

Sweet Home Chamber of Commerce
Board Meeting Minutes
February 20, 2020
5.30pm-7:00pm

Attendees:

President- George Medellin

Vice President- Christy Duncan

Treasurer- Mark Opperman

Paula Newman

Marlene Peterson

Diane Gerson

Office Manager- Mackenzie Thomas

Excused Absence:

Karla Hogan

Absent:

Christina Poteet

Dave Bauer

Call to Order

George called the meeting to order at 5:30 pm.

Mission Statement: To promote business, enhance economic and community development, and serve as a catalyst for improving the overall quality of life in the community.

Review of Previous Minutes

-Christy provided a revised minute format to be adopted as Sweet Home Chamber of Commerce Board minute procedure.

-Minutes will now also document Director absences. Directors absent and an excused absence will be recorded in the minutes. If a Director is absent four times without letting someone on the Board know, the Director's absences will be discussed as per Chamber Bylaws. Excessive absences may lead to a non-renewal at the end of the Director's term.

-Christy proposed that the minutes approval will involve the following:

- Office Manager will type the minutes.
- Treasurer/Secretary will make suggested changes and/or approve.
- Once approved by the Treasurer/Secretary, the Office Manager will post the minutes to the Chamber Director Facebook page for review.

- The Board will make any suggested changes or corrections.
- Once minutes are reviewed and corrected, the Treasurer/Secretary will sign and date, the Office Manager will sign and date as recorder. The Office Manager will then upload them to the Chamber website in the Google Docs folder.

ACTION: Marlene will work on the Executive Director Job Description for review at the next meeting. George will forward templates from other chambers including Lebanon Chamber of Commerce.

ACTION: Christy will forward a third-party fundraiser sample template currently used by Samaritan Health Services to assist Mackenzie to create a form to keep track of Chamber events/committees. Mackenzie will have a draft ready by the next meeting.

ACTION: Christy will complete a binder complete with board roster, bylaws, policies, etc. for current and potential new Directors of the Board.

VOTE: Motion to approve the February 6, 2020 with discussed revisions was made by Mark. Marlene seconded the motion. The motion carried with no objections or abstentions.

It was also decided to include monthly financials as provided by Treasurer in the minutes at least monthly. Since the financials were not listed in the February 6, 2020 minutes, they will be listed in today's minutes.

Financial Status

Umpqua Checking: \$17319.30

Umpqua Savings: \$6505.28

KeyBank Princess Account: \$1198.48

-Mark gave an update on the 501c6. The form to reapply will require bylaws & additional documentation. We currently have a 60-day notice regarding 2013 missing forms. We are close to having the opportunity to apply. Mark will keep the Board posted.

Cash Flow Projection

-Marlene reported that we raised more money than budgeted in two areas:

- Membership \$1107.50
- Sportsman's Holiday \$800.00

-Marlene also reported we had some areas largely under budget to include:

- Donations/Ad Income

- Income due to receiving publications through a member business.
- The projected budget is based on one year of solid evidence. Prior years are not available due to Chamber embezzlement and document destruction.
- With regard to Chamber publications, Mark mentioned that through his research on 501c6, creating a printed publication (directory) on our own and selling ads would make the Chamber a for profit and thereby not eligible for 501c6 status. Mark will continue to look into this to see if we are unable to take on publications as a 501c6 in the future.
- Other events that could still be implemented are the following:
 - 50/50 Raffle at Business After Hours.
 - Boots/Scarves- Membership appreciation event.
 - Leadership Sweet Home
- Professional fees listed are accountant fees. We do not currently have an accountant bill for 2019. If a bill is sent, we will request time to pay it.
- The local accountant the Board planned to check with regarding services is not a member of the Sweet Home Chamber of Commerce. Marlene will meet with a Chamber member accountant to discuss needs and receive a quote for work done. As a Chamber we would like to give the business to someone in our community who will be able to give the Chamber greater access. We will also get a quote from the other local account and if they are our preferred choice, we will ask them to join the Chamber.
- Net income based on current projection is currently -\$6344.43
- The Chamber will continue to keep the savings account as a line of credit and attempt to create a 10% contingency each month.
- Mark and Marlene have noticed some discrepancies in the accounting and will discuss this with the accountant.
- Mark remarked that building rent has gone up twice over the last few months, from \$1000-\$1100 and again from \$1100-\$1300. This will need to be worked into the budget projection.
- Christy would like to see the payments made to the IRS moved out from under payroll and noted where it will stand out.
- Based on averages, we will need 100 members in 2020 to reach the budgeted amount needed.
- Diane pointed out that we are currently still budgeted to make more money off events than membership to which Mark replied that is currently our reality as we continue to grow.

