

**Metropolis Chamber of Commerce**  
**Board Meeting Minutes**  
**September 12, 2018 (upstairs at Fat Edd's Roadhouse)**

- I. Invocation – given by Brett Whitnel
- II. Roll Call of Members – 25 total present; 14 Board Members; 5 Guests; 6 Members
- III. Recognition of Guests
  - A. Maxine Russell, Randy & Helen Ferguson – Lions Club of Metropolis
  - B. Joe Elliot – Salvation Army
  - C. Dennis Evans - WMOK
- IV. Minutes and Financials
  - A. Motion to approve August 2018 Minutes & Financials from January – August.
    - i. First, Kristy Stephenson
    - ii. Second, Tiffany Korte
    - 1. None opposed, no discussion. Minutes & Financials accepted.
- V. Committees
  - A. Souvenirs
    - i. Approval to implement Winter hours of 10 am to 5pm, Monday – Friday; 10am – 5pm on Saturday and 1pm – 5pm on Sunday.
    - ii. Motion to approve Winter Hours (as stated above), First April Reed.
    - iii. Second Lisa Gower.
      - 1. None Opposed, no discussion. Motion to implement Winter Hours accepted.
  - B. Membership & Ambassadors
    - i. Rural Health will host a Membership Event on September 25<sup>th</sup> from 5:30 pm – 6:30 pm.
      - 1. Great opportunity to invite potential new members to network!
    - ii. October's Event will be hosted at The Jones building, 7:30 am – 8:30 am, October 23<sup>rd</sup>. Please mark your calendars.
    - iii. Membership Invoices will be mailed out by October 1<sup>st</sup>.
    - iv. Annual Board of Directors Training Recap
      - 1. Thank you to everyone who attended. All potential nominees for Board seats have attended.
  - C. Marketing
    - i. Organizational plan & Marketing strategy being developed by Executive Director.
    - ii. Directional Vision for our organization to grow and prosper.
    - iii. Co-Op Efforts being developed for the Holiday Open House
      - 1. If interested, please contact Amanda King.
  - D. Superman Celebration
    - i. Final numbers are available
    - ii. Superman Celebration Kick Off Meeting – October 4<sup>th</sup>, 2018, 5:30 pm, Chamber.
  - E. Special Events and Fundraising
    - i. Golf Tournament scheduled for Friday, September 28<sup>th</sup>
      - 1. Forms available here
      - 2. 18 Hole Sponsorships Available; 15 Teams of 4 Available
    - ii. Encampment – October 20<sup>th</sup> & 21<sup>st</sup>
    - iii. Trunk or Treat – October 27<sup>th</sup> (Ft. Massac – 2pm Live Music; 3:30 Costume Content, Trunk or Treat begins at 5pm)
    - iv. Holiday Open House – November 11<sup>th</sup>
    - v. Annual Christmas Parade – December 1<sup>st</sup>

F. By-Laws

- i. By-Law recommendations and changes were approved.
  1. Submitted to Rick Abell for review.
- ii. Language is being developed to avoid multiple representatives from the same business and/or immediate families being on the Executive Board.
- iii. Upon the Membership Committee's final review, a recommendation will be provided and submitted for approval.

G. Retail & Service Committee

- i. Quilt Week efforts for the week of September 14<sup>th</sup>.
  1. Stores will be open 9/13/2018 on Market Street
  2. Welcoming Banners throughout town
- ii. Committee meets on the 3<sup>rd</sup> Thursday of the month at Riverview Mansion (Thursday, September 20th 6:30 pm)
- iii. October 23<sup>rd</sup>, Antique Car Club of Metropolis will have a Parking on Market Event.
- iv. Sissy's will also be hosting Corey Evitts in their courtyard that evening.
- v. Save the Massac will be selling Pork Burgers & Drinks
- vi. Super Museum is hosting a "Fall Back to Metropolis" event on November 2<sup>nd</sup> – 4<sup>th</sup>. On the 3<sup>rd</sup>, meet and greet of Cosplayers, Bouncy House and more! Come out and enjoy the day!

VI. New Business

A. Officer & Board Member Elections

- i. Exec Board Positions – President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President & Treasurer
- ii. 8 Board Members Available

**Term Expires 2018**

April Reed  
Clyde Wills  
Courtney Harrell  
Jerry Yates  
Kelly Lunsford  
Kristy Stephenson  
Maggie Rzechula  
Trish Steckenrider

**Remaining 2018**

Cassie Graves  
Chad Lewis  
Karla Ogle  
Kathy Rushing  
Lisa Gower  
Mendy Harris  
Shain Lloyd  
Tiffany Korte

- iii. Open the floor for nominees to introduce themselves (optional)
- iv. Nominations may be taken from the floor at this September 12<sup>th</sup> meeting. Nominations must be provided no later than September 12<sup>th</sup>.

