

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

Attendees:

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

Call to Order

George called the meeting to order at 5:31pm.

Review of Previous Minutes

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

Review of Revised Policies and Procedures

The Board reviewed proposed changes made to the bylaws by Shelly. There was much discussion and requests for clarification about some of the proposed changes. With Shelly's absence, Christy will contact Shelly to discuss the proposed bylaws changes at a later date. No vote was made at this time.

The Board reviewed changes made to the Fund Distribution and Receipts Policy. Melody shared with the Board that there had been a theft in the office sometime between November 29 and December 10. There were new suggestions made for the Fund Distribution and Receipts Policy, so Marlene, Melody, and Christy will work together to update the policy to try and prevent the situation in the future and bring it to the next meeting for a review and vote.

A motion was made by Christy to approve the Office Procedures with requested changes of "Office Manager" to "Executive Director" throughout the policy. Marlene seconded the motion. The motion was carried without objections or abstentions.

Financial Report

Marlene gave the financial report in Mark's absence. The Umpqua checking account balance is \$13,490.51 and the Umpqua savings account balance is \$12,308.19, consisting of EIDL funds. The Princess Court account balance is \$8,001.00.

Executive Director Update

Melody presented the results of the 2021 Strategic Plan. Christy suggested that Melody share some highlights from the Strategic Plan as a virtual forum at the beginning of the January Board Meeting on January 20, 2022 at 5:30 pm. Everyone present was in agreement.

Nomination Committee Report

Christy presented the slate of 2022 officers as follows:

Christy Duncan - President
Shelly Larson - Vice President
Mark Opperman - Treasurer

VOTE: George called for a vote to accept the slate of officers as presented. The vote was carried without objections or abstentions.

The Board thanked George for his service as President and noted he would be missed.

Budget Committee Report

Marlene reported that our 2022 budget goals are aggressive but doable. She also noted that one of the expenses added is a budget line for ChamberMaster, a software that streamlines Chamber business management and communications. Melody shared that implementing ChamberMaster will simplify many current procedures, and reduce discrepancies in member data including the online business directory. Christy motioned to accept the 2022 budget as presented. Cassie Richey seconded the motion. The motion was carried without objections or abstentions.

Events Committee Report

Karla reported that the Parade of Lights went well, and she will work with Melody on a permit from Oregon Department of Transportation for use of Highway 20 in next year's parades.

Other Business

Christy shared that she worked with Kristin Adams at Sweet Home High School to confirm that the three 2019 unredeemed Princess scholarships totaling \$3,000 have expired, leaving \$5,750 reserved for scholarships. The current funds in the KeyBank account has \$7,462.54 available for scholarships and \$538.46 available for Princess expenses.

The following digital vote via the Board's private Facebook group was held in November, 2021 and is noted in these minutes below:

- On November 4, 2021, the Board voted in favor of moving \$5,000 of the EIDL loan funds from the savings account to the checking account to pay current bills.

George adjourned the meeting at 7:30pm.

Respectfully submitted,

Melody Reese

Recorder