**Sweet Home Chamber of Commerce**

**Board Meeting Minutes**

**February 17, 2022**

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

**Attendees:**

Christy Duncan – President

Shelly Larson – Vice President

Mark Opperman – Treasurer – attended by Zoom

Melody Reese – Executive Director

Karla Hogan

Paula Newman

Marlene Peterson

Cassie Richey – absent

Trisha VanEck

Cooper Whitman

Diane Gerson – excused absence

**Call to Order**

Christy called the meeting to order at 5:32pm and welcomed Cooper as the new board director.

**Review of Previous Minutes**

Christy noted two changes to the January 20, 2022 minutes on page 2, changing Cooper Whitman as a new director, not a new member

**VOTE:**  Shelly moved to accept the minutes as corrected. Karla seconded the motion. All present were in favor and the motion passed without objections or abstentions.

**Review of Revised and Proposed Policies**

The Board reviewed the revised Funds Distributions and Receipts Policy.

**VOTE:** Cooper motioned to approve the revised policy as presented. Trisha seconded the motion. All present were in favor and the motion passed without objections or abstentions.

The Board reviewed the proposed Facility Use policy.

**VOTE:** Mark motioned to approve the proposed policy as presented. Shelly 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 $16,643.06
* Umpqua savings account balance is $12,308.39

He also shared that financial reports for February will not be provided by Koopman Consulting, the Chamber’s third-party accountant, for another month due to tax season. Additionally, Mark reported that according to our end-of-year financial reports, the Chamber came up short of projected income.

**Executive Director Update**

Melody reported the following:

* Thanked everyone who covered the office.
* Sweet Home Community Foundation Grant app submitted for ChamberMaster.
* Security cameras and new locks arrived.
* Memberships renewed: 35. Invoices and notices are still going out.
* Business Directory listings of 2022 members up to date.
* Contacted by Lowe’s to receive a donation of 185,000 feet of Christmas Lights.

**Ambassadors Committee Report**

Melody reported that the Ambassadors greeted Barking Bubbles Dog Grooming and Heroes 9-11 on February 17, 2022 and presented the new businesses with a welcome certificate printed by The New Era.

**Banquet Committee Report**

Melody reported that the banquet committee checked in via email this week. The committee is still waiting on catering bids, and the one received is out of budget. Melody and Karla will work on sponsorship options.

**Budget Committee**

The Board reviewed the 2021 budget comparison sheet. Marlene noted that though the budget comparison shows 2021 income coming up short, the Chamber is still looking very solid balance-wise.

Marlene suggested the Board consider investing funds from the Chamber’s Economic Injury Disaster Loan (EIDL) into something with monetary return.

**Princess Committee Report**

Christy reported that she will contact Cassie about plans for the Princess Committee.

**Christmas Committee Report**

Karla reported that she and Melody met with the Sweet Home Police Department and Public Works Department to discuss parade routes and complete permits for the Sportsman’s Holiday and Christmas Parades.

Christy reported that the Sweet Home Rotary Club would like to take the lead on the Christmas Yard Cards project, and suggested a meeting with the City and Rotary to work out the logistics.

**Other Business**

Christy asked Melody to send out the annual membership survey in March.

1. Office Security Updates: Melody reported that the security cameras and keycode entry locks have arrived. Karla noted that her husband, Mark, could perform installation on a weekend.

Christy adjourned the meeting at 6:35pm.

Respectfully submitted,

Melody Reese

Recorder