

Sweet Home Chamber of Commerce
Board Meeting Minutes
January 16, 2020
5.30pm-7:00pm

Attendees:

President- George Medellin
Vice President- Dave Bauer
Treasurer- Mark Opperman
Paula Newman
Marlene Peterson
Karla Hogan
Christy Duncan
Diane Gerson
Christina Poteet
Office Manager- Mackenzie Thomas

Call to Order

George called the meeting to order at 5:30 pm

Review of Previous Minutes

VOTE: Motion to approve the December 19, 2019 minutes was made by Marlene. Mark seconded the motion. The motion carried with no objections or abstentions.

Financial Status

Checking: \$10570

Savings: \$6505

KeyBank Princess Account: \$1224.46

- The December installment from the City of Sweet Home has come in and been deposited.
- We had to make an additional required payment to the IRS over the amount of \$2000 which cause us to have to move \$3000 from the savings account to the checking account.
- The \$3000 will be restored to the savings account once we are able to bring in enough revenue to do so.
- Christy asked where we stand on our 501C6. Mark will continue to follow up with the IRS to complete all payments that will make us eligible to reapply. Mark will

complete the application once we become eligible. The 501C6 will also be necessary in order to become eligible to apply for grants.

Review of Drafts

Christy and Diane will complete draft policy and bylaw changes and continue to present them to the group until complete.

Nominations

- Mark inquired if the elections need to be revisited.
- George proposed we revisit the nominations at the next meeting due to a full agenda.
- Diane mentioned that it might be necessary based on our bylaws.
- George mentioned that based on our bylaws the Executive Committee can stay on until a successor is named.

VOTE: Paula made a motion to table elections until the next meeting. Dave and Marlene seconded the motion. The motion carried with no objections or abstentions.

Event Committee Event Forms

Mackenzie will create and propose an initial event form and final event report, including the following (reason for the event, purpose, budget, committee members, event details, etc.)

Business of The Week

- Marlene proposed the idea of the Chamber selecting a business member each month at Business After Hours to feature during the week of the upcoming month. The featured member would receive the following for the week:
 - Reader Board announcement.
 - Discount that week for the business or drawing done at the Chamber.
 - Marketing on our website, social media and Chamber email signature.
- While the board believes this is a good idea, the issue is will there be enough human capital to maintain this effort. Dave proposed that this be a future function of the marketing committee.

Lease Agreement

- Dave began with the mandated rent increase (\$1100 to \$1300 a month) that will begin effective February 2020. We will need to move forward with a term lease.
- Paula asked if this is consistent with improvements, etc.
- George confirmed that the improvements were part of the purchase agreement.

- Karla confirmed that the square footage allotted to the Chamber within the space is not enough to justify the increase. Karla also confirmed that the landlords are looking to make an investment in the community. She feels that many miscommunications and misunderstandings have taken place between Chamber representatives and the landlords. The landlords feel they are not being well received by the Chamber. Karla has extended an invitation for them to attend a board meeting, but they have not yet taken her up on it. The landlord is frustrated by the Chamber's lack of value.
- The board agrees the landlords should come to a meeting. We as a Chamber agree we would like to better the relationship with the landlord. Communication will be key.
- George confirmed that if a relationship cannot be reached, City Hall has confirmed a space available, but the space will require renovations.
- Karla commented that the purpose of the landlords buying the property was to help the Chamber.
- Christy has also established a list of empty storefronts that might be feasible in the event we will have to relocate. Karla will discuss the spaces with her to see if they are in fact a real possibility.
- Dave would like to extend an invite to dinner with the Executive Team to the landlords.
- Paula agrees that sending an email would be a great start. We may want to make them aware of our current board duties that are helping us to move forward (Example two meetings a month, creating policies, board size and willingness to offer gratefulness for landlord assistance.)
- George will draft an email for the Board's approval before sending it to the landlords.

Adjournment

George adjourned the meeting at 7:00 pm

Respectfully submitted,
Mark Opperman
Board Secretary

Mackenzie Thomas
Recorder