

Sweet Home Chamber of Commerce
Board Meeting Minutes
December 10, 2020
5:30 - 7:00 pm

Attendees:

George Medellin – President
Christy Duncan – Vice President
Mark Opperman – Treasurer
Diane Gerson
Karla Hogan
Shelly Larson
Paula Newman
Marlene Peterson
Cassie Richey
Melody Jordan – Office Manager

Call to Order

George called the meeting to order at 5:33 pm

Review of Previous Minutes

Melody shared that she had one submitted correction of the November 19, 2020 minutes.

VOTE: Motion to approve the November 19, 2020 minutes as corrected was made by Christy. Marlene seconded the motion. The motion carried without objections or abstentions.

Financial Report

Due to December's board meeting being held one week earlier, the financial statements were not yet available from Koopman Consulting. Melody will send the financials to the Board when she receives them. Mark shared that funds did not have to be transferred from savings to the checking account due to a growth in income. Melody explained that the growth in income is from new membership bundles, membership renewals, and the Christmas Lights Contest entry fee.

Mark updated the Board on account balances from Umpqua Bank:

Checking \$7,052.91

Savings \$18,806.35 including \$17,300 EIDL funds

Nonprofit Update

Mark shared that the paperwork is completed and nearly all of the required documentation is printed. Mark will write a letter asking retro-active forgiveness. Mark also plans to review the process with the IRS before submitting to prevent rejection of the application due to potential errors.

2021 Budget Review

Marlene opened the floor for questions and discussion about the proposed 2021 budget. Shelly asked for confirmation that the Board can approve a negative budget. Marlene explained that because the proposed budget is a guiding document, it is ok to approve. Christy noted that the potential Executive Director will be responsible for overseeing the budget, and Diane suggested reviewing an approved negative budget after six months and making cuts as needed.

VOTE: Christy motioned to approve the proposed 2021 budget. Paula seconded the motion. All present were in favor and the motion carried without objections.

Nominating Committee Report

Christy shared that there are no further Board nominations. The slate of officers is as follows:

President - George Medellin

Vice President - Christy Duncan

Secretary/Treasurer - Mark Opperman

VOTE: Marlene motioned to approve the slate. Paula seconded, and the motion carried unanimously.

Christy continued with sharing that two Director terms are ending and that both would like to serve another three year term.

VOTE: Karla motioned to approve the term renewals. Paula seconded the motion and the motion carried without objections.

Office Manager Update

Melody shared that Linn County received 1.6 million dollars to distribute as grants to businesses who were substantially prohibited from operating under the Executive Order 20-65. Five Sweet Home businesses received \$5,000.00 grants and several others had applied and are awaiting approval.

Membership information for 2021 has been sent out to current members and prospective members. There are eight 2020 accounts receivable to write-off.

VOTE: Karla motions to approve 2020 accounts receivable write-offs. Shelly seconded the motion. The motion carried without objections.

Melody shared that table rental prices have been updated and will take effect immediately as follows:

Members - \$6 per table and \$2 per chair

Non-members - \$8 per table and \$4 per chair

Melody opened the floor for questions and discussion. The board discussed a table sanitation policy. Melody will add sanitation instructions for customers to the table rental form, and the Chamber staff on duty will sanitize tables upon return.

Other Business

George opened a discussion about a potential relocation to the East Linn Museum, Karla shared that she is working on connecting the Museum Board with other helpful organizations. The Chamber Board is not interested in relocating at this time.

George opened the discussion of the Visitors Center sign. The estimated cost to update the sign on the east side of the building is about \$800. The discussion was tabled at this time.

Diane shared that the City Council decided not to require business licenses, however business registration is still on the table and council is moving forward with implementing a building ordinance for building owners. The ordinance will require building owners to meet certain expectations and penalties if expectations are unmet.

Christy shared updates on the Princess Court financials. The Princess Committee's treasurer is expected to submit a restricted versus unrestricted funds financial report with documentation by the end of the year.

Adjournment

George thanked the Board for their time and adjourned the meeting at 6:54 pm

Respectfully Submitted,

Mark Opperman
Treasurer/Secretary

Melody Jordan
Recorder