

**Sweet Home Chamber of Commerce**  
**Board Meeting Minutes**  
**October 15, 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  
Christina Poteet – absent  
Cassie Richey – absent  
Melody Reese – Office Manager

**Call to Order**

George called the meeting to order at 5:31 pm

**Review of Previous Minutes**

**VOTE:** Motion to approve the August 21, 2020 minutes as presented was made by Christy. Paula seconded the motion. The motion carried without objections or abstentions.

**Financial Report**

The Board reviewed the financials as of September 30, 2020 from Koopman Accounting. A projection was noted that there are enough funds to get through about 3 months. Use of funds from the EIDL loan would carry through another 3 months. It was also noted that two payments from the City Agreement will be received in December and April.

Mark updated the Board on account balances from Umpqua Bank:

Checking \$3,620.61

Savings \$23,805.55 including \$17,300 EIDL funds

**Nonprofit Update**

Mark shared he is continuing to work on the non-profit paperwork. He and Marlene will work together to have it completed by the next board meeting.

**2021 Budget Review**

Marlene shared that the budget is 52% from events. It was noted that the biggest expense beyond rent is payroll. George proposed offering a leadership retreat as a way to support our mission and generate income. Everyone in attendance was in agreement with the proposal. Melody, Christy, and Marlene shared updates on the annual Visitors Map and discussed a strategy for generating revenue from the maps.

In addition, George shared an opportunity to participate in a strategic planning program to help the Chamber move forward. The proposed program is \$1,000 and will be sponsored by the Larson Family Foundation.

**VOTE:** Shelly made a motion to move forward with the training. Marlene seconded the motion. The motion carried without objections or abstentions.

### **Policy/Procedure Review**

Christy shared the proposed Office Procedures, Budgeting Policy, and Fund Distribution and Receipts Policy.

**VOTE:** Paula made a motion to approve the proposed policies and procedures as presented. Mark seconded the motion. The motion carried without objections or abstentions.

### **Select Nominating Committee**

Christy shared the need to select a nominating committee. Christy volunteered to chair the nominating committee with Paula.

### **City of Sweet Home Contract Update**

George shared that the City of Sweet Home contract was renewed. Melody and Diane plan to meet to discuss the most recent submitted report.

### **Chamber/Realty Signage**

Karla shared that the sign process is delayed due to the fires.

### **Events/Education Webinars Update**

Melody shared about the new business development webinars. The first webinar was on Monday, October 12 with a small attendance. Upcoming webinars are scheduled through January 2021 with guest speakers. Each of the upcoming webinars have registered attendees.

Karla gave an update on Christmas events. It was noted that surrounding areas are cancelling their regular holiday events, and that the City of Sweet Home is on board with a parade in Sweet Home the second weekend in December. Different holiday event ideas were discussed, including a house decorating contest. Melody, Karla, and Cassie are working on a fundraiser to support both the Chamber and the restoration of the American Legion building.

It was noted that there is no formal event taking place for Halloween.

### **Other Business**

Karla shared concerns about the current Sportsman's Holiday Princess Court Committee behavior. It was suggested someone write some guidelines, procedures, job descriptions, and to require background checks for those interested in serving on the Princess Court Committee. Karla and Shelly volunteered to help put these policies and procedures in place for the Princess Court Committee. Christy summarized the Princess Court Committee accounting meeting regarding restricted and non-restricted funds, and

Mark shared that he worked with the Committee to create a budget earlier in the year. Karla and Shelly will report their progress at the next board meeting.

**Adjournment**

George thanked the Board for their time and adjourned the meeting at 7:05 pm

Respectfully Submitted,

Mark Opperman  
Treasurer/Secretary

Melody Reese  
Recorder