ACTION: Marlene will review budget, make updates and have a finalized budget ready for the next meeting.

ACTION: Mark will submit the discrepancies to Koopman's and ask for clarification on differences.

ACTION: George will contact the landlord to ensure they are aware we do not currently have 501c6 status, but we are moving forward with the process.

Review of Drafts

Christy and Diane will complete draft policy and bylaw changes and continue to present them to the group until complete. We will need updated bylaws to apply for 501c6 status.

Nominations

VOTE: Christy made a motion to renew George as the President and Mark as the Treasurer. Paula seconded the motion. The motion carried with no objections or abstentions.

Goals

- George will continue to foster a relationship with the Lebanon Chamber of Commerce.
- Marketing Committee will form and meet to discuss current and available marketing tools. Committee will consist of Paula Newman, Mackenzie Thomas and Cassie Richie.

Banquet Updated

Mackenzie provided a banquet update to the group. We currently have 18 tables sold, 20 silent auction items and 13 desserts for the dessert auction. Twenty-two nominations have come in. Gregory Home Team, Krake Home Sales and Jamie of Country Financial will sponsor and put up decorations. Small Town Celebrations will do the catering. The Point Restaurant will sponsor the alcohol license.

City Hall Opportunity

- Discussion with City Manager Ray Towry, has resulted in the possibility of the chamber moving into a 900 sq. ft. location on the left side of city hall.

- Paula inquired as to how that would work for visitors. The Board agrees that proper signage would be necessary.

- George mentioned that in order to move we would also have to complete renovations for an entrance. We could make an offer regarding monthly costs for rent, etc. Paula suggested we barter for construction needs.

-Diane mentioned that parking is great at City Hall and we would also have the benefit of the conference area.

-The Board agreed to pursue the opportunity to learn more since we are uncertain about the availability or future rent expense at the current location.

-Paula would like the Board to create a pros and cons list of both locations. (1575 Main Street verses City Hall)

ACTION: Diane will chat with the City Manager regarding monthly expenses for the Chamber per sq. ft. if relocated to City Hall.

ACTION: George will request a tour of City Hall for the Board.

Lebanon Chamber Awards Banquet

George would like to see The Sweet Home Chamber attend as a goodwill gesture. The cost is \$320 for a table of 8. Most Board members will be unavailable or attending with the organizations they represent. Christy said she would check on available seating at the Samaritan table.

VOTE: Marlene made a motion to approve the cost if we can fill the table. Mark seconded the motion. The motion carried with no objections or abstentions.

Value Proposition

The Board will look over provided Trigger Questions and value proposition canvas to identify our gains & pains in order to identify our products and services.

-Paula would like to see the Chamber have a focus on employee retention and have a NOW HIRING section on the website.

-Diane suggested that we may also want to offer training on how to create an employee handbook.

Sportsman's Holiday Court Key Bank Account

Currently the Chamber has not received receipts to reconcile the current Sportsman's Holiday Account. The debit card associated with the account is currently in possession of Krissy Mathers (Sportsman's Holiday Co-Chair).

The committee will need to work in procedures and gain a treasurer in order to take control of the account.

Mark commented that the Board is requiring receipts be turned in by the 5th of each month to avoid card cancellation. In order for the Chamber to receive 501c6 status, if the account remains under the Chamber, it will have to be reconciled.

If the problem persists the Board would like to invite the committee to attend a Board meeting to discuss the account issues.

Adjournment

George adjourned the meeting at 7:30 pm

Respectfully submitted,
Mark Opperman
Board Secretary

Mackenzie Thomas
Recorder