



Board Meeting Minutes | Friday, August 19, 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 8:06AM. Board members in attendance: Cassi Campbell, Chris Chappel, Jackie Endsley, Jehnifer Ehmann, Gordon Fletcher, Lorali Simon, DanaLyn Dalrymple, Justin Saunders, and Ailis Vann. Excused: Cecil Sanders and Kelly Larson. Staff in attendance: Ralph Renzi, Executive Director.
- b. Agenda Approval: It was moved and seconded to approve the agenda as written. Motion passed unanimously.
- c. Minutes Approval: Amended to add Jackie Endsley to the list of excused board members. It was moved and seconded to approve the July 15, 2016, minutes as amended. Motion passed unanimously.

II. Persons to be Heard: None.

III. Reports

- a. President's Report: Discussed the pros and cons of the catering for the recent joint chamber luncheon at the fair, including possible improvements for next year.
- b. Treasurer's Report: Emailed to board, printed copies to those in attendance. Presented by Justin. The budget looks good, with no issues to discuss. 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. Discussed firmware and credit card processing. Luncheon speakers discussed. Dates and questions for the upcoming political forum luncheons were discussed. Blank cards will be put on the tables at prior luncheons asking members for candidate questions. Jackie volunteered to be the moderator. New member phone calls were assigned. Ralph shared information about a public forum he attended regarding senior nursing facilities in the Valley. Other than agreeing that senior services are definitely needed in the Valley, board members desire more information before endorsing any particular building plan.

IV. Discussion & Action Items

- a. Website and Logo Update: The electronic file with our logo is with Kristy Bernier for vectoring. The budget was discussed and deemed adequate.
- b. Sponsor Structure: Cassi will schedule a meeting to review the chamber's sponsor structure. All board members are welcome.

- c. Admin. Position Update: The position was posted in several locations. Ralph provided a list of applicants that was reviewed. The position closes on August 24th. There will be two rounds of interviews. Chris, Jackie and Cassi will review the resumes.
- d. Downtown Merchants Update: There was no meeting held this month. Gordon will continue to be involved. One of the merchants, Denise Statz, has asked Cassi to attend a meeting with her on the 25th called "Bring Back the Tracks." It is about bringing the Alaska Railroad back into Palmer. Cassie will give an update at the next board meeting.
- e. Investment Options: Tammy Bruce of Edward Jones has asked for a decision from the board. The investment plan has previously been discussed and agreed upon. RFPs will be put out for investment services.
- f. 2016-2017 Budget: The budget process was explained to the new board members. A budget meeting needs to happen before the September board meeting. Cassi and Chris are required to attend; other board members are welcome. Cassi will schedule it. Ralph's review will be completed prior to the next board meeting, which will end in an executive session to discuss the review.
- g. Auction: The beer license is in process; we have the option of a formal resolution to get our own license. Catering is on track; same menu as last year is planned. Donations and artwork have been trickling in. Starting this year, we will retain the extra copy of the bidding sheets in order to use them at next year's auction to assist in collecting donations. Gift baskets work well as donations. Board members signed up for phone calls to previous donors. Deana Moore agreed to coordinate the Balloon Game, with the stipulation that she will need help collecting donations for the bags. October 7th is the deadline to drop off donations. Silent auction set up and procedures were discussed. It was noted that the games generated a considerable amount of money last year. Run-of-show procedures, and hosts and emcee volunteers were discussed. Justin agreed to emcee and will find a replacement if he cannot do it. Ticket sales were discussed. Palmer Girls Softball will bus the dishes. The Google Docs spreadsheet will be used for better recordkeeping for future years. Beer, wine and alcohol was discussed. It was agreed to concentrate on combining items into packages. Kelly will be in charge of the dessert auction. Reviewed wrap-up notes from last year. Ralph will update the Google Doc with all the new members since last year. The new admin assistant will work with Susan on this year's auction. Chris will schedule auction meetings.

V. Next Board Meeting: September 16, 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 9:16 AM.

Round Table: None

Respectfully submitted:



Jackie Endsley
Secretary