**Sweet Home Chamber of Commerce**

**Board Meeting Minutes**

**April 17, 2022**

**5:30 - 7:00 pm**

**Attendees:**

Christy Duncan – President

Shelly Larson – Vice President

Mark Opperman – Treasurer

Melody Reese – Executive Director

Karla Hogan – by Zoom

Paula Newman

Marlene Peterson – excused absence

Cassie Richey

Cooper Whitman – excused absence

Diane Gerson

**Call to Order**

Christy called the meeting to order at 5:30 pm. She thanked Shelly for getting the interior door locks and cameras installed. Hopefully we are now set to get volunteers going to work in the chamber and cover the visitors center hours. She thanked Melody for getting the new map on a cork board set up so visitors can put a pin in the map parking where they are visiting from.

**Review of Previous Minutes**

No changes were recommended for the March 17, 2022 minutes.

**VOTE:**  Mark moved to accept the March minutes as presented. Paula seconded the motion. All present were in favor and the motion passed without objections or abstentions.

**Financial Report**

Mark reported the Chamber’s bank balances as follows:

* Umpqua checking account balance is $17,635.81
* Umpqua savings account balance is $12,308.59
* Key Bank (Princess Account) $8,001.00

He shared he is currently working on the Chamber 990EZ. He noted the financials from the bookkeeper will be available next week and he will send them to the board when he receives them.

**Revised Budget**

Marlene was stuck in Portland, so Melody went over Marlene’s review of the revised budget sent to the board members the week before and her answer to several questions. It was noted a motion was needed to accept the revised budget, (noting Melody’s new hours, removing the ChamberMaster software, and removing the Artisan Alley event income and expense since the Oregon Jamboree took the event back from the Chamber) so the revised budget could be sent to the bookkeeper.

**VOTE:**  Mark moved to accept the revised budget as presented. Cassie seconded the motion. All present were in favor and the motion passed without objections or abstentions. Melody said she would send them to the bookkeeper.

**Executive Director Update**

Melody reported the following:

* Final Christmas Gala numbers in:
	+ - * $810 income (portion of ticket sales)
			* $263.82 costs (portion of sound guy)
			* $546.18 Net income
* Banquet numbers are not in QuickBooks yet, but rough approximations are:
	+ - * $14,850 income
			* $7,474 costs
			* $7,374 Net income (2019 was $7,432 so very close)
* Banquet feedback overall was very good! Some confusion over what the funds go to and what the chamber does, so maybe incorporate that into program and MC next year.
* Currently have 81 paid memberships.
* Melody and the ChamberMaster Representative gave a presentation to a couple of the Sweet Home Community Foundation board members as part of the process of applying for a grant to help fund the purchase of ChamberMaster. It went very well! They were very impressed and we are hoping to hear about the status of our application soon.
* Oregon State Chamber Conference was great, and Melody learned a lot. Constant Contact is a free email service for Chambers, so we will be switching over to that. Advocacy is an area many chambers are involved with. Starting to get involved with public policy and politics is cumbersome and not something the chamber is able to start right now, but may eye for the future.
* The City of Sweet Home report is due May 1. Gerson asked Melody to present the report at the next city council meeting scheduled for May 10, noting the councilors do not get to see the report the Chamber submits to the City of Sweet Home. Melody agreed and will also share the Chambers’ Vision Board. Shelly said she will also try to schedule the new Sportsman’s Holiday Princesses to join the meeting and be introduced at the May 10 council meeting.
* Melody said she will check on the status of the Business Expo event in Lebanon and any costs and income options the Chamber may have in participating in the Lebanon Chamber of Commerce’s event.
* Localopoly could still be a possibility if the board decides they want it to be a priority, but a committee would need to be created for the event as Melody is very busy.
* We went over the member survey results of the last 2 years.
* We want to start pushing on Facebook and other places that we are looking for volunteers and we will give personal memberships in exchange for volunteering.

**Ambassadors Committee Report**

Karla shared the Ambassadors will be welcoming Travis Luttmer with Country Financial as a new city business in two weeks. The board discussed having the Ambassadors conduct 50/50 raffles at Business After Hours events.

**Banquet Committee Report**

Melody reported in the executive Director report about the banquet. Still waiting on debriefing notes from Katrina Larsen of the Banquet Committee.

**Christmas Committee Report**

Shelly talked to Blair Larsen and the city now has room for the additional donated lights from Lowe’s so someone needs to set up a time to go get them and take them to the city. Christmas in Sweet Home meets again on April 28th at noon.

**Princess Committee Report**

The committee has been formed and is amazing. Princess applications were made available and 5 applications were turned in. Prospective princesses will be interviewed next Tuesday. The committee is trying to find a fun way to announce the court. Diane Gerson requested the Court come to the City Council meeting on May 10th.

**Sportsman’s Holiday Committee**

A theme needs to be chosen and announced. Chamber insurance has been renewed, so we can get the extra insurance certificate now to put with our parade application. The application will go first to the city and then to ODOT for approval.

**Events and Ownership Discussion**

The board discussed which of our current events the Chamber owns and which ones the chamber just promotes. The discussion was needed to decide what events the Chamber is responsible for providing insurance for. After some discussion, the board agreed the following events were owned by the Chamber and needed to be a budget item in our annual budget and also needed insurance for the events.

* Sportsman’s Holiday Parade and Cut the Gut event
* Christmas Parade and Light Contest

The Sportsman’s Holiday Princess Court has been a separate entity but managed by the Chamber, including the funds which are held in a separate checking account. Some of the Board thought the Chamber should take ownership and provide insurance. Some of the Board did not want to take ownership since the funds were solely raised for the Princess Court and scholarships. After much discussion, the Board decided to table the discussion and bring it to next month’s meeting.

It was decided he following events were not owned by the Chamber but if held, the Chamber would promote them:

* Tune it Up Tuesday’s – owned by the Oregon Jamboree and City of Sweet Home
* Christmas Gala – owned by Showcase
* Biz Show – owned by Lebanon Chamber but Sweet Home Chamber invited to attend and bring other businesses. Melody will discuss with Lebanon Chamber whether the Sweet Home Chamber can get a portion of the fee if she signs Sweet Home businesses up to attend.

**Board of Director Application Review**

A board application was received from Blake Manley and sent to the Board last week for review. Blake is the Sweet Home High School Forestry teacher.

**VOTE:**  Shelly moved to add Blake Manley to the Chamber Board of Directors for the remainder of Trisha VanEck’s term – 2022-2023. Karla seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Karla shared she has also asked Will Garrett of Radiator Supply House and Sara Windom of Salon W to fill out applications to join the Board. Our bylaws were discussed, and it was noted they state we can have 7-13 directors and the Board was comfortable with those numbers at this time.

**Other Business**

Karla shared she would like to join the City CEIP (Commercial Exterior Improvement Program) Committee. The committee has a vacant position for a Chamber board person since George Medellin left. Shelly moved to appoint Karla to the position. Paula seconded the motion. All present were in favor and the motion passed without objections or abstentions.

A work party was scheduled at the Chamber office on Friday, May 6 from 12:30 – 4 pm.

Next month’s board meeting will be held on May 12, since Melody will be out of town the third Thursday of May.

Christy adjourned the meeting at 7:00 pm.

Respectfully submitted,

Mark Opperman Shelly Larson

Secretary Recorder