

I. Call to Order & Roll Call**II. Adoption of Agenda****III. Consent Agenda**

- July 19 2019 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 (IWIB, Casino Night, Awards Gala, RORO Expo)*
- Treasurer's Report – *Nathan Bolin*
- Director of Membership Engagement (DME) Report – *Branda*
 - Stateline Chamber Throwdown

V. Standing Committee Reports

- Finance Committee – *Nathan Bolin (may be included in Treasurer's Report)*
- Marketing Committee – *John Broda*
- Membership Committee – *Ryan Monette (no report)*
- Nominating Committee – *Tricia Diduch*
- Government and Community Affairs Committee – *Ryan Monette (no report)*
- Women @ Work Committee – *Angi Kolthoff*
- Special Events Committee – *Anabel Toyé*
- Ambassadors – *Branda LaBuy and/or Lea Evers*
 - Bingo Night (\$685.57 total profit)

VI. Other Committee Reports

- Personnel Committee – *Dr. Mike Piller*

VII. Old Business

- Executive Session (continuance from previous Board meeting)

VIII. New Business

- Website Directory

IX. Adjournment

- Next Meeting: September 20th (8:00am, Mary's Market)

Board of Directors: Ryan Monette, John Broda, Nathan Bolin, Anabel Toyé, Tricia Diduch, Dr. Michael Piller, Stacy Phillips, Angi Kolthoff, Lea Evers, Zachary Townsend, Patty Hutchinson
Staff: Kelly Maier (Office Manager), Branda LaBuy (Director of Member Engagement)

Stateline Chamber

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	0.00
Gateway Bank - Operations Acct	21,312.61
Gateway Bank - Scholarship	2,656.00
Paypal.	1,786.90
Total Bank Accounts	\$25,755.51
Accounts Receivable	
Accounts Receivable	8,662.43
Total Accounts Receivable	\$8,662.43
Other Current Assets	
Uncategorized Asset	200.00
Undeposited Funds	3,120.00
Total Other Current Assets	\$3,320.00
Total Current Assets	\$37,737.94
TOTAL ASSETS	\$37,737.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	771.96
Total Other Current Liabilities	\$771.96
Total Current Liabilities	\$771.96
Total Liabilities	\$771.96
Equity	
Opening Balance Equity	-11,046.55
Unrestricted Net Assets	12,937.85
Net Income	35,074.68
Total Equity	\$36,965.98
TOTAL LIABILITIES AND EQUITY	\$37,737.94

Stateline Chamber

PROFIT AND LOSS

July 2019

	TOTAL	
	JUL 2019	JAN - JUL, 2019 (YTD)
Income		
Bingo Night	1,167.00	1,167.00
Chamber Income		250.00
Membership Dues		750.00
1 employee	262.50	6,647.95
11-20 Employees		5,087.54
2-10 Employees	1,500.00	35,612.70
21 to 50 Emp. Membership Dues		6,791.70
51 Plus Employees Membership Du		12,000.00
Individual Agent		600.00
NFP 0 employees		1,300.00
NFP 1-10 Employees		4,500.00
NFP 21-50 Employees		800.00
NP 11-20 Employees Membership D		250.00
NP 51+ Employees		650.00
Total Membership Dues	1,762.50	74,989.89
Misc. Income		223.00
Total Chamber Income	1,762.50	75,462.89
Elevate - Member Circles	1,600.00	2,050.00
Event Income		
Casino Night		150.00
Golf Play Day		4,730.00
Golf Play Day Foursome		1,800.00
Golf Play Day Sponsor		4,500.00
Total Golf Play Day		11,030.00
IWIB Luncheon	1,600.00	1,950.00
Lunch&Learn		210.00
Membership Awards Gala		12,547.76
RoRo Expo		20,173.00
Softball Throwdown	125.00	400.00
W@W		570.00
Total Event Income	1,725.00	47,030.76
Hometown Holiday		20.00
Income	30.00	45.00
Markup	6.00	576.80
Services	1,740.00	6,472.50
Total Income	\$8,030.50	\$132,824.95
GROSS PROFIT	\$8,030.50	\$132,824.95
Expenses		
Bad Debt Expense	1,765.00	17,290.00
Bank Charges		246.10
Event Expense		

