

**Sweet Home Chamber of Commerce
Board Meeting Minutes
October 19, 2023, 5:30 - 7:00 pm**

Attendees:

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

Call to Order

Christy called the meeting to order at 5:24 pm.

Minutes

There were no changes recommended for the September 21, 2023 minutes.

VOTE: Vance moved to approve the September 21, 2023 minutes as presented. Travis 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.

- The completed 990 IRS form was signed by Christy Duncan and our copy picked up from Accountant Heather Search. Heather's office submitted the 990 form to the IRS electronically.
- No current balance of the SBA-EIDL Loan due to the lack of portal access. The SBA-EIDL Loan portal access request letter has been submitted by Kevin Van Cleave, but the request takes 7-10 days to process.
- A check will be written to the Sweet Home High School SAFE committee for half of the Cut the Gut registration funds.
- Travel Reimbursement Form submitted by Lagea for the 2023 Annual Oregon State Chamber of Commerce Leadership Conference.

VOTE: Vance moved to approve the reimbursement payment out of savings if not available elsewhere. Kevin seconded the motion. All present were in favor, and the motion passed with a strong recommendation to Lagea that, going forward, she should make a more diligent effort to stay within the budgeted amount.

New Directors

Christy guided the discussion about directors' attrition and additions. Christy presented Michael Hall and Erika Baham's applications for the Board's review and approval.

VOTE: Vance moved to approve Michael Hall's application to the Board of Directors to fill Tawny Miller's term through 2023. Travis seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

VOTE: Travis moved to approve Erika Baham's application to the Board of Directors to fill Blake Manley's term through 2023. Vance seconded the motion. All present were in favor, and the motion passed without objections or abstentions.

Executive Director Report

In Lagea's absence Christy presented her report:

- The total number of memberships is 142, with seven new members and dropping one member for lack of payment.
- Community Foundation Grant: Lagea submitted the funds request to the foundation.
- Next week an Oregon Jamboree staff member will begin working in the Chamber office one day a week during the Jamboree slow months.
- Christmas Parade December 9, 2023 at 6 pm was approved by the City and ODOT. Registration will launch Friday.
- Lagea presented the 2023/2024 Visitors Center contract to the Sweet Home City Council. It was approved and an invoice was submitted to the City.
- Lagea attended the Oregon State Chamber of Commerce Leadership Conference on October 16th-18th.
- There was no update on the Cut the Gut incident.

Ambassadors Committee Report

No update due to Lagea's absence.

Awards Banquet Committee Report

No update due to Lagea's absence.

Budget Committee Report

Kevin shared that the Budget Committee met and generated the first draft of the 2024 Budget. The committee includes Kevin, Lagea, Shelly and Travis. First draft items discussed:

- A consensus was reached that a \$10 membership rate increase be added to the following levels: Friends of the Chamber, Non-Profit, Entrepreneur, and Business. The partner levels will remain at current levels.
- 50/50 Raffle needs to be increased to prior year's number and the Ambassador's need to be offering the raffle at Coffee with Colleagues and Business After Hours on a regular basis.
- Question - What is the \$235 on "Other" Event Income?
- Question - Why is the EIDL monthly payments not being recorded on the current budget expenses?
- Next budget should reflect current number of members in each level.
- Next draft will include breakdown the projected income of the Annual Banquet.

Nominating Committee Report

Christy shared bylaws require selection of nominating committee this month. The terming directors is brought to the January membership meeting for the final vote. Our terming directors are Shelly, Travis, Michael and Erika.

Christy asked if any of the Directors were interested in being an officer in 2024. Christy, Shelly & Kevin have agreed to serve in their respective officer positions again unless others are interested in the positions. Christy will ask the Directors again at the December meeting and the officer slate will be voted on in December. Christy will chair the nominating committee which will include Vance.

Adjourn

Christy adjourned the meeting at 6:07 pm.

Respectfully submitted,

Kevin Van Cleave
Secretary/Treasurer

Lagea Mull
Recorder