

**Sweet Home Chamber of Commerce  
Board Meeting Minutes  
September 16, 2021  
5:30 - 7:00 pm**

**Attendees:**

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

**Call to Order**

Christy Duncan called the meeting to order at 5:31 pm and informed the Board that George Medellin had been exposed to Covid 19 a week ago. He was unsure of quarantine recommendations and chose to not attend the meeting.

**Review of Previous Minutes**

Christy noted that the August 19, 2021 Board Meeting minutes were made available in the Board's private Facebook group, and there were no changes or comments submitted.

**VOTE:** Motion to approve the August minutes as presented was made by Paula Newman. Shelly Larson seconded the motion. The motion was carried without objections or abstentions.

**Financial Report**

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

Umpqua Bank:

Checking \$6,519.22

Savings \$18,807.76 including \$17,300 EIDL funds

Key Bank:

\$9,997.86

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

## Executive Director Update

Melody reported on the following:

- With fulfillment of the Chamber's summer hours complete, Melody closed the office Tuesday, September 7 through Friday, September 10. The office was closed Monday, September 6 in observance of Labor Day. Melody noted that the break was enjoyable.
- Membership increased by four members in the last month, bringing membership to 103.
- Ghost Tours scheduled for Oct. 22 and 23 featuring historical buildings and businesses in Sweet Home, sponsored by Krake Home Sales. Shirley Austin from SHOCASE is coordinating actors, and Linn Shuttle is providing a bus and driver for the tour.
- Ribbon Cutting Ceremony for Ridgeway Health went well. They are behind on opening, but overall the facility looks great and looking forward to what they will bring to the health of the community. It was noted that they are one the Chamber's newest members, and are interested in a top partner membership for 2022.
- Coffee With Colleagues went great. 26 in attendance.
- Attended the first training of Cascade Gateway Leadership and really enjoyed it. Learned a lot about the history of Lebanon and toured historic buildings in the County, including the Brownsville museum.
- East Linn Chamber Cruise in the works for February 2023. Meeting next week to work out details and get final numbers with Rebecca Grizzle of the Lebanon Chamber and Kari Clark of Dream Vacations.
- Working on a trade with Santiam Excursion Train to offer a Partner Dinner as a new annual benefit for our Partner membership in 2022.
- Received the second tri-annual installment from the City and will be deposited into the Umpqua Checking account this week.
- First Professional Women of Sweet Home lunch today, spearheaded by Jenni Grove of the Oaks in Lebanon. 30+ attendees.
- Jen Castenada, the Chamber's office volunteer, has been helping to recruit new members and take on new events like Latte da Ladies, a group of women who meet to learn new skills and a Christmas vendor fair. Melody noted that attendees of Latte da Ladies will offer a suggested donation to the Chamber for use of the facility every other Saturday, and the Chamber is the chosen benefactor of the Christmas vendor fair.
- Oregon State Chamber of Commerce Conference postponed to 2022.

Shelly noted that the committee of the Christmas vendor fair had shown interest in hosting the event at Norton Hall. Karla mentioned that vendor fairs in the past have been held at the High School, and Shelly shared that it would be nice to have a schedule of all craft fairs during the holiday so the Chamber can keep the community

informed. Karla stated that because the first weekend in December is busy throughout the region, the Christmas committee is choosing to spread out events throughout the season this year.

Christy noted that the Cascade Gateway Leadership Program is a great opportunity, and she will be a part of the graduation day.

Christy inquired about Princess business, including checks written and updates of the Princess Court spreadsheet. Melody was unable to answer the questions, and Christy stated she will check in with Cassie Richey, the Princess Court Chair.

Christy noted that the 2021 minutes are not up to date on the website. Melody said she is behind on uploading them and will make sure to complete the task.

Shelly suggested holding the Professional Women of Sweet Home luncheon on a different week than Coffee With Colleagues or Business After Hours to space out events. Melody noted that the luncheon is not exclusive to Chamber members.

### **Policy Review**

The following policies were reviewed

- Bylaws
- Budgeting Policy
- Fund Distribution and Receipts Policy
- Office Procedures

Revisions were suggested for the following policies, and will be voted on at the October, 21, 2021 Board Meeting:

- Bylaws
- Fund Distribution and Receipts Policy
- Office Procedures

### **Other Business**

Christy asked how many honorary members we have this year. Melody answered there are none this year, but the Chamber had one last year. Karla noted that the Sweet Home Community Foundation would be a good candidate for an honorary membership. There was discussion about whether or not to continue offering honorary memberships in order to maintain fairness especially amongst non-profit members.

The Board discussed different ideas to submit for grants from the Sweet Home Community Foundation, such as landscaping and community trails.

Mark Opperman and Marlene Peterson were chosen as the 2022 Budget Committee. Though Marlene was absent, she had told Melody that she would like to be on the committee. Per Chamber Bylaws, the treasurer is to be on the Budget Committee.

Christy asked if any other Board members were interested in participating in the 2022 Budget Committee with no other takers.

Karla brought up a concern shared with her by a member located in Sweet Home, about a member located in Lebanon being named Title Sponsor of an upcoming event. She noted that she'd like to see Sweet Home based businesses be given first right of refusal for Chamber events. Shelly shared that individual members and business members have different benefits. Melody and Christy expressed concern that in doing so, the Chamber would be discriminating against other members who paid the same dues and therefore have access to all membership benefits. Christy suggested Melody reach out to larger Chambers in the region to inquire about how their Directors handle this situation in their organizations.

Karla asked if a notice could be posted on the Chamber's door to let visitors know when the Chamber is closed. Melody confirmed that a closure sign had been posted on the Chamber's door, and closure notices were also pinned to the Chamber's Facebook page and posted on the Chamber's website prior to closing the week of Labor Day.

Christy mentioned that the Chamber is in need of volunteers. Karla noted that with the current pandemic, people may be less inclined to leave home. There was discussion to include high school students as volunteers as part of a work-study program. Melody and Karla noted that they have made attempts to involve the high school.

Christy adjourned the meeting at 7:00pm.

Respectfully submitted,

Melody Reese  
Recorder

