

**Sweet Home Chamber of Commerce**  
**Board Meeting Minutes**  
**May 12, 2022**  
**5:30 - 7:00 pm**

**Attendees:**

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

**Call to Order**

Christy called the meeting to order at 5:30pm and welcomed Blake as the new Board Director. Paula Newman resigned from the Board after our last meeting. The new Sweet Home Visitors Guide is out with our full-page ad and all the Chamber Members listed. Thank you to the New Era. Karla's granddaughter was born, and she sent a text announcing it while we were starting our meeting! Congratulations Karla and family!

**Review of Previous Minutes**

Christy noted just a couple changes on spacing and highlighting as well as one typo and asked that any votes that occur be more prominent in the minutes so they can be found faster when reviewing past documents.

**VOTE:** Marlene moved to accept the minutes as corrected. Shelly seconded the motion. All present were in favor and the motion passed without objections or abstentions.

**Financial Report**

We decided to skip going over the financial bank statements until our next meeting where hopefully Mark can be present. The financial reports from Koopman were not ready, since the Board was meeting a week early, but would be emailed to the Board when they are ready.

**Executive Director Update**

Melody reported the following:

- The Sweet Home Community Foundation approved our grant application to purchase ChamberMaster.
- Blair Larsen (City Economic Development) has inquired if the Chamber could create a committee to decide who should be awarded a set amount of Economic

Development funds each year. A possible contract will be put together. This will be discussed more at a future meeting.

- Three new members have joined the Chamber: Mid Valley STEM CTE Hub, Tacos Locos, & Sweet Hawaiian.
- Last week Melody graduated from the Cascade Gateway Leadership Program. It was a great experience. Her tuition was a gift of the Lebanon Chamber. Now she gets to help plan next year's program and she is in charge of three different days:
  - 10/6 Natural Resources Day
  - 12/1 Education Day
  - 9/1 Community History
- Photos of Cooper and Blake are needed to put on the website.
- The new summer job posting needs to be put on Facebook and the website.
- We are going to start doing 50/50 raffles at Business After Hours. The Ambassadors will sell the tickets.
- Our tri-annual report went to the City of Sweet Home, and we have not heard anything about any questions they have about the report, so hopefully our \$5,000 installment payment will be forthcoming.
- Melody has a couple openings for Coffee with Colleagues and Business After Hours available for the rest of the year. The Chamber will skip Business After Hours in July because our usual 4<sup>th</sup> Thursday of the month will conflict with the Oregon Jamboree and we want to encourage everyone to go to the Jamboree instead.

### **Ambassadors Committee Report**

No Ambassadors Committee Report this month since Karla is absent.

### **Banquet Committee Report**

The Banquet Debriefing notes are not ready yet from Katrina Larsen. Fiscal reports are also not ready yet since we had our meeting a week early this month.

### **Budget Committee**

No updates from the Budget Committee this month.

### **Princess Committee Report**

Princesses have been chosen and went to Coffee with Colleagues this week. They are making plans to go to read books to kids at the elementary schools and their first parade this year will be the Strawberry Festival due to the late start of the Court this year.

Last month we discussed which events were going to be "Chamber" events and which events were just going to be promoted by the Chamber. The discussion in this regard involving the Princess Committee was long and it was decided we would discuss it later. Since last month's meeting more research into actual costs has occurred and the Executive Board is now recommending that we actually don't make changes about the

relationship between the Chamber and the Princess Committee at this time. The costs incurred by the Committee for the Chamber are minimal and can be reimbursed by the Committee if the Chamber feels necessary and can come up with a hard number for reimbursement.

### **Sportsman's Holiday Parade Report**

The City of Sweet Home and ODOT have approved the parade application so the parade will take the usual course down Long Street and Main Street. The theme this year is "Enchanted Forest" and the Princesses are working on a video to announce the theme.

### **Cut the Gut Committee**

Planning is coming along. The number and dollar amount for sponsorships were increased this year, so income from this event should increase as well. The title sponsor chooses the beneficiary of the event and Radiator Supply House has chosen the metal fabrication program at the high school.

### **Christmas Committee Report**

Melody is coordinating with the National Guard to go to Lowe's and pick up the rest of the Christmas lights that Lowe's donated. The unofficial committee will meet next on May 26<sup>th</sup> at Noon at City Hall.

### **Other Business**

Koopman Bookkeeping thinks that we will be about the cost to them if we have them do all our entries into QuickBooks rather than us doing it ourselves and they spend time deciphering if we did them right and fixing them as necessary. We will still need to get all the information, receipts, bank statements, etc. together and get it to them a few times a month.

Shelly reported Mark was able to get our 509 EZ tax form filed online, so that is done and we did not need to file an extension.

When U.S. Small Business Administration offered us an extension on our EIDL loan money Mark figured out that the Chamber has been accruing interest on the loan money this entire time. Had the Chamber known before, the bookkeeper should have been entering the interest into our QuickBooks entries, so she will need a current statement so she can get caught up on all that. Also, the Board will wait to discuss and vote on this once Mark is present. The Directors would like to discuss and vote on the possibility of paying the interest or some lump sum portion of this loan back to get the Chamber caught up and minimize our outstanding liability since we are not currently using the money.

We are still working on getting some more board members. Will Garrett is still on the fence and would like to attend a board meeting before deciding to put in a board member application. He was unable to attend this meeting, but maybe next month. Sara Windom said she is interested and will fill out an application, but she has some personal stuff going on right now that may delay that application coming in. Wendi Melcher said she would join the board and her application should be forthcoming.

We need to schedule another work party to clean out the office and vault but we want to wait until we can schedule it with Melody and Karla too. Christy and Shelly had fun last week purging a bunch of old documents that were then taken to Samaritan and confidentially shredded.

The Board wants to try and find something to try and move forward our goals of promoting the local work opportunities and preparation of the local potential workforce. This is a focus for Blake, and he would like to find a way we can work together to further this goal. This was a lengthy discussion and needs to be revisited soon.

No further business was brought forward, and Christy adjourned the meeting at 6:46pm.

Respectfully submitted,

Shelly Larson  
Recorder