

**Sweet Home Chamber of Commerce
Board Meeting Minutes
October 21, 2021
5:30 - 7:30 pm**

Attendees:

George Medellin – President
Christy Duncan – Vice President
Mark Opperman – Treasurer – excused absence
Melody Reese – Executive Director
Karla Hogan
Shelly Larson
Paula Newman
Marlene Peterson
Cassie Richey
Trisha VanEck – absent
Diane Gerson – City Liaison

Call to Order

George Medellin called the meeting to order at 5:34 pm.

Review of Previous Minutes

VOTE: Motion to approve the September minutes as presented was made by Christy Duncan. Marlene Peterson seconded the motion. The motion was carried without objections or abstentions.

Review of Revised Policies, Procedures, and Bylaws

The Board engaged in much discussion about proposed changes to the Bylaws. Suggested changes will be made and presented for a vote at the November Board Meeting. Proposed changes to the Office Procedures and Fund Distributions and Receipts Policies were reviewed, and suggested changes will be made and presented for a vote at the November Board Meeting.

Financial Report

In Mark Opperman's absence, Melody Reese read the bank statements as submitted by Mark.

Umpqua Bank:

Checking \$3,260.17

Savings \$18,807.91 including \$17,300 EIDL funds

Key Bank:

\$9,320.95

The Board reviewed the Economic Injury Disaster Loan Resolution from the U.S. Small Business Administration.

Financial reports were received from Koopman Consulting for the month of September.

George noted that the meeting end time was approaching, and all agreed to extend the meeting length by 30 minutes.

Non-profit Status Report

There is no update at this time.

Executive Director Update

Melody reported on the following:

- Ghost Tours event cancelled due to shortage of actors and few ticket sales.
- Membership count is 107.
- Thriftway sponsored a new video series “Sweet Home Roots” to feature businesses with a strong family history in Sweet Home.
- Developing 2022 membership options and marketing graphics.
- Collaborative East Linn County Chamber Cruise scheduled for Feb. 2023. Cruise information event scheduled for November 2 at 5:30pm.
- Melody will be shadowing Rebecca Grizzle, the Executive Director of the Lebanon Chamber of Commerce for a day.
- Melody is strengthening relationships with Executive Directors in the region, as well as with the City’s Economic Development Director.
- She has also been dedicating time to studying educational Chamber materials to help with next year’s plans.

Karla Hogan shared that she connected with Cooper Whittman of Pacific Corps, and that Pacific Power is sponsoring the Lights Parade in December. Karla also noted that Cooper had worked with many Chambers, and is very interested in being more involved in the community of Sweet Home.

Karla expanded on Melody’s report with details about Economic Development efforts being made to improve communication between entities interested in the development of Sweet Home’s downtown area.

Budget Committee Report

Marlene Peterson presented the first draft of the 2022 budget. Marlene noted that one of the major expenses the Budget Committee added to the budget is a subscription to the Chamber management program, ChamberMaster. Melody explained that ChamberMaster will help cut down on her time spent on updating the website, data entry, and drastically improve organization of membership records. After some discussion, Melody noted that she would send a video demo of the software for the Board to review.

Marlene suggested using a small portion of the EIDL funds to invest in ChamberMaster. Paula Newman shared that it would be very possible to receive sponsorship for the software.

George noted the time at 7:23pm. Marlene will email the proposed budget to the Board, and the Budget Committee will bring a second draft budget to the November Board Meeting.

Christy noted moving ahead to item nine on the agenda due to the time shortage.

Shelly Larson suggested moving discussion of potential office changes online. Melody will start a thread in the Board's private Facebook group.

Other Business

A. Select 2022 Nominating Committee

a. Christy Duncan and Karla Hogan will be the Nominating Committee for the 2022 Executive Board.

George adjourned the meeting at 7:32pm.

Respectfully submitted,

Melody Reese
Recorder