



Board Meeting Minutes | Friday, July 21, 2017

I. Consent Agenda

- a. Quorum Establishment: Chris Chappel called the regular board meeting of the Greater Palmer Chamber of Commerce to order, with a quorum established at 8:07AM. Board members in attendance: Chad Bostick, Kelly Larson, Chris Chappel, Ailis Vann, Anne Thomas, Justin Saunders, DanaLyn Dalrymple, Cassi Campbell and Gordon Fletcher. Absent: Jehnifer Ehmann, Cecil Sanders (both excused). Staff in attendance: Ralph Renzi, Executive Director absent (excused).
- b. Agenda Approval: New items; e.) Administrative Assistant and f.) Borough Sales Tax, added to the agenda, it was moved and seconded to approve the agenda and passed unanimously.
- c. Minutes Approval: Minor grammatical errors pointed out and corrected. Congratulations, you all passed the test. It was moved and seconded to approve the June 16, 2017, minutes. Motion passed unanimously.

II. Persons to be Heard: There were no persons to be heard.

III. Reports

- a. President's Report: Emailed to board, printed copies to those in attendance. Chris Complimented everyone's efforts during the Golf Tournament. President's report was unanimously approved.
- b. Treasurer's Report: Chad Bostick corrected an error in the statement of financial condition submitted to the board. Events Cash Drawer and Edward Jones Investment Account lines were inverted. Two years of audit documents were received. Chad has several suggestions for cash management, active management policy and procedure for the sake of accountability and greater transparency. Chad requested the board review documents he has prepared for aiding in this process. August 7th the audit committee begins the annual audit. The committee will consist of one board member, the executive director and one chamber member. Some discussion occurred surrounding the operating fund as well as special events. Treasurer's report was unanimously approved.

- c. Executive Director's Report: Emailed to the board, printed copies to those in attendance. Chris Chappel filled in for Ralph in his absence. Shout out to all who coordinated and participated in the annual golf tournament. Attended ribbon cutting for MSRMC Urgent Care Clinic on Kink Goose Bay Rd.

IV. Discussion & Action Items

- a. Golf Tournament: Cassi Campbell raised concerns about the great deal of effort expended in coordinating the tournament and how it is too much for any one or two persons to handle. She emphasized the importance of having more pre-tournament assistance. Chad suggested a golf tournament committee to come along side the coordinators and aid in the pre-tournament preparations. Some discussion about tournament cut off time to hasten awards and honor time constraints and obligations team members and the golf course may have. Dana Lyn mentioned the idea of the golf tournament committee adopting a succession binder and utilizing this same concept for all events the Chamber of Commerce may be involved in. Cassi suggested we solicit more volunteer support for the day of the tournament. Ailis suggested an earlier start as well. While the number of participating teams were lower this year, the event was still well received and profitable considering it competed with several other golf tournaments on the same day. Thank you Dave Combs for championing this event!
- b. Audit: Audit begins August 7th. All discussion concerning the audit occurred during the Treasurer's report.
- c. Auction: Quick update by Ailis concerning the October 7th auction. Committee is meeting, fine tuning and working on making this a very fresh and exciting event. Gordon offered to pull together some video editing for, "Experience", auction items as teasers to pique interest and boost bidding participation.
- d. State Chamber Representative: Some discussion occurred about the value of State Chamber membership. Local vision and concern appears to be lost to larger political concerns. The board still maintains there is value in participating and fostering a relationship with the State Chamber of Commerce. A packet will still be filled out and filed and a representative may be selected to represent Palmer Chamber of Commerce in Sitka this year.
- e. Administrative Assistant: Chamber finds itself in need of an administrative assistant, again. Discussion began with the idea of making this position more attractive monetarily and beneficial to the community at the same time; accomplishing two goals; attracting loyal, qualified, candidates with broader backgrounds in event coordination and community organizing by increasing the position's salary and acquiring compensation for the expanded position by increasing the Chamber of Commerce's service to the community through the expanded duties of the Administrative assistant. This idea is in its infancy and discussion will continue as the board receives feedback from membership and the community at large. The position

has been posted and we are eager to begin the interview process. The posting closes August 9th.


- f. Borough Sales Tax: Due to the lack of specific information in the sales tax proposal sitting before the Borough the Palmer Chamber of Commerce board has no stance on the issue at this time. Once the proposal has worked its way through the natural course of adoption the Chamber Board may discuss the issue. It is premature for the board to take any solid stance at this time due to the vagueness of the current proposal.

V. Next Board Meeting: August 18, 2017

VI. Adjournment: There being no further business to address, it was moved and approved to adjourn the meeting at 9:58 AM. Motion passed unanimously.

Round Table

Humbly submitted:



Gordon N. Fletcher Jr.
Secretary