1. No nominations from the floor
  2. Existing nominations are: Ericca Arthur, Kelly Lunsford, Tom Reed, Clyde Wills, Trish Steckenrider, Morgan Siebert, April Reed, Josh Reagor, Kristy Stephenson, Maggie Rzechula, Lori Nichols
  3. Executive Board Position Nominees: Kathy Rushing (President), Kelly Lunsford (1st VP), April Reed (2nd VP), Lisa Gower (Treasurer).
- v. Numbered ballots will be distributed to all full members within 10 days of the September 12<sup>th</sup> meeting.
1. Electronic ballot option is available. If you would prefer an electronic ballot, please let Amanda King know (office@metropolischamber.com).
  2. Votes must be sent to the Chamber no later than September 30<sup>th</sup>.
- vi. Announcement of election results at the October board meeting.
- vii. Shadowing with Officers from October through December and new officers will begin term January 1<sup>st</sup>.

C Quarterly Financial Meeting (January, April, July, & October)

- i. Financial Business Review: October 16, 2018, 5:30 pm – 8:30 pm, Chamber Office.

D Personnel

i. Executive Director Health Insurance Reimbursement

- a. Per the Executive Director's Contract, ½ of her health insurance premium (up to \$150 maximum each month). Proposal to adopt a new policy (see attachment included - Chamber of Commerce proposed Personnel Policy for QSEHRA) or gross up the check for full ½ to be covered.

1. Motion made to gross up the weekly check for the full ½ of the Health Insurance premium to be reimbursed.

1. First, Tiffany Korte
2. Second, Trish Steckenrider
3. No discussion, none opposed. Motion to

gross up Executive Director's paycheck for full ½ health insurance reimbursement approved.

- b. February – September amounts were not grossed up, a percentage of the originally agreed upon ½ was received.

- c. Reimbursement requested by the Executive Director for those months.

- i. Noted that the \$30 per month Cell Phone Allowance agreed upon in the Executive Director's contract was never paid and has since been issued in full.

- ii. Motion to reimburse Executive Director for February – September outstanding balance for Health Insurance Premium (estimated at approximately \$180)

1. First, Tiffany Korte
2. Second, Trish Steckenrider
3. No discussion, none opposed. Motion

accepted to reimburse the amounts from February – September missing from Executive Director's Check

- ii. Personnel Handbook will be developed for review to update our Employee regulations, standards and procedures.
- VII. Old Business
  - A. Building Update
    - i. Still working on building updates and changes for the office.
    - ii. Currently awaiting bids on a few construction items
  - B. Please be sure to add the Chamber email addresses ([metropolischamberofcommerce@gmail.com](mailto:metropolischamberofcommerce@gmail.com) and [office@metropolischamber.com](mailto:office@metropolischamber.com)) to your Address Books in your email servers.
- VIII. New Members
  - A. None at this time.
  - B. Please remember to invite potential new members to the Membership event on the 25th.
- IX. Ribbon Cuttings
  - A. None presently scheduled
- X. Announcements
  - A. Regional Chamber Luncheon is scheduled for Tuesday, September 18<sup>th</sup> beginning at 11:30 am at Carterville Community Center. Two Attendees from the Chamber of Commerce will be attending.
  - B. Metropolis Lions Club representatives, Maxine Russell, Randy Ferguson and Helen Ferguson spoke to the Chamber about their October Membership Drive. Information is available at the Chamber if you would like to join the Lions Club.
  - C. Joe Elliott of the Family Counseling Center represented the Salvation Army's Red Kettle Campaign to support their PATH program. This program helps homeless transition out of chronic homelessness by assisting with household items, costs, etc. They are looking for businesses to partner with to have a volunteer (provided by the Salvation Army) set up to ring the bell as a fundraiser. For more information, please contact Amanda King.
  - D. Morgan Holt of Legence Bank announced their Progressive Dinner being held on October 11<sup>th</sup>, from around 4pm to 6pm (exact times to be determined). Currently, 7 businesses have agreed to host a course. \$20 per person and all proceeds will benefit Weekend Blessings.
  - E. Morgan Siebert of Super Museum , announced their Ham"Brick" Project fundraiser. As a not-for-profit, they are fundraising for upgrades to the museum, including more interactive displays, photo opportunities and kid friendly areas.
  - F. No winner of the 50/50 Pot. The current amount available is \$40. No winner this month.
- XI. Adjournment
  - A. Motion to adjourn, First Trish Steckenrider, Second, April Reed. Motion to adjourn accepted. Meeting adjourned at 12:57 pm.