

**Crystal Lake Chamber of Commerce**  
**Foundation Board of Directors Minutes - January 6, 2021**

**PRESENT**: Victoria Summers, Mike Splitt, Nick Kubiak, Kathleen Caldwell, Deb Finn, Linda Barrett, Mike Winnecke, and Michelle Kidd

**ABSENT**: Bob Blazier

**CALL TO ORDER**: Vicki Summers called the meeting to order.

**APPROVAL OF DECEMBER MINUTES**: Kathleen Caldwell made a motion to accept the December minutes and Mike Splitt seconded this motion. All approved.

**FINANCE**: Nick Kubiak presented the financial reports, noting that the only change came from \$.05 of interest. Mike Winnecke made a motion to accept the finances and Linda Barrett seconded this motion. All approved.

Nick also brought up the fact that Lisa McLaughlin, the Director of Membership Development at the Chamber, had received 10% commission from any sponsorship sales she made regarding the GEM Luncheon in the past. This year, she sold a Chair Sponsorship to Advocate and was wondering if she would still be receiving the 10% commission. The Board was unfamiliar with this. Upon further review, this had never been made evident in the Board Minutes. However, when looking at the Foundation's financials, it does appear that Lisa was given this 10% commission. The Board agreed to give Lisa 10% commission on any sales she makes for the Foundation.

**GEM COMMITTEE UPDATE**: Vicki Summers and the Board ask Nick to make various adjustments to the 'Save the Date' graphic that was brought up at the previous Board meeting. There was a follow-up meeting to review these adjustments – they were approved. The next step is to send this graphic to Chamber members and previous attendees. If we send a physical version of this, we will need to develop a back-side featuring our honorees. There was also discussion regarding having a donation portal on the Foundation website. Deb Finn asked the Board if she could ask the design team at Baxter and Woodman to design a "GEM" logo – the Board was all in agreement that this would be a good idea. Deb sent out drafts to the Board of what her design team came up with.

**SPONSORSHIP COMMITTEE**: Kathleen Caldwell asked who the Chair of the Sponsorship Committee was. After much discussion, Mike Winnecke volunteered himself.

**ADJOURN**: The meeting was adjourned on a motion by Linda Barrett, seconded by Kathleen Caldwell. All approved.