

**Sweet Home Chamber of Commerce  
Board Meeting Minutes  
September 21, 2023, 5:30 - 7:00 pm**

**Attendees:**

Christy Duncan – President  
Shelly Larson – Vice President  
Kevin Van Cleave – Treasurer/Secretary  
Lagea Mull – Executive Director  
Karla Hogan  
Travis Luttmmer  
Wendi Melcher - *absent*  
Vance Monroe  
Josh Thorstad (City Council Liaison)

**Call to Order**

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

**Minutes**

Due to not having a quorum, the August board meeting was cancelled. There were no changes recommended for the July 20, 2023 minutes.

**VOTE:** Vance moved to approve the July 20, 2023 minutes as presented. Karla seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

**Financial Report**

Kevin presented the Financial Report. The financials from Koopman Consulting were emailed to the Board prior to the meeting. Accountant Heather Search is preparing the Chamber's 990 IRS form. No current balance of the SBA-EIDL Loan due to the lack of portal access. The Board recommended contacting former treasurer Mark Opperman or Marilyn Petersen for assistance. A check will be written to the Sweet Home High School SAFE committee for half of the Cut the Gut registration funds.

**New Directors**

Christy led the discussion about directors' attrition and additions. Michael Hall will be submitting his application by October.

**Executive Director Report**

Lagea provided the following report:

- The total number of memberships is 136, with four new members and dropping two members for lack of payment.
- Community Foundation Grant: She purchased 15 round tables. The 164 chairs purchase is pending, and she will submit the funds request to the foundation.
- Lagea gave an update on the Cut the Gut incident. The insurance company is working with the parties involved.
- Jamboree offered a staff member to work in our office one day a week during the slow months.
- She presented the 2023/2024 Visitors Center contract to the Sweet Home City Council. It was approved, and she issued an invoice for the first payment.

- Lagea will attend the Oregon State Chamber of Commerce Leadership Conference on October 16th-18th.

### **Annual Policy Review**

Christy presented the bylaws and following policies: Budgeting Policy, Facility Use Policy, Fund Distribution and Receipts Policy, Harassment, Discrimination, and Retaliation Preventions Policy, Office Procedures and the Paid Time off Policy with proposed changes to the Fund Distribution and Receipts Policy, Office Procedures and the Bylaws.

**VOTE:** Shelly moved to approve the Fund Distribution and Receipts Policy with the proposed changes. Vance seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

**VOTE:** Shelly moved to have Umpqua Bank issue Executive Director Lagea Mull a debit card for the checking account. Vance seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

**VOTE:** Shelly moved to approve the Office Procedures with the proposed changes. Karla seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

**VOTE:** Shelly moved to approve the Bylaws with the proposed changes, including the addition of the following provision: "Current Directors who are elected to public office must submit their resignation prior to their swearing-in date." Travis seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

The other policies were reviewed without any proposed changes.

### **Ambassadors Committee Report**

Lagea shared the committee is going through changes and accepting applications.

### **Awards Banquet Committee Report**

Lagea said the banquet will once again be held at the Sweet Home Clubhouse of the Boys & Girls Club of the Greater Santiam with a proposed date of March 9<sup>th</sup>, 2024. Since this will be the 80<sup>th</sup> awards banquet a theme like "Thru the Years" was suggested. More details to come.

### **Budget Committee Report**

Christy shared that according to our bylaws, the Budget Committee needs to meet to generate the 2024 budget. The committee will include Kevin, Lagea, Shelly and Travis. The first draft will be presented at the October meeting.

### **Other Business**

Christy shared that Lagea's annual review occurred prior to this meeting. She proposed a 3% cost of living increase to her pay beginning in January 2024.

**VOTE:** Christy moved to approve the pay increase proposal. Shelly seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

**Adjourn**

Christy adjourned the meeting at 6:59 pm.

Respectfully submitted,

Kevin Van Cleave  
Secretary/Treasurer

Lagea Mull  
Recorder