

**Sweet Home Chamber of Commerce
Board Meeting Minutes
November 19, 2020
5:30 - 7:00 pm**

Attendees:

George Medellin – President
Christy Duncan – Vice President
Mark Opperman – Treasurer
Diane Gerson – absent
Karla Hogan
Shelly Larson
Paula Newman
Marlene Peterson
Cassie Richey
Melody Reese – Office Manager

Call to Order

George called the meeting to order at 5:34 pm

Review of Previous Minutes

VOTE: Motion to approve the October 15, 2020 minutes as presented was made by Christy. Shelly seconded the motion. The motion carried without objections or abstentions.

Financial Report

The Board reviewed the financials as of October 31, 2020 from Koopman Accounting. A projection was noted that there are enough funds in the checking account to last about 1 month. The executive team proposed approval of transferring up to \$5,000.00 of EIDL funds to be used only as needed and to keep the checking account positive until projected other funds come in.

VOTE: Marlene motioned to approve the request. The motion was seconded by Karla. The motion carried.

Mark updated the Board on account balances from Umpqua Bank:
Checking \$5,894.81
Savings \$18,806.19 including \$17,300 EIDL funds

Events Update

Melody shared that the permit for the parade could not be approved due to Covid-19 restrictions. Karla gave an overview of the Christmas Lights contest and the collaborative efforts with the Gourley family and business community to brighten up Sweet Home. Karla and Paula spoke about the research they've conducted in regards to new protocols and policies for the Sportsman's Holiday Princess Court, as well as looking into proper insurance coverage for the court. Cassie shared that she is coordinating the Christmas Yard Cards with the City of Sweet Home. The board discussed whether or not there is a fundraising goal for the holiday activities. Upon

sharing feedback from the member questionnaire, Karla suggested that our first priority this season be community service. In accordance with Karla's suggestion, Paula and Cassie shared about a bell ringing ceremony on December 24 at 6pm. The board agreed on pursuing the bell ringing as a community and possibly regional event.

Nonprofit Update

Mark shared that the paperwork is near completed, and will be sent to the Executive Team to review, and then mailed out in the near future. The filing fee will be \$600.

2021 Budget Review

Marlene shared the proposed budget for 2021, which led to a discussion about the need for an Executive Director role. George proposed moving Melody into the Executive Director position based on her performance thus far. Marlene shared that if our policies do not state the need for publicizing an open position, hiring from within would create less work and time spent in transition. Paula added that posting an open position could cause potential confusion in the community.

Nominating Committee Report

Christy and Mark have agreed to serve in their officer positions for another year and George stated he will continue for another year as President if an Executive Director position is included in the strategic plans for 2021. Christy shared that if anyone would like to add their name to the potential officer nominations slate to let her know before the December meeting. The two directors who term at the end of the year are Mark and Marlene, and both wish to commit to another three-year term. Christy will bring both slates to the December meeting for votes. (You can keep the sentence as is for Christina Poteet.) Christy also encouraged the Directors to be thinking of potential new board directors to add to the Chamber Board.

Office Manager Update

Due to the statewide two week freeze, the Chamber office is closed through December 2nd. Voicemails, emails, and Facebook messages are being checked frequently, and Melody can visit the office as needed. Several applicants have applied for volunteer positions to help in the office and Visitors Center. Melody has been continuing training with Tina Koopman Consulting in Office Manager bookkeeping tasks. Two out of five of the new Business Bundle memberships have been secured for 2021, and one business has purchased the website design and maintenance services. She has been building relationships with organizations and entities in the region, such as the City of Sweet Home and other Chambers. A plan is in place to print postcards for the Visitors Center to feature Sweet Home icons captured by local photographers. In addition, Melody shared that the Bigfoot Campaign has been successful in reaching current members and potential members alike. Paula suggested starting Zoom Coffee With Colleagues in January, and the board agreed.

Other Business

The board discussed the upcoming strategic planning retreat, sponsored by the Larson Family Foundation. The retreat will take place on December 17th from 9am-5pm and December 18th from 9am-1pm. The board agreed to move the December board meeting to December 10 at 5:30pm.

Adjournment

George thanked the Board for their time and adjourned the meeting at 6:51 pm

Respectfully Submitted,

Mark Opperman
Treasurer/Secretary

Melody Reese
Recorder