



**October Chamber Board Meeting
October 24, 2018
Chops Restaurant private room**

Attendees: Holly Olsen, Carol Noecker, Kelley Stumph, Kelly Busch, Dennis Brewer, Scott Pearson, Cindy Kimber, Starla Janes and Berry Parks.

The meeting was called to order at 11:50 A.M.

Board Meeting Minutes

Kelley Stumph made a motion to approve the September 2018 board minutes. Holly Olsen seconded the motion. There was no discussion and motion passes by board vote.

Treasurer's Report

Holly Olsen made a motion to approve the Treasurer's report as presented. Dennis Brewer seconded the motion. There was no discussion and the motion passes by board vote.

Executive Director Report: CAROL NOECKER

Carol Noecker reported on the following.

New Members:

Dry Cleaning To You – Will come to your office and pick up and deliver your dry cleaning and Studio Paradiso Salon

Chamber Luncheon Sponsors:

- * November is Security Bank with Veterans tribute
- * December we now need a sponsor.

Chamber Software:

- * All members are now loaded but not yet integrated with the website. Going to keep the website we currently have.
- * Hopefully all events will be loaded by December 1st.

Security breach:

- * Office was left unlocked, when Carol checked on Monday nothing looked out of place, but discovered padlock and camera were missing.
- * Got front door lock changed
- * Called insurance about camera and still falls under deductible. Discussion on whether or not to replace the camera.

A motion was made by Holly Olsen to replace the stolen camera up to a \$250.00 value. Dennis Brewer second the motion. There was no further discussion and the motion passed by board vote.

- * Carol will start locking the board room door to her office as well as front door to her office.

Candyland Christmas:

- * Plans are already being made: Hours will be extended on Saturday December 1st and December 14th. Dec 1st will be 1:00-5:30 with a 30 min break for Santa and 4-7 on the 14th.
- * Mayor Boley asked Carol to contact a decorator to help light up the downtown. She and Carol will work together on decoration ideas.
- * City offered to hang lights on the buildings downtown if businesses provided the lights. No trees included. Carol emailed all businesses to find out who was interested.

Strategic Planning Committee:

Carol wants to be on this committee as the Chamber representative so she will be out of the office 10/29 and 10/30 attending the meetings from 8-4 both days.

State of the Community Event:

- * Todd Schuetz met with Carol about a possible state of the community event on September 12, 2019
- * School would provide the meal, but attendees would pay \$15-\$20 a plate for the dinner
- * Discussion on whether this could possibly be a Chamber lunch event, or take the place of a January meeting instead
- * Todd was looking for a more specific event Carol thought to be held at the school
- * Board feels that it is too similar to the Community Awards banquet.
- * She will tell Todd that the chamber is supportive and will present to the membership.

Building Improvements:

- * Carol mentioned that when the building committee meets they need to consider a new door and new outside light as we are need of both.

Kelley Stumph who is on the building Improvement committee said she was waiting on a plan from Jack to see what they plan to do with the current building's front elevation and see what it will look like. Then the committee will then know how to proceed with the project.

Outreach Specialist: KELLY BUSCH

Kelly Busch reported on the following:

- * She talked to Justin at the Tattoo shop. He is going to put something in the welcome bucket.
- * Per Lia the EDC budget went from \$70,000 to \$10,000.
- * The new assistant City Administrator has plans to build a building behind city hall with commercial on the bottom and apartments on the top.
- * She had 20 home visits and participation is still good for this time of year.
- * Clay Creek Townhomes might participate due to volume. * Kelly asked if we could maybe get some paintings on the older brick buildings to do “selfies” with downtown. Possibly get the art club to paint?
- * She mentioned that there is a Welcome Brochure put together by Carol for new members, and asked if one could be put together for new residents?

Old Business:

Cindy asked if anyone had reached out to Northland Christian School or the Lutheran Christian academy to speak at our monthly meetings. Carol had not talked to them yet, but did speak to Dave Cline and asked him to give a report monthly on the fire department.

