

Sweet Home Chamber of Commerce
Board Meeting Minutes
July 21, 2022
5:30 - 7:00 pm

Attendees:

Christy Duncan – President
Shelly Larson – Vice President – via zoom
Mark Opperman – Treasurer
Melody Reese – Executive Director
Karla Hogan – – via zoom
Cassie Richey – excused absence
Cooper Whitman
Blake Manley
Diane Gerson

Call to Order

Christy called the meeting to order at 5:30pm.

Review of Previous Minutes

The Board skipped the June Board Meeting, so the May 12, 2022 board meeting minutes and June email minutes need to be voted to accept.

VOTE: Mark moved to accept the May 12, 2022 minutes as presented. Blake seconded the motion. All present were in favor and the motion passed without objections or abstentions.

VOTE: Blake moved to accept the June minutes as presented. Mark seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Financial Report

Mark reported that interest on the EIDL funds began accruing upon receipt, and the amount accrued is roughly \$1300. His recommendation is to get on a repayment track with a payment of \$5,000 from EIDL savings funds in July, followed by \$100 monthly payments beginning in August.

VOTE: Shelly moved to make a \$5,000 payment towards the EIDL in July followed by \$100 per month beginning in August. Blake seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Mark clarified that the tax form filed in 2022 was a 990 form.

The Board reviewed the financial statements for June 2022 provided by Koopman Consulting. Mark reported that the Chamber is doing decently financially. Blake asked for clarification about projected income for Sportsman's Holiday, and Melody clarified

that the projection includes parade entry fees. There was some discussion about the amount allocated to payroll, and whether that would be the same range offered for filling the Executive Director position. The Board agreed to consider and reconvene at a later time.

Executive Director Update

Melody reported three outstanding invoices from 2020 and 2021 to be written off in 2022. The total amount of write-offs is \$625.

VOTE: Cooper moved to write off the \$625 of unpaid outstanding invoices. Mark seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Melody also reported the following:

- ChamberMaster is up and running. The new website launches next Wednesday, July 27.
- Exec Team & Jen, the Chamber's Office Assistant, to receive hands-on Chamber Master training next week
- Google drive is organized and shared with Exec Team
- 93 Members paid and active in Chamber Master, plus 5 pending members.

Cut the Gut Numbers

- Income 14,900
- Expense 5611.40
- 9288.60 profit.
- 1894.30 to donate to the metal fabrication program at Sweet Home High School.

Melody also shared that she and Blair Larsen, the City of Sweet Home's Community and Economic Development Director, have been discussing the implementation of a Tourism Grant Program agreement between the Chamber and the City, similar to an agreement between the Lebanon Chamber and City of Lebanon. Blair has submitted a draft agreement for the board to review. Christy noted that with the current transition between Executive Directors, the Board will revisit the idea at a later date.

New Director Application for Wendi Melcher

VOTE: Shelly moved to approve Wendi Melcher's application to the Board of Directors for a three year term. Blake seconded the motion. All present were in favor and the motion passed without objections or abstentions.

Ambassadors Committee Report

Karla reported that there is a ribbon cutting for the grand re-opening of OK Country Feed on Friday, July 22 at 1:30pm. The groundbreaking ceremony for Mosaic's Memory Care Facility is Wednesday, July 27 at 10am.

Banquet Committee Report

No updates at this time.

Budget Committee

No updates from the Budget Committee this month.

Princess Committee Report

Shelly reported that Coronation went really well, and was a very nice ceremony. The 2022 Sportsman's Holiday Queen is BrookeLynn Burke and Kelsea Rush (spelling?) is Miss Congeniality. Shelly noted that all of the princesses did very well with their speeches. The committee has met for a review meeting to discuss what went well, and what they'd like to see improved for next year.

Christy shared that she was on the panel of judges to choose the Queen and Miss Congeniality, and that it was very tough to choose as they were all very impressive.

Sportsman's Holiday Report

Karla reported that the parade was successful and everything went great.

Blake reported that the Logger Olympics went well, and shared some of the plans the committee has to expand the activities and audience in future years.

Cut the Gut Committee

Karla shared that Cut the Gut was successful again, however due to late arrival of merchandise, sales were not what they could have been, but overall was very close to last year's numbers.

Christmas Committee Report

No updates at this time.

Other Business

Melody tendered her resignation on June 29, and her last day as Executive Director will be July 29.

Christy opened discussion about the Executive Director salary range, job description, and avenues of promoting the open position. There was much discussion about on which platforms to list the position, and it was noted that there are several potential candidates from word of mouth.

Christy reported that Jen and Melody have been working on a volunteer program that includes incentives in order to attract new volunteers to assist in the Visitors Center. While searching for new volunteers and a new Executive Director, the Board agreed to offer Jen additional office hours.

There was discussion about Chamber operations, and Melody noted that for long-term success, the Executive Director role really needs additional staff for support, as trying to operate with one staff member is difficult to sustain long-term.

Blake asked what the busiest time in the Visitors Center is during the school year, as he is interested in helping to enroll high school students in a potential work-study or volunteer program.

Christy asked if any Board Directors would be interested in collecting bottles and dropping them off for additional funds. There was no interest at this time, as bottles are collected for other various programs in the community.

Diane shared the opportunity for organizations in Sweet Home to have a Youth Advisory Council member participate in Board meetings, and how it's been a wonderful opportunity to get Sweet Home's youth involved in local causes and decisions.

Christy proposed the Chamber hosting a booth at the upcoming Harvest Festival to sell Cut the Gut merchandise.

Christy also noted that she is planning to organize the Chamber's storage on Friday, July 29 from 10am-4pm.

No further business was brought forward, and Christy adjourned the meeting at 6:37pm.

Respectfully submitted,

Melody Reese
Recorder