	TOTAL	
	JUL 2019	JAN - JUL, 2019 (YTD)
2019 Awards Gala		6,485.03
Golf Play day Expense	4,625.86	6,017.11
Hometown Holiday Expense		1,094.49
IWIB Event		1,000.00
L&L Expense		126.00
RORO Expo Expense		9,776.85
Softball Expense	623.20	633.20
W@W Expense		701.14
Total Event Expense	5,249.06	25,833.82
Marketing Expense		2,628.51
Agency of Record	2,020.00	14,140.00
Name Tag		120.00
Total Marketing Expense	2,020.00	16,888.51
Office Expense	595.43	6,943.55
Accounting Fees		838.00
Executive Director Expense	71.03	432.07
Office Supplies	50.00	50.00
Postage		165.00
Total Office Expense	716.46	8,428.62
Office Insurance		455.00
Paypal Fees		170.24
Payroll Expenses	3,493.78	24,989.24
Scholarship Fund		2,000.00
Square Processing Fees	6.25	293.65
Tax Penalty		12.22
Utilities	152.80	1,142.87
Total Expenses	\$13,403.35	\$97,750.27
NET OPERATING INCOME	\$ -5,372.85	\$35,074.68
NET INCOME	\$ -5,372.85	\$35,074.68

Branda's Activity List					
May 28 Start Date					
May 28-10 GPD sponsorships and prep					
May 29- Member Circle meetings					
May31-Ribbon Cutting Ace hardware					
Meeting with potential New Member-WTVO					
June 4 committee meetings IWIB, Marketing, Ambassadors					
June 11- GPD meeting, final GPD prep, Executive meeting					
June 12-GPD prep including pickup swag bag items, various sponsorship materials					
IMA BAH/Ribbon Cutting					
June 13- stuff GPD swag bags					
June 14 GPD					
June 15 GPD sign clean up/pick up at Atwood					
June 17 IWIB meeting					
Thank you notes GPD sponsors					
Elevate launch events					
June 18-Member Circle info sessions					
GPD clean up					
GPD sponsor Thank you notes					
June 19- W@W committee meeting					
Special Events committee					
June 21- Board Meeting					
July- handed out all certificates for members					
July 1 Piano Works walk in, joined, follow up call August 16 (vacation)					
Interview with Jean Seegers					
July 2-Marketing Committee					
July 4-7 office closed due to holiday					
July 8-IWIB meetings, bi-chamber committee meeting					
July 9- meeting with Erin at Glitz N Go to discuss renewal- wants more personal contact by Chamber staff					
Ambassador meeting					
July 10-meeting with Lori Perkins RVFCU, Stateline Baseball BAH					
July 17-special events committee					

meeting with Envoy mortgage new member packet, certificate, sponsorship discussed					
July 22-RAR event					
July 23- Meraki Salon dropped off certificate and new member packet, ribbon cutting to come after remodel complete					
Mary's Market dropped off new member packet and certificate					
meeting with Patty Hutchinson for Ambassador "training"					
July 24- meeting with Office Depot new member packet, certificate, would like to help promote member businesses					
Lunch N Learn Field Fastener					
July 25- attended Summit elevate meeting, intro to new members,					
Bingo Night					
July 30- meeting with Manpower i.e. new member packets, Elevate					
Thank you notes Bingo Sponsors					
July 31- hand out Softball Throwdown posters,					
Aug 1- meeting with Ryan M					
meeting with Erica Moor(banker) potential new member					
new elevate group meeting					
Aug 5- IWIB meeting, sponsorships, meetings with potential new members					
Aug 6- committee meetings (marketing, Ambassadors)					
Aug 7- Alzheimer Association meeting- new member info, new marketing person intro					
IWIB Sponsorship emails to attendees					
Aug 8- Parks Chamber meeting					
08/12/2019- out of office					
Aug 13- IWIB invoices and follow up					
new member sign up First National Bank					
sponsorship thank you's					

Agency of Record Update -No report. Make sure all updates needed for the chamber digitally must be cc'd to Rycom

General Chamber Marketing

- Board Member Stories -Zach's story is done. John scheduled for Monday August 12th. Need more board members to schedule time with Rycom.

Upcoming Events

For future events we may want to consider a 1 man video crew to do highlight video for PR and marketing of the event for the future. Budget would be around \$500. Something to consider.

- IWIB Luncheon -Moved to Eclipse Center. No further marketing needed.
- Softball Throwdown -Rycom to write press release.
- Casino Night -Promotion focused on Beloit Club being the venue
- Awards Banquet -At The Pavilion. Will need to be end of January/early February. Need date to start marketing event
- RORO Expo -First week in March (6-8th) at HHS. Rycom to help negotiate lease price.

