



**Reidsville Chamber of Commerce
Board of Directors Meeting
January 26, 2022
12pm, via Zoom**

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|------------------------------------|--|
| 1. Call to Order | Jessie Meador Chairwoman |
| 2. Invocation | |
| 3. Introductions | Diane Sawyer President & CEO |
| a. Introduction of Staff | |
| b. Introduction of Board members | |
| 4. Strategic Partner Conversations | Jennifer Lester Business & Industry Liaison &
Apprenticeship Coordinator
Rockingham Community College |

CONSENT AGENDA

The Reidsville Chamber of Commerce uses a Consent Agenda to consider items that are non-controversial and routine. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Member. The Consent Agenda contains the following items:

1. Approval of Financial Reports End of Year (December 2021) (Pgs. 1-4)
2. Approval of New Members and Dropped Members (Membership Reports) (Pg. 5)

REGULAR AGENDA

- | | |
|--------------------------------|---|
| 1. City of Reidsville Report | Jeff Garstka Economic Development Director,
City of Reidsville |
| 2. Executive Board Updates | |
| a. Chairwoman's Comments | Jessie Meador Chairwoman |
| b. Capital Improvement Updates | Robbie City Past Chairmen |
| 3. President's Report (Pg 6) | Diane Sawyer President & CEO |
| a. Upcoming Events | |
| b. Business Directory | |
| 4. Announcements & Adjourn | |

**Reidsville Chamber of Commerce
Profit & Loss Budget vs. Actual
January through December 2021**

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
7101 · PPP forgiven loans - Tax free	46,825.99		
Income			
RDC Grant	2,500.00		
Total Income	2,500.00		
Revenues			
4030 · Rental Income	22,551.57	19,800.00	2,751.57
4010 · Membership Investments	68,837.08	68,000.00	837.08
4020 · New Member Investment	9,534.37	8,000.00	1,534.37
Total Revenues	100,923.02	95,800.00	5,123.02
4150 · Miscellaneous Income	88.85		
4160 · Web Site Sponsorship	5.01		
4180 · Visitor Center			
Facade Grant	15,000.00		
4181 · Visitor Center Expenses	-12,220.45		
4180 · Visitor Center - Other	22,540.04	44,000.00	-21,459.96
Total 4180 · Visitor Center	25,319.59	44,000.00	-18,680.41
7051 · Grasshoppers Night Income	100.00		
7052 · Greensboro Swarm Income	100.00		
7000 · Division Income			
7100 · Affinity Program Income	3,340.27		
7049 · Beer Garden/WineTasting Income			
7049849 · BeerGarden/WineTasting Expenses	-8,570.17		
7049 · Beer Garden/WineTasting Income - O...	13,439.00		
Total 7049 · Beer Garden/WineTasting Income	4,868.83		
4170 · Chamber Champion	45,129.05	56,000.00	-10,870.95
4500 · Community Support	10,000.00	10,000.00	0.00
7010 · Promotional Adv. Sponsorships			
7013 · Website Enhanced Listing	49.06		
7010 · Promotional Adv. Sponsorships - Oth...	150.00		
Total 7010 · Promotional Adv. Sponsorships	199.06		
7020 · Staff Appreciation Luncheon			
7020820 · Staff Appreciation Expenses	-2,090.66	-3,000.00	909.34
7020 · Staff Appreciation Luncheon - Other	817.70	3,000.00	-2,182.30
Total 7020 · Staff Appreciation Luncheon	-1,272.96	0.00	-1,272.96

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Cash Basis

Reidsville Chamber of Commerce
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
7040 · 7040-Ice cream Social			
7040840 · 7040840-Ice Cream Social expens	-293.30	-225.00	-68.30
7040 · 7040-Ice cream Social - Other	350.00		
Total 7040 · 7040-Ice cream Social	56.70	-225.00	281.70
7043 · Golf Tournament			
7043843 · Golf Tournament Expenses	-7,488.56	-6,000.00	-1,488.56
7043 · Golf Tournament - Other	13,028.51	15,000.00	-1,971.49
Total 7043 · Golf Tournament	5,539.95	9,000.00	-3,460.05
7045 · Seminar			
7045845 · Seminar Expenses	-2,411.25	-500.00	-1,911.25
7045 · Seminar - Other	1,439.61		
Total 7045 · Seminar	-971.64	-500.00	-471.64
7046 · Business Showcase			
7046846 · Business Showcase expenses	0.00	-8,500.00	8,500.00
7046 · Business Showcase - Other	2,000.00	12,000.00	-10,000.00
Total 7046 · Business Showcase	2,000.00	3,500.00	-1,500.00
7094 · Annual Meeting			
7094894 · Annual Meeting Expenses	-292.11		
7094 · Annual Meeting - Other	0.00	500.00	-500.00
Total 7094 · Annual Meeting	-292.11	500.00	-792.11
7095 · Copier & Printing services	113.50		
7000 · Division Income - Other	4,037.50		
Total 7000 · Division Income	72,748.15	78,275.00	-5,526.85
Total Income	248,610.61	218,075.00	30,535.61
Gross Profit	248,610.61	218,075.00	30,535.61
Expense			
Bad Debt	201.17		
Insurance Expense (D&O)	864.00	900.00	-36.00
P.O Box Fee	0.00	194.00	-194.00
5000 · Salaries and Benefits			
5110 · Salaries			
5115 · Temporary/Part-time	6,737.50		
5110 · Salaries - Other	113,926.51	120,286.00	-6,359.49
Total 5110 · Salaries	120,664.01	120,286.00	378.01

