



**Columbia Chamber of Commerce –Board Meeting Minutes – 7/1/09**

Meeting called to order by Debra Rose at 6:37 p.m. held at the Columbia Hills Country Club.

- Roll Call:**
- Debra Rose-President (09,10,11,12)
  - Louren Price-Vice President (09,10)
  - Patty Rolko -Treasurer (09,10,11)
  - Lynne Cook- Secretary (09,10,11)
  - Wayne Brassell – (09,10,11)
  - Marnie Butler – (09,10,11,12)
  - Joe Desmont – (09,10)
  - Ray Gurnick- (08,09,10)
  - Pepper Richardson – (09,10,11)
  - Vi Seidel - (09,10,11,12)
  - Jim Wright Sr. - (08,09,10)

**PREVIOUS MINUTES: 6/3/09**

*Acceptance of these minutes was tabled for the August 5, 2009 meeting; Lynne Cook was not present at the meeting and the minutes were not available to be approved.*

**TREASURER REPORT:**

- ACCOUNT BALANCES**
  - Main Account Balance – \$3231.21*
  - Homecoming Account Balance - \$17,331.21*
  - Engine Show - \$1167.70*

**PRESENT BILLS FOR PAYMENT**

Patty Rolko reported that three tents were purchased in 2008 and the Executive Board made a decision to purchase another tent. The Chamber now owns four 10 X 20 Tents and one 10 X 10 pop up tent. Patty also reported that there are still several outstanding bills that need to be paid out for the Homecoming Festival. All Topp Entertainment for Sound and Lights is owed \$2300.00 and we have not received the final bill from the Rural Urban Record for the center page advertisement. We are still waiting on the invoices from the following vendors for the Homecoming Festival: Harbour Freight for Supplies for the Homecoming (Parking, ropes, extension cords and misc. supplies), Rural Urban Record for Advertising, Kurtz Concessions for Banners, Mad Bomber for fireworks- \$5500.00, 4-H – Band & Cleanup- \$250.00, Electrician for electrical upgrade work.

Debra Rose stated that the invoice from Vasu Communications needs to be revised. We need to contact them and give them our Tax ID# to have the tax taken off this bill which will bring the bill down to approximately \$150.00.

**Debra Rose asked for a motion to pay the following bills:**

\$139.62 for the June Board Meeting at the Columbia Hills Country Club.

**Louren Price made a motion to pay bills out of the Main Account, Pepper Richardson 2<sup>nd</sup> motion. Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion carried.**

**Debra Rose asked for a motion to pay the following bills:**

\$532.00 to M & M Engraving for trophies & plaques, \$62.00 to Debra Rose for reimbursement of fuel to pick up all supplies, \$25.96 for BJ Wholesale for candy for Chamber Tent, \$215.96 for BJ Wholesale for one 10 X 20 Tent, \$25.00 for Wal-Mart for a Gift Card, \$27.00 to A & G for a rack to display Chamber literature in the Chamber Tent, \$105.00 for pallets to be used for the dance floor (30 X \$3.50), \$160.00 to Vasu Communications for the rental of Walkie talkies for the Homecoming. Total for bills: **\$1142.45.**

**Lauren Price made a motion to pay bills out of the Homecoming Account, Pepper Richardson 2<sup>nd</sup> motion.**

**Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion Carried**

Patty Rolko recommended that we merge the Engine Show Account with the Homecoming Account and make this one entire account for all of our events including Valentine's Day Dance, Festival of Trees and Mother's Day Pancake Breakfast. Debra Rose said that we would have to have a budget for each event.

**Vi Seidel made a motion to have one Events Checking Account with each event having a budget. Pepper Richardson 2<sup>nd</sup> motion.**

**Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion carried.**

Debra Rose also stated that she recommends putting DBA and list the events on the actual checks.

Patty Rolko was also concerned about the expenses for remainder of the year for the Main Account: \$474- Chamber General Membership Meetings, \$240- Windstream Phone Bill and \$840- Chamber Board Meeting Dinners.

Wayne Brassell stated that in light of the current finances of the Main Account, he thinks the Engine Show, Valentine's Day Dinner, Mother's Day Pancake Breakfast and Festival of Trees should all go in the Main Account rather than the Homecoming.

Patty said that currently we offer payments by credit card and we are charged a \$45 per month fee and suggested that we get rid of this expense since we do not have many payments made by credit card.

Debra stated that the officers are trying to get guest speakers to pay to be a speaker at our general membership meetings. This should help with the cost of the dinner meeting expenses. Wayne said that he would contact Pella Windows to see if they might be interested in speaking at an upcoming meeting to talk about the potential tax credits if you replace your windows in your home before the end of the year. Pepper Richardson stated that Kaiser will be the guest speaker for the November General Membership Meeting and will also sponsor it to help cut that meeting cost down.

Debra suggested that Board Members should start paying for their meals at Board Meetings to help cut costs.

**Patty Rolko made a motion for Board Members to pay for their meals at Board Meetings to be effective with the August Meeting, Ray Gurnick 2<sup>nd</sup> motion.**

**Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion carried.**

Lauren Price asked to rethink the merging of our accounts and to treat them as fundraisers. Vi Siedel said they must have a budget prior to each event before the money is put into the main account and recommended that we really need to keep the Homecoming Account separate. Outside of the contracted services for the Homecoming, Jim Wright also has the Community Dinner and Band for the Valentine's Dance. Patty Rolko said that the Homecoming review would be done at the next Board Meeting.

