

**Sweet Home Chamber of Commerce
Board Meeting Minutes
November 18, 2021
5:30 - 7:00 pm**

Attendees:

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

Call to Order

George Medellin appointed Christy Duncan to lead the meeting, and Christy called the meeting to order at 5:35 pm.

Review of Previous Minutes

VOTE: Motion to approve the October minutes as presented was made by Paula Newman. Karla Hogan seconded the motion. The motion was carried without objections or abstentions.

Review of Revised Policies and Procedures

The Board reviewed changes made to the Funds Distribution and Receipts Policy and the Office Procedures. Some minor changes were suggested. The Board will vote on these policies with suggested changes at the December Board meeting. The updated bylaws will also be presented and voted on in December.

Financial Report

The Umpqua account balances were not read. The Board reviewed the financial statements from accountant Tina Koopman.

Christy reported that the Keybank account holds \$9,320.95. \$681.41 is flagged as unrestricted funds for the Princess Court expenses. \$8,712.54 is flagged for scholarships only. It was also noted that \$10,000 is due in scholarships, however three scholarships for a total of \$3,000 from 2019 have expired. For 2020, \$3,750 in scholarships need to be claimed by September 2022. For 2021 scholarships, \$3,250 need to be claimed by September 2023. Christy said she would check with Kristin Adams, Sweet Home High School scholarship counselor to see if we have fulfilled the timeframe commitment for the pending 2019 scholarships for \$3,000.

Non-profit Status Report

Melody shared an official letter from the IRS stating that the 501(c)(6) status is reinstated. The Board discussed options to share the news with the community.

Executive Director Update

Melody reported on the following:

- Confirming banquet dates with Albany Chamber to ensure the Sweet Home banquet date doesn't conflict. Melody announced that if any Board members are interested in being on the Banquet Committee to please let her know as soon as possible.
- Melody created a volunteer schedule and task lists for volunteer shifts, and is still seeking volunteers for the Visitors Center.
- Melody asked if the Board wanted to be involved in the curation of the 2022 strategic plan, or if she should bring a draft for the Board to approve. After some discussion, the Board agreed that Melody will bring a review of the 2021 strategic plan and a draft of the 2022 strategic plan to the Board to approve at the December meeting.
- Holiday greeting cards for members are to be mailed out in the next two weeks.

Nomination Committee Report

The committee includes Christy, Karla Hogan, and Shelly Larson. Christy shared that George has decided to step down as Board President at the end of the year. Christy is willing to step up as the President in January. Shelly Larson is interested in being the Vice President, and Mark has agreed to continue as the Treasurer/Secretary in 2022. The Nomination Committee will bring an official slate to the December Board meeting for a vote.

Budget Committee Report

The Board reviewed the second draft of the proposed 2022 budget. Christy noted that the Board will vote on the budget at the December Board meeting, and that if any directors have suggestions or questions to contact Melody.

Events Committee Report

Karla reported that event operations are in full swing for the Parade of Lights and Lights Contest.

Melody reported that Christmas Gala marketing is in effect, and ticket sales are going well.

Other Business

Christy opened the discussion about possible changes to the Chamber's office location in order to cut costs. The Board is in agreement that they don't want to see the Chamber move to virtual operations. More discussion will be held at the December meeting.

Christy adjourned the meeting at 6:30pm.

Respectfully submitted,

Melody Reese
Recorder