**Sweet Home Chamber of Commerce**

**Board Meeting Minutes**

**March 17, 2022**

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

**Attendees:**

Christy Duncan – President

Shelly Larson – Vice President

Mark Opperman – Treasurer

Melody Reese – Executive Director

Karla Hogan

Paula Newman

Marlene Peterson

Cassie Richey

Cooper Whitman – excused absence

Diane Gerson

**Call to Order**

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

**Review of Previous Minutes**

No changes recommended to previous minutes

**VOTE:**  Marlene moved to accept the minutes. Cassie 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 $19,131.59
* Umpqua savings account balance is $12,308.49
* Key Bank (Princess Account) $8,001.00

He also reminded the board that the EIDL (savings account) funds, which is a loan, had the repayment period prior to interest accruing was extended 6 months, so instead of July, it would be December. Tax filing is on the radar. Census report is done and submitted. Diane asked if we thought we were going to be able to sustain our current income levels over the year to achieve our budgeted income of $93,000 for the year. Melody will address this in her report. We will revisit if there are things we want to invest the EIDL money in at each board meeting over the next few months, and make a decision by October as to when we will begin repayment or return the unused funds.

**Executive Director Update**

Melody reported the following:

* New office hours are in effect: Tuesday-Friday 9am-4pm
* Thank you to all helping cover the visitors center.
* Sweet Home Community Foundation Grant application window closed on 3-15-22, so we should hear soon after their next meeting about our application submitted for ChamberMaster.
* Memberships renewed: 73 paid members up from 35 last month. There have been a couple that chose not to renew, but only 3-4 smaller memberships that just didn’t have it in their budget right now. A couple of Invoices and notices are still out.
* Jamboree thinks they should get credit for a Partner membership since they pay hotel taxes that ultimately wind up in the chamber’s coffers.
* Jamboree and the City of Sweet Home have been notified that the Chamber will not be participating in Tune it up Tuesdays this year.
* Oregon State Chamber Conference on April 12-13 in Hood River and we will need office coverage for Melody who is attending and rooming with the ED of Sublimity Chamber.
* Member survey went out and we have gotten 5-6 responses. Collating responses has been cumbersome. Hopefully we will have more responses and a report on them at our next meeting.

**Ambassadors Committee Report**

Karla missed the Ambassadors meeting, so she wasn’t sure what all they had discussed. The Ambassadors did not have any business welcomings or other events since our last board meeting.

**Banquet Committee Report**

Melody reported that the banquet has 2 bronze $1000 sponsorships (Wolthuis Family Dentistry, Cascade Timber Consulting). 84 confirmed attendees. Angila Tack Food Services is catering. Discussion about the advertising sold by New Era for their awards banquet insert which the Chamber uses as banquet programs. No decision was made but will be revisited. Discussion on which awards are Chamber awards and what the purpose of the awards banquet is. This will also be revisited and possibly revamped and new or different awards given next year. An announcement will be posted or sent out letting people who wish to participate in the table decorating contest know that the tables will be round this year with black tablecloths.

**Budget Committee**

Marlene will make some of the revisions to the budget mentioned tonight and send it out to all board members and Tina (bookkeeper). Once all revisions have been made and finalized, we will vote again on the revised budget.

**Christmas Committee Report**

Christmas in Sweet Home is meeting next week for the first time this year. The meetings occur at city hall. Discussion will be predominantly how to get the rest of the lights donated by Lowe’s and where to store them. Rotary would like a representative to go the meeting to help determine who owns the large Christmas Cards and how they should be distributed since Rotary plans to take over the distribution of the cards that are housed at the city hall.

**Princess Committee Report**

Karla and Shelly are working on putting together a new Princess Committee as Cassie is stepping back for this year. She is totally willing to help but is not sure what she can commit to for this year. Christy and Cassie will send Shelly all the forms and things they are in possession of.

**Sportsman’s Holiday Committee**

Applications for Sportsman’s Holiday and the Christmas Parade are both in with the city, but we are waiting on insurance certificates to accompany the applications when they go to ODOT and Keesecker can’t write insurance certificates until our new policy term starts that covers the event dates. Marlene is getting insurance quotes and is still waiting on a couple quotes before we can make a decision regarding policy changes, if any, for the coming coverage period. No theme for the parade has been chosen yet.

Cut the Gut Pit Crew (Committee) met today and vehicles are picked out for the new t-shirts and those are sent out to the illustrator. Also, the game plan has been tightened up for working on sponsorships. Volunteer recruitment options were discussed.

**Other Business**

Shelly got proposals from 2 cleaning businesses to provides services every other week to the chamber offices. Santiam Clean Team quoted $60 per cleaning. Polished to Perfection quoted $175 per cleaning based on bi-monthly service.

**VOTE:** Paula made a motion to hire Santiam Clean Team with a detailed checklist of tasks for each cleaning. Shelly seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Christy would like to have a work party and clean out the drawers and vault and garage on an afternoon when Melody is here. We will wait until after the banquet to put together a work party as well as get security measures installed so we can start recruiting volunteers again.

Let’s keep our eyes out for new coffee station stuff, display table, occasional chairs, etc. for the chamber office as our furniture is starting to look sad.

Business After Hours starts April 28th and is hosted by the Fire District. There are still several openings for Business After Hours and Coffee With Colleagues.

Diane said the City Council was wondering if, when the Chamber turns its report into the city every 4 months, someone could come and give the report to the city council verbally because the councilors don’t see the reports.

The following email vote was held since the last Chamber Board meeting and are noted in these minutes below:

* On March 7, 2022 the Sweet Home Chamber Board of Directors voted by majority in favor of increasing the Chamber Awards Banquet budget from $4,000 to $8,000 due to increased food costs for the banquet caterer.

Christy adjourned the meeting at 6:55pm.

Respectfully submitted,

Mark Opperman Shelly Larson

Secretary Recorder