New Business:

The Building Improvement Committee reported they were meeting today after the board meeting. Dennis mentioned his ideas of a “mini” city hall and a big sign showing we are the Chamber of Commerce. Dennis asked if there was a dollar amount in mind for a budget. No firm number as of yet, need to bring ideas to the board and go from there.

There was a motion made at the monthly membership meeting that passed to bring to the board for authorization to pay \$287.00 to the American Legion for the remaining balance of their 911 project cost.

Cindy made a motion to accept the request made by the membership to pay \$287.00 to the American Legion to help fund their 911 downtown project. Holly seconded the motion. There was no discussion. Money will come out of the regular account. The motion passes by board vote.

We also received an email from DeWayne Knott of the Legion thanking us for doing this and that by doing so we are setting a precedence that the Legion isn't a civic organization although everyone comes to them for money.

There was then discussion on whether the by-laws need to be clarified that any member of the Chamber can make a motion, but the board has to approve the motion. After discussion it was decided that it doesn't need to be changed at this time. If there is something in the budget for an item, it doesn't have to have a motion and pass the board. There will be no changes to the by-laws at this time.

There being no further business to conduct, the meeting adjourned at 12:45 pm.

SPECIAL BOARD VOTE # 1 VIA EMAIL OCTOBER 29, 2018

ON OCTOBER 29, 2018 at 8:37 am Scott forwarded an email to the board from the executive director, Carol Noecker, in regards to Rachel Callagy and the discussion we had last month about her business, Upscale Mail, and the possibility of doing a trade with her. Scott asked for the board's thoughts and a motion if anyone wanted to move forward with it.

In her email Carol stated the following:

I failed to give a report Wednesday on my follow up with Rachel Callagy with Upscale Mail. She produces the direct mail pieces and was asking for a membership trade to add a community calendar on the mailers. I did speak with her after last month's meeting, and she was a little surprised that there were additional questions, but we had a good conversation. The mailers, for now, will go out to Smithville residents twice a year, which may explain why no one had seen one. She intends to increase that as interest increases.

I received the second mailer in my mailbox yesterday (photos attached). Chamber members that are advertising in it are: Wilson Mechanical, Cherrine's, Shoot for the Stars, Smithville Music, Hunt's Car Care, Motorcycle Closeouts, ABC-123 Learning Center, Pack's Hardware. The previous mailer also included Jean's Flowers, Family Traditions, Buckmiller Chiropractic, Chop's, Pride Martial Arts, and TCC.

Cost for a small ad (3 ½ x 2), which would be the size of the calendar spot, is \$99 per mailer.

Carol thought it would be a good idea to do a trade and that she would be an asset to the Chamber and that we could re-evaluate next year if necessary.

On 10/29/18 Holly Olsen made a motion that we advertise our community calendar on this mailer in exchange for chamber membership for the balance of the 2018 year and 2019. Starla Janes second the motion. There was no further discussion via email and with 4 of 7 board members voting the motion passes at 11:33 am 10/29/18

SPECIAL BOARD VOTE # 2 VIA EMAIL OCTOBER 30, 2018

ON OCTOBER 30, 2018 at 8:39 am SCOTT SENT AN EMAIL TO THE BOARD WITH THE FOLLOWING INFORMATION:

We need to move \$3000 from Savings to Checking to pay our ongoing expenses through the end of the year. I need a motion, Second and then everyone to vote.

The Hospitality Program will be bringing in some money soon and people will start paying their 2019 membership dues in December

HE ALSO NOTED THE FOLLOWING:

Carol and I will start working on the budget for 2019 soon. Any Board Member who would like to help on the budget let me know. It will probably be over lunch at the Chamber Office the second week of November.

On 10/30/8 at 8:43 am Pam Davis made a motion that we move \$3000.00 from savings to the checking account to cover ongoing expenses through end of year. Holly Olsen seconded the motion.

There was no further discussion via email and with 5 of 7 board members voting the motion passes at 10:25 am 10/30/18