Oregon Chamber of Commerce board Meeting

Minutes: May 17th, 2023

(Unofficial)

**Attending**: Randee Mennenga, Michelle Carreno, Rob Gieraltowski, Jeff Bold, Terry Schuster, Merlin Hagemann, Neal Trainor, Robert Coulter, Rebecca Hazzard, Deb Fane. **Absent:** Donna Mann, Chris Chapman, Roger Castle.

Call to order: 8:30

**Nominating Committee: Merlin Hagemann, Terry Schuster, Rebecca Hazzard.**

Review and approval of minutes:

* Motion to approve with spelling corrections by Neal Trainor, 2nd by Rebecca H.. Unanimous voice vote approval.

Treasurer’s report (approval of credit card statement, monthly report, approval of bills):

* Credit card statement: motion to approve by Rebecca H.. Second by Rob G.. Unanimous voice vote approval.
* Treasurer report was reviewed. It was noted there was a loss of 38 members, which will impact revenue. It was further noted that this loss was due to non-receipt of dues thru April 30. (*in future, dues deadline will be March 31*).

Ongoing business:

1. Membership status, past due notices:
   1. Current member count is reported as 174. New member applications have been received from White Pines Mercantile and Brandy Whelan Agency.
   2. **“Sorry to lose you” letter was sent to businesses with dues which were 4 months overdue.** Some dues were then received. Most were not.
2. Committee reports: None
3. Emerging Leaders project status:
   * 1. Randee **showed sketches of seven potential mural designs** which have been submitted by various artists. The board discussed value and impressions of each.
     2. Next step is to have these proposals reviewed by representatives of Emerging Leaders. Melissa Stacy is the contact person for this group.
     3. It was unclear how many funds remain in the emerging Leaders account for this project.
     4. Randee also states the City of Oregon may have additional money available for the project.
4. Fundraiser report/updates:
   1. Byron Fest: No updates; still need volunteer sign-ups. Volunteers will get a voucher from Hector’s.
   2. Cinco de Mayo: Very successful! Hector’s presented $1,200 to the Chamber as a donation.
   3. Any ideas for **new summer event**?
      1. No summer event suggested due to amount of logistical work. However, a raffle fundraiser was discussed. Gift baskets would be solicited with info posted around town and on Facebook. Goal is to allow direct purchase of tickets online through VENMO.
      2. Motion made to set up VENMO account by Neal T., 2nd by Rebecca. Unanimous approval by voice vote.
      3. **Rebecca will assist as manager of this project.**
   4. Request was made by Randee for $500 as **seed money to purchase small item Oregon gifts/souvenirs** thru the Chamber office. It is reported that walk-ins often ask for such items.
      1. Motion made by Rebecca H. to approve $250 for such items. 2nd by Terry S. Unanimous approval voice vote.
      2. Current display shelf is quite small**. Neal Trainor volunteered to construct a larger set of display shelving to match barnwood motif. [Thank You!]**
5. **CGI (video** to promote Chamber):
   1. The meeting on 5/15 was attended by Randee, Neal, Terry, and Darin DeHaan, City Manager).
      1. **Message:** 
         1. **What does the Chamber do for members**
         2. **What does Chamber do for community** (events, activities); which in turn brings additional economic activity to all local businesses.
      2. Content: brief testimonials from business owners (e.g., industry, local farms, restaurants, retail, etc.) photos of businesses, events, festivals.
      3. Randee (with assist from board) will collect possible names for testimonials, select/acquire photos, sketch out list of talking points (script).

New business

* 1. Randee asked again about $ for office supplies. No action taken after some discussion. Overall Chamber funds are limited.
  2. Randee asked again whether direct deposit would be available for her. This will be discussed with Stillman bank prior to next meeting.
  3. Concern once again expressed regarding the $1,000 cap on Chamber credit card. Even when monthly bills arrive and purchases are approved, they sometimes ‘hit the debt limit’ which delays some purchases or freezes some services. This will be discussed with Stillman as well.
  4. It is unclear how much $ is available in “advertising” line, or what specific activities are covered.

Executive Director Report (see report)

Board member comments: None

Other items:

**Board members are reminded to submit a brief Bio about themselves to Randee. These are being added to Chamber info on our website as public information.**

**There was no time available to review By-laws and policies. It was decided to hold a special meeting just on this topic on morning of Wednesday June 7th at 9:30 [NOTE: This was cancelled as of 5/24/23 and will be rescheduled at a later time].**

**Michelle reminded everyone that the performance review for Director is to be completed in June. (Personnel Committee is Jeff Bold, Rob Gieraltowski, and Rebecca Hazzard).**

Adjournment: 10:21 a.m.

Respectfully submitted,

Terry Schuster, Secretary