**Progress Report**

4/19/23

**PREVIOUS MEETING GOALS:**

* Board Directory / Introduction
* Past Due List Updates (Create Contact Column) Sent to members to make contact and notes on account status: RFM DONE. NO RESPONSE FROM BOARD
* Office Supplies: Desk/Computer/Printer/Phone
* Storefront Inventory Budget / Order Shelves
* Mothers Day Brunch Vote
* New Board Member Applications -3
* Request for time off -RFM
* Byron Fest Ticket Contract

**CURRENT MEETING GOALS:**

* Previous Meeting Catch Up’s
* Board Member Binders- Who would like one?
* Shamrock Review
* Group Updates: See attached notes
* CGI Production Meeting Layout - Set Meeting
* New Ambassador Application
* Review Membership Benefits - Not being executed
* Get Direct Deposit put in place
* Approve Merchandise Items 5-10 / Budget
  + RFM Items ?
* Company for Byron & Rochelle Annual Dinners
* Discuss Randee’s Priorities
* Official DROP date?
* Harvard - Office use for Interviews
* OES- Donation for teacher appreciation week

**ACCOMPLISHMENTS:**

* Mothers Day Designs and Event Creation & Cancelation:
  + Posters, Flyers, Tickets, Ticket Center Sales Signs, Social Media Graphics, etc.
  + Facebook event created, ad/boost
  + Growth Zone Event Created & Deleted
  + Online Returns
  + In Person Returns
* Community Garage Sale Days: May 26, 27, & 28th
  + Flyer, Facebook Event, Communication with City Hall, Helping Mike with Chana Sale
* Lou - Getting desk from Conover - Michelle
* Amazon Card Holder #2
* Fix Uncover Oregon Logo
* Beam Beauty Bar - Ribbon Cutting Event May 19th @ 4:30
  + Design Image and Create Event
* Emerging Leaders Facebook Group
* Contact & set up meetings with artists for mural proposals
* Pegasus Ribbon Cutting: TBD
  + Design Image and Create Event. (Needing extra attention)
* Website: STARTED
  + Updated all current directory listings (136)
    - Logo
    - Description
    - Tags
    - Categories
    - Additional Photos
    - Address
    - Phone
    - Links
    - Additional Documents - Menus
    - Events / Yearly Events
  + Cleaned out some of the unnecessary items / listings
  + 300+ More Listings to go (Explore Tab)

**ROADBLOCKS:**

* Spread Too Thin
* Past Due Memberships / Member payment accountability
* Lack of Board support and participation
* Lack of Ambassador support and participation
* Outdated Office Equipment
* Undecided / Unpaid Memberships: Can not finish menus / deciding factors on how data is entered in to website and what / who I put work and time in to
* Amazon - Shelves

**PROPOSALS / RECOMMENDATIONS:**

* More support from board members
* More support from ambassadors
* Focus on the membership benefits that we currently offer and successfully carry them out before we do more and promise things that we can’t carry out
* How to cut down on lengthy time time items:
  + FF: 6+ Hours a week. (I am currently having to do this on fridays)
  + Board Member Packets

**MISCELLANEOUS NOTES:**

* Constellation Allocation: $1800
  + Annual Dinner: $800

-$500 Sponsorship

-$300 Auction Prize

* + Candlelight Walk: $750
  + Farm Stroll: $250
* Working on getting Deb a set of keys
* Group Updates: See attached notes
* Desk for Deb is on its way
* Shelf that was ordered never arrived - in process of getting replacement

**MEMBERSHIP REPORT:**

* Current Member Count: 209
  + NEW Submitted Applications
    - Jen’s Artisan Breads
    - Black Pearl Coffee Co.
    - Home of Hope
  + DROPPED: 0

**SOCIAL MEDIA REPORTS:**

* Boosts:
  + Mother’s Day Brunch: $14.48 / Reach: 2,058 / 148 Link Clicks / 3,859 Impressions
  + Community Garage Sales:: $50 / Reach: 1,776 / 139 Link Clicks / 3,180 Impressions : Still Active
* Advertising Totals: Feb 17 - April 17
  + Reach: 15,640 / UP 100%
  + Post Engagement: 825 / UP 100%
  + Link Clicks: 643 / UP 100%







