

Sweet Home Chamber of Commerce
Board Meeting Minutes
February 6, 2020
5.30pm-7:00pm

Attendees:

President- George Medellin

Treasure- Mark Opperman

Paula Newman

Marlene Peterson

Karla Hogan

Christy Duncan

Diane Gerson

Office Manager- Mackenzie Thomas

Excused Absence: Dave Bauer- Vice President

Absent: Christina Poteet

Call to Order

George called the meeting to order at 5:30 pm

Membership Update

Mackenzie gave a brief update on membership. We have received about half of all renewals and four additional businesses so far. Packets have been passed out to over 100 possible businesses.

Review of Previous Minutes

- Paula requested details regarding the most recent IRS payment.
- Mark informed the group that due to missing tax documents from previous years we have been assessed several fees. All documents have been submitted.
- Paula reiterated that the chamber is sure to heavily publicized when we finally receive our 501 status back. The board agrees.

VOTE: Christy made a motion to accept the minutes as presented. Mark seconded the motion. The motion carried with no objections or abstentions.

Financial Report

- **\$10,142.15- Umpqua Bank Checking**
- **\$6,505.28- Umpqua Savings Account**
- **\$1198.48- Key Bank Account (Sportsman's Holiday Court)**

- Marlene will meet with Mark for accuracy regarding financial reports.
- Diane inquired regarding merchant fees and back fees. Merchant fees are assessed due to Square transactions and bank fees are annual.
- It was also clarified that that money being paid to the IRS is tracked under Payroll.
- Marlene is working on a report that will allow us to compare years/budgets.
- Mark asked that we are cautious of the fact that we pulled a total of \$8000 from savings last year. Our intention is to restore the funds to savings.
- Financials were approved.

Nominations

- Dave will no longer be available to serve in the capacity as Vice President but will be available to serve on the board. Dave was not present at the meeting but alerted President via text that he will not be available for reelection.
- George is still available and willing to serve as the Board President for the time being but if we decide as an organization to move towards an Executive Director role his position will have to be filled.
- Mark is still willing to serve as the Secretary/ Treasurer.
- Marlene is willing to work on a job description and budget needed to facilitate an Executive Role. George is willing to work 100% on commission and receive a salary based on a percentage of memberships/ sponsorships/ and other financing secured due to Executive Director connections and follow up. The Lebanon Chamber will assist in the identification of available revenue streams and cornerstone memberships for 2021.
- Diane confirmed that we can appoint an Executive Director rather than hold interviews. George has confirmed that if appointed it will not conflict with his role at the SBDC.

VOTE: Paula nominated Christy Duncan as the 2020 Sweet Home Chamber of Commerce Vice President. George seconded the motion. Christy accepted the nomination. The motion carried with no objections or abstentions.

- Karla has handed out board member applications to the following interested community members:
 - Trisha Van Eck- Sweet Home Junior High School
 - Michelle Knight- Sweet Home High School
 - Shelly Tack-Larson- Landlord/ Community Investors
 - Cassie Richie- Owner Sweet Things Boutique

- Paula would like to see us recruit a board member from the timber community. The board concurred.
- Christy would like to see our Mission added in as many places as possible. It is currently on the website and the top of agendas. Mackenzie will add it to the newsletter template and the home page.

Goals

- 501c6 status.
- Create and fill an Executive Director Position.
- Bring on two more board members (one from the timber community).
- Create a list of volunteers available for all events.
- Marlene would like to look at other options for accounting.
- Karla suggested B.E. accountable might be a great option. Marlene will contact Erica Baham (one of its employees for details on the service they provide).
- Define and operate as the following committees:
 - Membership- George will determine local and surrounding markets.
 - Events/Sponsorships- George
 - Marketing- Mackenzie (Office Manager)
 - Policies/Procedures- Diane and Christy
 - Budgeting/Finances- Mark, Marlene and Mackenzie
- Reach 110 members in 2020
- Diane would like to see the group create a 6-month breakdown for marketing.
- Paula would like to see us establish and live up to an organizational slogan (example: The chamber that never gives up.)
- George would like to see us define our value proposition/benefit. The “why” in our own words.
- The board would like to see us pull the Sweet Home Ambassadors back under the chamber when we get our 501 status back.

Other Business

SHOCASE would like to partner with the Sweet Home Chamber of Commerce to have a Murder Mystery fundraiser in May. Shirley Austin has written the play, formed a committee and is working on gathering the cast. The event will be held at The Jim Riggs Community Center and the organizations will split the profits. Expenses will be paid from profits.

Adjournment

George adjourned the meeting at 7:00 pm

Respectfully submitted,
Mark Opperman
Board Secretary

Mackenzie Thomas
Recorder