

Board Meeting - Agenda

December 14, 2018

I. Call to Order & Roll Call

Nathan, Stacy, Diane, Mike, Tricia, Toni, Keith, Clyde, Anabel, Angi, John, Nathan.

Excused: Adam Lane, Tami Kellerman

Staff: ED Chuck Gilbert, Kelly Maier

Others: Ryan Rydell. Brad Brown, Jim Blevins.

II. Adoption of Agenda

Angi makes motion to approve consent agenda, Diane Second. Unanimous consent.

III. Consent Agenda

- November 16, 2018 Meeting Minutes.

(if approved, to be uploaded to website – any Executive Session to be excluded from minutes)

- **Committee Meeting Minutes (those that were submitted)**

IV. Officers' Reports

- **President's Report – Ryan Monette**

-PayPal no longer available for payment processing at the chamber. Square Chip reader will be purchased and used to facilitate onsite payment processing.

-Kelly currently working on and documenting office procedures: e.g. Proper handling of money at events, renewal process, etc. Documents will be presented to the board for review and approval.

-Outsourcing of Payroll and QB reconciliation services. Three bids have been submitted. Chuck and Ryan M will review bids and make a recommendation to the board.

-Renewal invoices have been sent out. Follow up timeline in place.

- **Treasurer's Report – Nathan Bolin**

-Profit and loss reviewed by all present Board members.

-All monies have been collected for Golf Play-day and Casino Night. GPD profit: Around 5 thousand dollars. CN profit: Around one thousand dollars

-Payroll and QB reconciliation services: Nathan recommends the board make a motion to approve spending up to \$300 dollars on QB services.

- Keith makes motion to approve spending up to \$300 per month on Payroll and QB services. Tricia Second. Unanimous consent.

- **Executive Director Report – Chuck Gilbert**

-**Gala:** Working on sponsors for the Awards Gala.

-**Membership:** Invoices have been sent out. Thank you to Kelly for all the time and effort she has put into getting invoices out on time. -Chuck

-**Goals:** Chuck will present 2019 goals at the January BOD meeting.

V. Standing Committee Reports

- **Finance Committee – Nathan Bolin (may be included in Treasurer’s Report)**

- **Marketing Committee – John Broda**

-**RORO:** Sign up and payment options now available on the RORO website.

-Event sponsors can now reserve sponsorships through the SCC website.

- **Membership Committee – Clyde Grooms**

-Membership Drive: Next step in membership drive will be to make follow up calls.

-The committee will create a LinkedIn account and focus on LinkedIn groups to drive more members.

- **Nominating Committee – Tricia Diduch**

-Tricia makes recommendation to appoint Branda LaBuy to the Stateline Chamber Board of Directors.

Open conversation about Branda’s appointment to the BOD.

-Tricia Diduch makes motion to approve Branda LaBuy’s nomination to the board. John Second.

The motion passed with 11 votes in favor and 1 against.

- **Government and Community Affairs Committee – Diane James**

-Upcoming: Meet the candidates’ event. March 19, 2019.

- **Women @ Work Committee – Angi Kolthoff**

-No report

- **Special Events Committee – Anabel Toye**

- a. **Membership Awards Gala – Anabel Toye**

-Focusing on ticket sales and sponsorships.

- b. **RORO Expo – Kelly Maier**

-14 Booths currently sold/paid. Site is performing wonderfully. New layout available on website. New booth numbers this year.