**Marnie Butler made a motion to rescind Vi Seidel's first motion to have one events checking account, with each event having a budget. Louren Price 2<sup>nd</sup> motion.**

**Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion Carried**

**Louren Price made a motion to merge the Engine Show Account and put the Valentine's Day Dinner & Mother's Day Pancake Breakfast funds into the Main Account, treat them as fundraisers and keep the Homecoming Account separate. All events must have a budget. Ray Gurnick 2<sup>nd</sup> motion.**

**Debra Rose called the motion to a vote, 7 Yes, 0 No, 1 Abstained. Motion Carried**

### **OLD BUSINESS**

□ **COMMUNITY GUIDE- Mailing campaign**

No update at this time, Debra Rose tabled this for the August Board Meeting.

### **NEW BUSINESS**

□ **Trustees Letter**

**Marnie Butler made a motion for the Board to go into Executive Session, Patty Rolko 2<sup>nd</sup> motion. Debra Rose called the motion to vote, 7 Yes, 0 No, 1 Abstained. Motion carried.**

**Debra Rose closed the Executive Session with the Board.**

□ **POLICIES**

○ **Email disclaimer**

A rough draft of an email disclaimer & communication policy was passed out to Board Members. Debra was concerned that there have been emails that have been sent to people outside of the Board. Marnie Butler asked if she could send the policy to the Board Members via email so they could copy and paste it. This should go on any outgoing emails representing the Chamber.

○ **Code of Conduct**

Debra tabled the Code of Conduct policy discussion until the August Board Meeting to give all Board Members a chance to read it over. Ray Gurnick will read the email disclaimer and code of conduct policy and come up with a blended policy to be presented at the August Board Meeting.

□ **Newsletter & Member Mailings**

July mailing –Needed layout of newsletter by 6/12/09. Since this did not happen, it is not possible to get a newsletter out in July. Debra Rose said that it is cheaper to do 500 newsletters and send them out in a bulk mailing than it is to send a smaller amount out via regular mail. The newsletters will go out in August. The other mailings that need to go out this year are:

- October mailing – (Nomination request sent out)
- November mailing – (Ballots for election sent out in this issue)
- December mailing – Xmas Party notification

□ **Postcard mailing of upcoming member meeting and news releases**

Marnie & Pepper sent out an article advertising the July Chamber General Membership Meeting and an article encouraging people to fill out the survey on the website. Postcards were going to be sent out in August to remind members of the upcoming meeting in September.

### **COMMITTEES**

□ **BENEFITS-Pepper Richardson**

- I Buy Neo -
- COSE -
- Kaiser - Debra Rose advised that we would be signing up to offer Kaiser to our Members.

□ **HOMECOMING FESTIVAL – 6/26, 6/27 & 6/28/09**

Next committee meeting 7/12/09 @ 7:00pm Columbia Townhall

- Review pro's and con's of festival

□ **WEBSITE**

Pepper Richardson reported 90,637 hits for the month of June and 268,103 since January 1, 2009.

□ **MEMBERSHIP**

Pepper Richardson reported that we currently have 73 members with revenue of \$2025.00. This total includes Courtesy Members. We have two new members that joined in the month of June: Lilac Thyme Farms and Fortunate Fido.

□ **BOARD MEETING SPEAKER SCHEDULE**

Debra Rose will see if we could move the MRDD Guest Speaker for the September General Membership Meeting if Wayne is able to get Pella Windows.

- 7/1/09-
- 8/5/09-
- 9/2/09-
- 10/7/09-
- 11/4/09-
- 12/2/09-

□ **MEMBER MEETING SPEAKER SCHEDULE**

- 5/20/09 – *SurEnergy –Excellent Turn out for event.*
- 7/15/09 – *Visit Lorain County*
- 9/16/09 – *MRDD*
- 11/18/09 –*Kaiser*

□ **SPEICAL SEMINARS**

- **Chamber Master Training**

Debra Rose would like to see us schedule this training in the next few months for our members.

□ **SCHOLARSHIP**

Debra Rose tabled this for the August Meeting.

□ **AMBASSADORS**

Patty Rolko said that there was going to be a huge Grand Opening for one of our new members, Fortunate Fido. Debra Rose said that the Chamber needs to help promote members with these events. Pepper Richardson said that she would like to have some kind of a welcome basket for our new members.

□ **JR AMBASSADORS**

- *New Chair – Pepper Richardson*
- *President's Award*

Pepper Richardson said that she is going to work with the schools to get this implemented this year in conjunction with the President's Award.

□ **ADVOCACY**

Ray Gurnick asked to table this for the August meeting.

□ **MARKETING**

Marnie Butler said that this is being done as needed.

COMMENTS

Ray Gurnick thanked the board for awarding his company with the Chamber Member of the Year Award.

Wayne Brassell suggested that we approach surrounding communities to help make small donations to help & possibly partner up with having a larger fireworks display during the Homecoming Festival. Wayne also recommended that we shorten the festival weekend to end at an earlier time on Sunday.

Debra Rose commented that the fireworks were shot off lower which allowed us to have a better show for the money. After the firework display was over, she asked people their opinion of the fireworks and the festival. Parking was an issue once again and didn't know if maybe next year we could offer Shuttle Service from other locations if this might help.

Marnie Butler thanked all of the Board Members for their help this year during the Festival.

**Motion to adjourn the meeting was made by Louren Price and Ray Gurnick 2<sup>nd</sup> motion. Debra Rose called for a vote on the motion and Motion was carried by unanimous vote 8 Yes, 0 No, 0 abstained. Meeting adjourned at 9:18 p.m.**

Debra J. Rose (Signature on file)

Debra J. Rose/President

Lynne Cook (Signature on file)

Lynne Cook/Secretary

Date Accepted: 8/5/09

Marnie Butler filled in for Lynne Cook.