Membership Value

- Elevate
 - Policies & procedures -Create a committee meeting with elevate leaders, rycom, branda and Kelly to write process that works for all and streamlines the process.
 - Members waiting for a circle
 - Online payment process
- Member Rewards Card
 - Need more offers to provide perceived value -get the word out during new member visits. Branda would like a form for them to fill out ASAP for offer provided.
 - Have members received their cards? ??? Branda brings cards to events and hands them out then. Ambassadors will also hand out cards as well and solicit offers.

Unfinished Business

- Strategic Planning -None again
- Approve Casino Night -Approved
- Approve Membership Awards Gala -Approved

New Business

- Approve RORO Expo -Need committee to meet ASAP

Next Meeting: September 2nd

W@W/IWIB Meeting Minutes

- Venue Change: New Venue-the Eclipse Center in Beloit
 - Lock the doors and advertise doors open at 11. Maggie checking to see if we can lock them.
- Next Steps-Angi/Kelly
 - Email to ticket holders.
 - Calls to waitlist.
- Sponsorship Updates-Branda
 - No sponsorships yet.
 - Gold sponsor confirmed
- Flower Update-Karen Arce
 - No update yet. Possibly reaching out to Stems (Landscape Connection)
 - Glitz and Go and option?
 - Best Events? They are doing the event before ours, they will have the room set up for our event.
 - Need Stage flowers and centerpieces
- Updates from Beloit-Maggie
 - Dessert sponsor update
 - Nothing Bundt Cakes has agreed to provide desserts for all 600 attendees and the 3 cake tower for award winners. Exchange for 4 tickets.
- Entertainment Update-Kelly
 - Waiting for a quote from Molly Cleary
- Volunteer Opportunities-Angi
 - Update from Ambassadors-Lea/Branda
 - Lea to oversee registration volunteers (minimum of 6, shooting for 10).
 - Verena, Karen R., Megan, Johnna, Patty, Brenda, Tarrah, Carrie (US Bank), Karen A.
 - Putting Desserts out, all hands on deck.
 - Tear Down
- Best Events for rental tables etc.
- Branda getting vegetarian and gluten-free options from the caterer.
- Edward Jones will be providing butter mints for the tables.
- Maggie checking on Mocktail location
- While the Women are at Work Committee to open doors and direct people to registration.

Ambassadors Meeting Minutes

Present: Lea Evers, Megan Gove, Patti Hutchinson, Tarrah Hawes, John Broda, Branda LaBuy, Kelly Maier

Absent (notified): Andy Jones, Johnna Held

Absent (no notice): Brenda Brugger, Erica Mohr, Erica Moore, Hannah Mayton, Danna Krischke

- Scholarship Fundraiser: Bingo Night
 - Raised \$685. Trolls went well but additional research is needed on finding the larger trolls for next time. Extra bingo cards went over well.
 - Future plans to make this a bi-annual event every spring and fall starting in 2020.
 - Tentatively plan on early April 2020 for the next one.
 - No meal to be provided next time and lower ticket price would result in more profit since we wouldn't have the overhead of the meal. Discussed chips and dips/salsas plus cookies/brownies as snacks and that's it. Kelly may be able to arrange a donation of chips. Otherwise, we could try purchasing via Costco etc to control expense.
 - Prizes need to be more organized next time and will be due in advance.
 - We will not need doobers or bingo cards for the next event.
 - Table this until November – we will start planning at that time.
- Ribbon Cuttings
 - Edward Jones Lea Evers tentative for October 4th
 - Gem Shop sometime in September – Branda to keep us posted
 - Muraski Monument intends to do one as well – Branda to keep us posted
- Meetings
 - Discussed lack of attendance at meetings. Discussed 1st week of the month as a potential issue. Kelly to send out a survey regarding times for future meetings. Looking at 2nd Tuesday or Wednesday of the month or 3rd Tuesday, Wednesday, or Thursday of the month.
 - No December meeting. Board and Ambassadors to have Christmas party
- Member Engagement
 - Assign/Select members for each ambassador to work with: Branda to work on this but we need to update Ambassador list. Those that were absent without notice – we need to confirm intent to continue as ambassadors. Erica and Erica have both changed jobs and have not yet gotten their new employers to join. Branda is working with them on that.
 - Plan for additional education around membership benefits
 - Discussed encouraging event attendance, sponsorship, ribbon cuttings, press releases, etc.
- Next Meeting: TBD – Kelly to send out survey regarding timing of meetings. We will adjust meeting times from that feedback.