**Sweet Home Chamber of Commerce**

**Board Meeting Minutes**

**January 20, 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 – attended by Zoom

Cassie Richey – attended by Zoom

Trisha VanEck – excused absence

Diane Gerson – City Liaison – attended by Zoom

**Call to Order**

Christy called the meeting to order at 5:38pm and began the 2022 virtual forum live on the Chamber’s Facebook page.

**Executive Director Update**

Melody reported the following information to the Chamber’s Board of Directors membership:

2021 recap-

* Helped seven Sweet Home businesses receive up to $13,000 each from Linn County economic injury grants.
* Increased our online presence and getting more eyes on the Sweet Home business community and community as a whole. (Organic, unpaid Facebook reach increased 31%, Website visits increased 1,063%)
* Membership increased 34.6% from 81 members in 2020 to 109 in 2021.
* Introduced new membership tiers and benefits, such as year-long banner ads in our newsletter and Partner recognition in the new Cut the Gut passports.
* Improved the design and flow of our online business directory to include high quality images and direct links to business phones, making it easier for potential customers to contact you. Plus, improving Search Engine Optimization.
* Collaborated with several other organizations in town to bring new excitement to the community, such as Tune it up Tuesdays with the City of Sweet Home and Oregon Jamboree.
* Official 501c6!!! Thank you to our treasurer Mark Opperman for spending near eternity on the process!

2022 goals-

* Regularly attend county board of commissioners meetings to stay on top of future opportunities for our members.
* Increase Chamber representation at City Council meetings - be eyes and ears for our membership.
* Increase our membership to 120 members strong.
* Continue improving and building Cut the Gut, and bringing excitement back to Sportsman's Holiday as a whole.
* Implement new safety protocols for our events like Cut the Gut and annual parades to protect our participating members, board and staff, and community as a whole.
* Continue building relationships with other communities to promote tourism in Sweet Home.

**Nomination Committee Report**

Christy introduced the 2022 officers and presented the slate of 2022 Board nominations:

Paula Newman - renew three-year tenure

Cooper Whitman - new member for a three-year term

**VOTE:** Shelly motioned to renew Paula’s tenure. Karla seconded the motion. All present in person and online were in favor, and the motion passed without objections or abstentions.

**VOTE:** Paula motioned to accept Cooper Whitman as a member of the Sweet Home Chamber Board of Directors for three years. Shelly seconded the motion. All present in person and online were in favor, and the motion passed without objections or abstentions.

Christy thanked the Chamber Members for attending the Annual Meeting, which will be held every year moving forward, and the Live Meeting was closed.

**Review of Previous Minutes**

Christy noted an addition to the proposed December minutes to record an e-vote on October 4, 2021 to move $5,000 EIDL funds from savings to checking.

**VOTE:**  Motion to approve the December minutes with the change noted above was made by Shelly. Cassie seconded the motion. The motion was carried without objections or abstentions.

**Review of Revised Bylaws**

The Board reviewed revisions to the Bylaws prior to the Board meeting.

**VOTE:** Mark motioned to approve the revised bylaws as presented. Karla 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 $15,533.07
* Umpqua savings account balance is $12,308.29

**Banquet Committee Report**

Melody reported that the banquet committee has been meeting every other week. The confirmed banquet date is April 2. Melody is waiting on bids from two location options. She also noted that the committee is really strong this year and is excited to have such a great team working on this event.

Karla requested that each Board member share the Chamber’s award nomination form on their Facebook pages to help get the word out.

Marlene reported that at the last banquet committee meeting, a concern was brought up about the event’s $4,000 budget being surpassed with just the expected catering costs. She asked for discussion of increasing the budget. Melody noted that the Chamber will need to increase the ticket price to cover costs. The Board decided to wait until the banquet committee has all quotes to make a decision about the budget.

**Princess Committee Report**

Cassie reported that there is not a lot of activity right now but plans to get information about the program out earlier this year.

Christy reported that the KeyBank account balance is as follows:

* $7,462.54 restricted funds
* $538.46 allocated for expenses
* $5,750 pending 2020/2021 scholarships

The Board discussed development ideas for the Princess Court. Paula recommended enrolling princesses in the classes that the Strawberry Festival Princesses attend in Lebanon. Cassie said she would check into it.

**Ambassador’s Committee Report**

Melody reported that the Ambassadors typically meet on the third Thursday each month to visit new businesses in town. This month the Ambassadors will visit Tacos Locos and Renita Sews. Karla noted that the Ambassadors greet all new businesses regardless of Chamber membership status, and coordinate ribbon cuttings for those new businesses who become Chamber members.

**Sportsman’s Holiday Committee Report**

Karla reported that planning is just getting started for Cut the Gut, and that Melody had met with an events insurance agent to ensure proper coverage for checkpoints. She also shared that she and Melody will be meeting with Chief Lynn and Sweet Home Public Works Department to complete parade applications for the year early on. Christy asked for clarification of Cut the Gut being part of Sportsman’s Holiday, and Karla confirmed that is correct.

**Christmas Committee Report**

Christy reported that the Sweet Home Rotary Club has played a major role in the Christmas Card project, and would like to discuss taking over coordinating this year. She also noted that the Rotary Club would like to limit card displays to Main Street and Long Street to make pick up, drop off, and maintenance more efficient.

**Other Business**

Melody asked if the Board had a chance to view the security camera option she sent. She noted the cameras have 2TB of memory and can record up to 11 days. They are also accessible from smartphones, and cost $209.

Shelly and Karla proposed options for new door locks including passcodes. An app can be used to track who unlocks and locks the door, and codes can be added, removed, or changed as needed. Karla noted that the locks cost between $150 and $200.

Shelly suggested that no volunteers should be unsupervised in the Chamber office until security updates are made.

**VOTE:** Shelly motioned to approve purchases of security cameras and two keycode door locks up to $450 dollars. Cassie seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Christy reported that mobile banking is available for the Chamber which would allow Melody to make mobile check deposits from her phone.

**VOTE:** Marlene motioned to approve Melody using mobile banking to make check deposits from her phone. Shelly seconded. All present were in favor and the motion carried without objections or abstentions.

Christy adjourned the meeting at 6:56pm.

Respectfully submitted,

Melody Reese

Recorder