

**Sweet Home Chamber of Commerce
Board Meeting Notes (No quorum)
September 17, 2020
5:30 - 7:00 pm**

Attendance:

George Medellin – President
Christy Duncan – Vice President
Treasurer – Mark Opperman
Diane Gerson
Karla Hogan – absent
Shelly Larson
Paula Newman – absent
Marlene Peterson - absent
Christina Poteet – absent
Cassie Richie – excused absence
Melody Jordan Reese – Office Manager

Call to Order

George called the meeting to order at 5:34 pm. With only four directors in attendance and without a quorum, Melody took notes of the meeting. George welcomed Melody to the meeting as the new Office Manager.

Review of Previous Minutes

Without a quorum, the vote on the August 21, 2020 minutes was postponed until the October board meeting.

Financial Report

Diane asked if the Cut the Gut funds had been divided with the High School Senior Alcohol Free Event committee yet. It was determined that Karla will need to confirm whether all the expenses have been submitted and then the funds will be divided.

Marlene and Mark are working on a draft budget for 2021 and are hoping to present it to the Board next month with plans to have it approved by the Board in December.

Mark updated the Board on account balances from Umpqua Bank:

Checking \$6,118.49
Savings \$23,805.82 (\$17,300 is loan)

Non-profit Status Update

Mark said he is still working on the forms and making sure they are done correctly. He will have the Executives check the forms before submitting them to the IRS. He believes we are in a good place to reclaim the Chamber's non-profit status.

City of Sweet Home Contract Update

George spoke with Ray Towry, Sweet Home City Manager, about renewing the City of Sweet Home and Chamber contract to receive the \$15k/year via three payments. Diane said the City Council will be discussing it at the next council meeting. George said we should have more clarity on when reports will be due and payments received after the council meeting.

Event and Education Update

Melody shared about her vision for business development options for members/partners. She would like to start with one to two webinars per month to teach members/partners relevant skills. The webinars will begin Monday, October 12. The first two webinars are Live Video 101 & Live Video 201 which will teach business owners how to go live, and why live video is so important for staying “top-of-mind” with customers during the pandemic. With more people home, more people are on social media. Melody is working on lining up guest speakers for future webinars. Webinars will be free for members and \$20 for non-members.

Melody reports there is not an update on a Haunted House event. Melody said she connected Shirley Austin, a member of the Haunted House Committee, with Karla. Melody also spoke with Karla about a post-summer lake clean up community event. Due to fires, Melody is not sure if these events are now possible. The city sent an email seeking volunteers for fire clean up and suggested that perhaps the Chamber be involved in that project.

Shelly asked about the October 3 City Harvest Festival. Christy said she believed Cassie and Karla are working on the Harvest Fest and Christmas events.

As for the upcoming rock-painting event, Melody said Robin (last name?) decided not to do the virtual painting class on Sept. 29 after the class had been announced. Kits are available for pick-up at the Chamber. Shelly said she knows a possible instructor to take Robin’s place and would let Melody know if she would be interested in stepping in and leading the event.

Other Business

George shared about the Oregon State Chamber of Commerce Virtual Conference, which is seven weeks with two days per week. He said there are different sessions covering different topics relating to Chambers. The cost for three people to attend is \$289. Melody and George will attend the sessions and there is room for one other person to attend. George asked the board members to look over the dates and classes and let them know if they would like to attend any of the classes. George said he would verify that it is okay to change up the attendees as long as only three people attended per class. It was noted the cost is within guidelines approved by the Board for the Executive Team to approve spending if there is enough interest after tonight’s meeting. The website for the conference is: www.oregonchamber.org/series-highlights

Adjournment

George adjourned the meeting at 6:15 pm

Respectfully Submitted,
Melody Jordan Reese
Recorder