

## **BOARD OF DIRECTORS AGENDA**

Wednesday, January 9<sup>th</sup>

Location: Fat Edd's Roadhouse

*Meeting called to order at 12:05 pm by President, Kathy Rushing.*

- I. Invocation - *given by Brett Whitnel, Shawnee Community College*
- II. Roll Call of Board Members - *17 total present – 11 Directors, 6 Members, 1 Guest*
- III. Recognition of Guests - *City Alderman Al Wagner*
- IV. Approval of the Minutes - *First motion, Clyde Wills. Second, April Reed. All in favor. No discussion. December 2019 Minutes approved as submitted.*
- V. Committee Reports
  - A. By-Laws - *Clyde Wills & Mendy Harris Co-Chairs*
    - a. Meeting Format Change - *Executive Board requests the By-Law committee meet to discuss a meeting format change (for example. Meeting in the evening for Directors to discuss business and utilize the monthly meeting date for a Lunch & Learn environment on various topics)*
    - b. Update current Executive Board & Executive Director for all bank accounts – *Approval to add Kathy Rushing (President), Kelly Lunsford (Vice-President), April Reed (Second Vice-President), Lisa Gower (Treasurer) and Amanda King (Executive Director) to all bank accounts – City National, Legence Bank & Banterra Bank and to remove previous Executive Board from accounts – removal of Mendy Harris, Karla Ogle & Cassie Graves. Motion by Mendy Harris, Second by Tiffany Korte, no discussion, all in favor. Motion passes.*
  - B. Finance - *Committee Meeting (FOR ALL BOARD MEMBERS TO ATTEND) January 23<sup>rd</sup>, 5pm at The Chamber Conference Room.*
    - a. Approval of Financials - *Randy Rushing has reorganized the Quickbooks accounts. The Board has asked for "Superman Awards" to be listed as its own Income line (currently under Superman Celebration), and for the "Superman Tourism Grant" be relabeled to "Shared Employee Grant" and for the Grant, "Tourism", be broken out under "Superman Celebration Income") Clyde Wills motion to accept Financials with changes, second Shain Lloyd. All in favor. Motion approved.*
    - b. Accounts Receivable Update - *List of Accounts Receivable payable is available at The Chamber. All invoices outstanding have been mailed or emailed out. Balances must be paid in full in order to participate in any upcoming Co-Op Advertising opportunities. Memberships must be paid in full, or have an ACTIVE payment plan by January 25<sup>th</sup> in order to be listed in the Community Guide.*
  - C. Marketing - *please bring any updated brochures or materials about your business for The Chamber to have for the new year. Membership Directory will be live and ready by February 15<sup>th</sup>.*
  - D. Memberships & Ambassadors - *April Reed Chair*
    - a. Memberships must be paid in full by January 25th in order to be listed in the Community Guide
    - b. Membership Packet Update - *Executive Director is securing partnerships with printing companies to print out a more professional looking membership packet. Areia Hathcock & April Reed announced that all new members in 2019 will receive 4 consecutive 2x2 black & white combos as part of their membership welcome.*
    - c. Perspective Member Outreach Assignments
  - E. Retail & Service - *Kelly Lunsford, Chair*
    - a. Meeting Date: Thursday, January 17th, 6:30 pm, Riverview Mansion (Quilt Week Discussion)
  - F. Souvenirs
    - a. End of Year Inventory conducted. Thank you to Lisa Gower, Kathy Rushing, Randy Rushing & Clyde Wills for their help!

- G. Special Events & Fundraising - *April Reed, Kelly Lunsford & Lori Nichols Chairs*
    - a. Annual Banquet Update - *Silver & Gold Sponsorships available*
      - i. Tickets may be purchased until January 18th \$35 per person
      - ii. Silent Auction Partner donations requested
      - iii. Wine donations accepted as well - *goal to have 50-75 wine bottles. Please make your wine donation at least \$12 or above.*
    - b. Cosmic Bowling Tournament - February 22nd
      - i. Lanes & Sponsorships available - Limited Space (forms available) - *contact Chad Lewis or Amanda King to secure your space.*
  - H. Superman Celebration - *Karla Ogle & Lisa Gower, Co-Chairs*
    - a. Meeting Dates are the 1st Monday of the month moving forward, 5:30 pm at The Chamber conference Room - *Corporate Sponsorships, Individual Sponsorships, Essay Contest and Coloring Contest announcing in the next 3 weeks.*
- VI. Old Business
- A. Metro Dollar Program Update - *For clarification purposes, Amanda King reiterated that the program is not going away, simply a label is being added to Metro Dollars purchased moving forward so that we can accurately account for any outstanding and how much comes through our community each year.*
- VII. New Business
- A. Monthly Meeting Locations will be at one of our members from our dining/catering categories for 2 months at a time. Announcements will be made moving forward for the locations via email, Facebook & website.
    - a. February meeting location is Fat Edd's Roadhouse
  - B. New Members
    - a. Southern Illinois Electric Co-Op - *motion to accept Southern Illinois Electric Co-Op made by Mendy Harris, second by Lisa Gower, motion to approve Southern Illinois Electric Co-Op as a new member. All approved. Welcome!*
    - b. *Policies & Procedures Manual has been drafted. If you would like a copy of this to review, please contact Amanda King and a copy will be emailed to you.*
    - c. *We received an email from a community member concerning our front being closed in the winter. This email will be forwarded to the City of Metropolis & Tourism as well.*
- VIII. Program - Randall Rushing, C.P.A, Tax Law Changes for 2019 – *Tax law changes for 2019 packet available from Randall Rushing, C.P.A.*
- IX. Comments and Announcements
- A. *April Reed – thank you to the sponsors of the Santa Cottage. 175 kids came through!*
- X. Adjournment - *motion to adjourn, Shain Lloyd, second by Leila Lindquist. Meeting closed at 12:58 pm.*

Next meeting date Wednesday, February 13, 2019