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	Jan - Dec 21	Budget	\$ Over Budget
5111 · Bonus/Incentive	12,500.00		
5117 · Reimbursed Expenses	6,500.00	6,600.00	-100.00
5120 · Payroll Tax Expense	11,887.53	11,000.00	887.53
5139 · Staff development & Training	77.01		
5140 · Retirement Plan	3,000.00	3,000.00	0.00
5160 · Staff Expenses	84.64		
5170 · Travel	154.32	500.00	-345.68
5171 · Meals	279.21	500.00	-220.79
5175 · Sales Commission	18,229.20	16,000.00	2,229.20
5180 · Worker's Compensation Insurance	720.00	527.00	193.00
5190 · Payroll Expenses	973.00	1,200.00	-227.00
Total 5000 · Salaries and Benefits	175,068.92	159,613.00	15,455.92
5200 · Occupancy Expenses			
5230 · EIDL Loan	0.00	3,024.00	-3,024.00
5245 · Utilities	8,269.43	9,000.00	-730.57
5210 · Rent	0.00	6,264.00	-6,264.00
5240 · Telephone	3,790.23	3,800.00	-9.77
5250 · Liability Insurance	2,314.00	2,000.00	314.00
5270 · Property Taxes	4,018.10	4,000.00	18.10
Total 5200 · Occupancy Expenses	18,391.76	28,088.00	-9,696.24
5300 · Office Operations			
5310 · Office Supplies	439.33	1,000.00	-560.67
5315 · Supplies-other	673.00	1,000.00	-327.00
5320 · Postage	675.29	900.00	-224.71
5325 · Office support services	5,475.05	2,500.00	2,975.05
5330 · Professional Services	522.65		
5335 · Computer Expense	1,085.61	750.00	335.61
5370 · Lease and Service Contracts	4,000.47	2,950.00	1,050.47
5220 · Maintenance agreements	143.49	1,750.00	-1,606.51
5340 · Dues and Subscriptions	1,876.01	1,750.00	126.01
5380 · Bank Service Charges	164.12	750.00	-585.88
5390 · Interest	2,820.78		
5800 · Contingencies	327.25	2,478.00	-2,150.75
Total 5300 · Office Operations	18,203.05	15,828.00	2,375.05

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Cash Basis

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	Jan - Dec 21	Budget	\$ Over Budget
5400 · Membership Development			
5410 · Ambassadors	0.00	500.00	-500.00
5440 · Advertising	3,597.50	3,000.00	597.50
5450 · Luncheons & Meetings	425.38	1,000.00	-574.62
5490 · Website Expense	7,530.44	4,452.00	3,078.44
5400 · Membership Development - Other	4,464.10	4,500.00	-35.90
Total 5400 · Membership Development	16,017.42	13,452.00	2,565.42
Total Expense	228,746.32	218,075.00	10,671.32
Net Ordinary Income	19,864.29	0.00	19,864.29
Net Income	19,864.29	0.00	19,864.29

Total		\$525.00		
YTD Total		\$525.00		

President's Report January 2022

Business Coalition Meeting: No New Business. (Quarterly meetings. Last updated Dec 2021)

MLK Unity Fund: Amazing Event!! Record breaking sponsorship numbers again this year. This will provide for amazing scholarships for Reidsville High students to go to Rockingham Community College. This year was hosted by the NAACP. The Chamber is up next for choosing the speaker and being in charge of the program. It will be our 25th year! Excited for this!

Broadband Project/Digital Inclusion Project (Specific to Reidsville):

No New Business. Last updated in December. Plan is complete. More information to follow.

NC Family Forward Project

This roundtable with the City of Reidsville will be held in February with the City Manager, Economic Development, HR and City Council. More information to come.

Building Upgrades:

Project is FINALLY complete! We are so pleased. Please come by and check it out if you have not been able to.

Decorating Contest/Hometown Christmas/Letters to Santa: We won 2nd place for our Christmas Decorations this year. We are so thankful to our members who helped us with our setup! Mish Mosh, Bob Adams, Saunders Ace Hardware, and the City of Reidsville. We mailed almost 200 letters from Santa!

City/Duke Energy Grant: Updated: Please check out the Community Calendar on our website that we have been able to purchase due to this grant. The City of Reidsville was awarded \$25,000 in grant money that they applied for related to COVID-19. We received a grant for upgrading our package in ChamberMaster to offer the gift certificates last year and to buy a community calendar plug-in for the website so that we can participate in a larger reach and less duplication of effort for events in the community. This will be more geared as a Visitor Center function.

Upcoming Events:

February 4th at 7pm Reidsville Night at the Swarm

February 8th at 6pm Reidsville City Council Meeting

February 23rd at 9am Warrior Nutrition

Next Board Meeting; February 23rd at 12pm