

**Sweet Home Chamber of Commerce
Board Meeting Minutes
March 5, 2020
5.30pm-7:00pm**

Attendees:

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

Call to Order

George called the meeting to order at 5:34 pm

Review of Previous Minutes

VOTE: Christy made a motion to accept the minutes as presented with changes requested. Marlene seconded the motion. The motion carried with no objections or abstentions.

Financial Report

DECISION: Monthly reports will be done once a month due to availability of financial reports.

- Mark updated the board regarding perceived discrepancies in Quickbooks, reporting that this was most likely caused by changing information after the month had closed.

DECISION: We will no longer make changes in months that have already been closed. We will instead make them in the current month and make detailed notes.

- Mark also reported that Koopman Consulting has agreed not to charge us a bill for 2019 as an effort of good faith in assisting us in getting back on our feet. Koopman will however resume billing for 2020. Mark recommends that we stay with Koopman for 2020. Marlene has not yet received quotes from alternate accountants.

ACTION- Mark will request a breakdown for quarterly billing.

- Mark has mailed in our 2019 1120 and is still working with the IRS regarding mail received indicating both money due and refunds.

ACTION- Mark is requesting a more recent copy of the SHCOC Articles of Incorporation. The copy on file at the chamber currently was created in the 60's.

VOTE: Paula made a motion to continue using Koopman Consulting. Marlene seconded the motion. The motion carried with no objections or abstentions.

Banquet Update

- 26 table sponsors
- The food has been ordered
- Gregory Home Sales and Krake Home Sales are scheduled to decorate Friday, March 13th at 10am.
- Sound is scheduled
- Awards have been ordered, previous recipients invited as well as current recipients.
- So far it is moving forward without a hitch.

Action: Mackenzie will create chamber membership packets to be available at the banquet for those interested in joining the chamber. The chamber mission and benefits will be listed/ mentioned as well. Mackenzie will seek the cost of a stand up banner with the chamber mission statement to be present at Business After Hours and Coffee with Colleagues. Perhaps the Oregon Jamboree could sponsor it.

Office Manager Replacement

- So far we have received 7 applications.
- The Executive Team will review all applications and select who will be interviewed.
- All board members are invited to participate in the interview process if available.

ACTION: Based on previous board decision. Potential new board members have been invited to attend the next board meeting March 19th. Those scheduled to attend are:

- **Cassie Ritchie**
- **Michelle Knight**
- **Tisha Van Eck**
- **Shelly Larsen-Tack**

Budget Review

- Karla would like to see the estimated income coming from the event lowered from \$50,000 to \$45,000 and the income currently assessed from membership increased.
- We will also need to increase the amount assessed for professional fees (\$750) once we receive the breakdown of costs from Koopmans.
- We may consider changing the Donations/ Ad. Income option to Miscellaneous Sponsorships.
- In addition to the events completed in 2019 we may want to also consider adding the following (Boots & Scarves, BBQ Competition, Leadership Class)

Vote: Paula made a motion to postpone the approval of the budget. Mark seconded the motion. The motion carried with no objections or abstentions

Other Business

Diane asked if the board would be interested in having a member of Youth Advisory Council (YAC) on the chamber board in the near future? Paula asked if we could wait until we were further along with the budget discussion. All directors agree.

Adjournment

George adjourned the meeting at 7:00 pm

Respectfully submitted,
Mark Opperman
Board Secretary

Mackenzie Thomas
Recorder