



## Board Meeting Minutes | Friday, May 20, 2016

### I. Consent Agenda

- a. Quorum Establishment: Cassi Campbell called the regular board meeting of the Greater Palmer Chamber of Commerce to order, with a quorum established at 8:08AM. Board members in attendance: DanaLyn Dalrymple, Jackie Endsley, Cassi Campbell, Chris Chappel, Jennifer Ehmann, Ailis Vann and Kelly Larson. Excused: Cecil Sanders, Gordon Fletcher Loralie Simon, and Justin Saunders. Staff in attendance: Ralph Renzi, Executive Director.
- b. Agenda Approval: Amended to add under Discussion & Action Items, f) Administrative Assistant Job Description and g) Joint Luncheon at Fairgrounds. It was moved and seconded to approve the agenda as amended. Motion passed unanimously.
- c. Minutes Approval: It was moved and seconded to approve the April 15, 2016 minutes as written. Motion passed unanimously.

### II. Persons to be Heard: None.

### III. Reports

- a. President's Report: There being no written report, Cassi gave a verbal report. She attended the Fred Meyer groundbreaking ceremony, and she and DanaLyn worked on the Administrative Assistant's job description.
- b. Treasurer's Report: Emailed to board, printed copies to those in attendance. It was noted that the MSCVB auction was not listed in the report as it had just closed out. It was moved and seconded to approve the Treasurer's report as presented. Motion passed unanimously.
- c. Executive Director's Report: Emailed to the board, printed copies to those in attendance. Clean-Up Day went well and was awesome—collected a large volume, including many recyclables. It was noted that doing clean-up day earlier in the year (May) seems to work better. Ailis informed the board that the City has planned it for May again next year. The Ward Open House also went well. Upcoming ribbons cuttings were discussed. The speakers' schedule was discussed. Political forums will be offered since there are several vacant seats this year; Ralph will work on dates for this. Board was reminded there is a joint chamber meeting with the Wasilla Chamber on July 26<sup>th</sup> at Settlers Bay. New member calls were assigned.

### IV. Discussion & Action Items

- a. Golf Tournament: Short meetings with David Combs are being held after Chamber luncheons. We have 13 teams so far. Per the golf course manager, 25 are needed to close the course to outsiders. In the past, the course has not been closed as promised;

consequently, it was decided that a banner stating that the course is closed will be posted at the entrance to ensure that the commitment to close the course is honored. Kelly agreed to obtain the banner. Team recruitment was discussed; sponsorships are mostly completed. The procedure for the “Team Photo Hole” was discussed. The board will rely on Cecil’s professional expertise to assist with set-up. Pioneer Peak should be in the background. Jackie has agreed to coordinate this activity.

- b. Website and Logo Update: Kelly will distribute the RFP soon. Cecil is still working on the logo.
- c. Colony Days: Cassi will not be here for the event. Duties of the information booth were discussed. Schedule was discussed. Cassi to send email regarding the schedule. Chris will sell military appreciation raffle tickets from the info booth.
- d. Palmer Museum 50/50 Raffle: The Palmer Museum requested the use of the chamber’s gaming permit for their annual meeting raffle. They are a GPCC member in good standing. It was moved and seconded to allow use of the GPCC gaming permit. Motion passed unanimously.
- e. Butte PTA Pig Raffle Request: The Butte PTA requested the use of the chamber’s gaming permit for their Pig Raffle. They are a GPCC member in good standing. It was moved and seconded to allow use of the GPCC gaming permit. Motion passed unanimously.
- f. Administrative Assistant Job Description: Progress on the update of the Administrative Assistant’s job description was discussed. The current description is vague; the new description will be more detailed. October is the target date for the new hire in order to have time to cross-train with Susan for Colony Christmas.
- g. Joint Luncheon at Fairgrounds: Kelly announced that the Fair chose the GPCC to run this luncheon (vs. the GWCC). It is scheduled for Wednesday, August 31, 2016. It will be in the same location as last year—the Borealis Tent. The catering still needs to be worked out. Board members that have suggestions regarding the food should email their ideas to Ralph. Ralph is working on a commitment from the Governor to attend.

**V. Next Board Meeting:** June 17, 2016, The Valley Annex, 8:05 AM.

**VI. Adjournment:** There being no further business to address, it was moved and approved to adjourn the meeting at 9:02 AM.

**Round Table:** None

Respectfully submitted:



Jackie Endsley  
Secretary