not scheduled. Or an officer/trustee/volunteer comes to help?
- How does the lodge reimburse credit card tips?

Thank you for your time and consideration,
Elks Lodge Kitchen Committee
Representatives: Mary and Jack Armstrong

Additional Committee Members:

John Cantu - Officer Heading Committee
ZoAnn Pollato - Event Coordinator & Kitchen Manager
Jon Olson - Officer
Bill Beahan - Facilities Manager
Nanci Cannon - Treasurer
Anne Mueller - Member



COLORADO SPRINGS FIRE DEPARTMENT

FIRE OPERATIONAL INSPECTION REPORT



Record ID: DFM-OA-24-01239
Application/Record Name: COLORADO SPRINGS ELKS LODGE - ANNUAL AOCC
Address from Record: 3400 N NEVADA AVE

Inspection Type: Annual Operational

Inspection Sequence Number: 19001367

Inspection Date: 4/23/2024

Proposed Re-Inspection Date: 5/7/2024

Inspection Result: Disapproved

Inspection Result Comments: Inspection is for Annual Assembly Permits:
505.1 Address is visible from the street.
803 Curtains and decorative materials are compliant with NFPA 701.
901.6 Inspection, testing and maintenance of fire detection, alarm and extinguishing systems is current.
904.13 Semi-Annual hood inspection is current UL 300 compliant.
906.1 Fire extinguishers are of the proper type and quantity.
1004.9 Maximum Occupant load is posted at
1008.2 Emergency lighting is present.
1010.2.9 Panic hardware installed on all required exits
1013.3 Exit signs are present and lit with noted exception.
5303.5.3 Compressed gas cylinders are secured with exception
6103.2 Indoor storage or use of portable LPG is prohibited.

ANNUAL ASSEMBLY OCCUPANCY INSPECTION CONDUCTED WITH ZOE ANN

FIRE EXTINGUISHER INSPECTIONS DUE 05/2024

Inspector: Richard Gysin, , richard.gysin@coloradosprings.gov

Checklists:

Fire DFM - CO2

Item	Status	Comments
5303.5.3 - Securing:	Fail	Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. SECURE ALL COMPRESSED GAS CONTAINERS INCLUDING CO2 UPSTAIRS BAR.

Fire DFM - Electrical

Item	Status	Comments
603.2.2 - Open Electrical:	Fail	Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes OPEN BREAKERS IN ELECTRICAL BOX IN HALL FROM POOL ROOM TO POKER ROOM AND KITCHEN. OPEN J BOX SOUTH WALL MAIN LEVEL NORTHWEST BALL ROOM, UNDER TV.
603.4 - Working Space:	Fail	The minimum required working space shall be not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches, the minimum working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space. MAINTAIN CLEARANCE IN FRONT OF BOILER ROOM ELECTRIC PANEL PER REFERENCED CODE.

603.6 - Extension Cords:

Fail

Extension cords and flexible cords shall not be a substitute for permanent wiring and shall be listed and labeled in accordance with UL 817. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Extension cords marked for indoor use shall not be used outdoors.

DISCONTINUE USE OF EXTENSION CORDS IN LIEU OF PERMANENT WIRING ON SPEAKERS IN BAND AREA.

Fire DFM - Exits

Item

Status

Comments

1104.5 - Emergency Lighting:

Fail

Where means of egress illumination is provided, the power supply for means of egress illumination shall normally be provided by the premises' electrical supply. In the event of power supply failure, illumination shall be required for occupancies that require two or more means of egress.

EXIT SIGN AND EMERGENCY LIGHTS IN HALL FROM POOL ROOM TO POKER ROOM NOT FUNCTIONING.

EMERGENCY LIGHTS AT SW MAIN ENTRANCE HALL NOT FUNCTIONING.

1013.3 - Exit Sign Illumination:

Fail

Exit signs shall be internally or externally illuminated.

EXIT SIGN IN HALL FROM POOL ROOM TO POKER ROOM NOT FUNCTIONING.

603.6 - Extension Cords:

Fail

Extension cords and flexible cords shall not be a substitute for permanent wiring and shall be listed and labeled in accordance with UL 817. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Extension cords marked for indoor use shall not be used outdoors.

DISCONTINUE USE OF EXTENSION CORDS IN LIEU OF PERMANENT WIRING ON SPEAKERS IN BAND AREA.

Fire DFM - Exits

Item

Status

Comments

1104.5 - Emergency Lighting:

Fail

Where means of egress illumination is provided, the power supply for means of egress illumination shall normally be provided by the premises' electrical supply. In the event of power supply failure, illumination shall be required for occupancies that require two or more means of egress.

EXIT SIGN AND EMERGENCY LIGHTS IN HALL FOM POOL ROOM TO POKER ROOM NOT FUNCTIONING.

EMERGENCY LIGHTS AT SW MAIN ENTRANCE HALL NOT FUNCTIONING.

1013.3 - Exit Sign Illumination:

Fail

Exit signs shall be internally or externally illuminated.

EXIT SIGN IN HALL FROM POOL ROOM TO POKER ROOM NOT FUNCTIONING.