



## Board Meeting Minutes | Friday, September 15th, 2017

September 15, 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: Chris Chappel, Ailis Vann, Cassi Campbell, Cecil Sanders, Justin Saunders and Gordon Fletcher. Absent: Chad Bostick, Anne Thomas, DanaLyn Dalrymple and Kelly Larson. Staff in attendance: Ralph Renzi, Executive Director and Billie Thrasher Administrative Assistant present.
- b. Agenda Approval: It was moved and seconded to approve the agenda as corrected and passed unanimously.
- c. Minutes Approval: It was moved and seconded to approve the minutes as corrected and passed unanimously.

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

### III. Reports:

- a. President's Report: Emailed to the board, printed copies to those in attendance. Kudos to all those who attended and aided in the State Fair Luncheon. NIT accreditation is near completion and stress levels decreasing. Looking forward to the upcoming auction. It was moved and seconded to approve the President's Report and passed unanimously.
- b. Treasurer's Report: Emailed to the board, printed copies to those in attendance. Though Chad was absent the report was submitted. There was very little discussion. It was moved and seconded to approve the Treasurer's Report as submitted and passed unanimously.
- c. Executive Director's Report: Emailed to the board, printed copies to those in attendance. Gearing up for another full month. Speakers are lined up and the auction is coming along quite well. New members to be called assigned.

### IV. Discussion & Action Items:

- a. Auction: Three weeks remaining. Checklist is printed out and duties to be assigned. Auction tickets are sold out. Further discussion to be held during committee meeting.

- b. Board Vacancy: Jehnifer Ehmann has resigned from the GPCC board. Discussion surrounding her vacant board position. Bylaws state the board, "may", fill the vacancy but does not mandate it. With the end of the year approaching, holidays etc, it was at the boards discretion to leave the seat vacant until next election cycle coming in a few months.
- c. Small Business Saturday: Jeanette Gardiner has received approval from the city for funds to aid in Small Business Saturday through her organization SeaStar Strategies.
- d. Annual Budget: Ralph, Chad and Danalyn put forward this year's annual budget. There were questions from Cassi about the annual Golf Tournament. Discussion revolved around budgeting the tournament, offering sponsorships and renegotiating costs. There could be advertising budget increases. The board would like to see income increase. Compensation and benefits decreased due to difference in multiple staff training. It was moved and seconded to approve the 2017 budget as submitted.
- e. Audit results: Submitted report. Reconciliation by bookkeeper monthly. SOP being developed for accountability and record keeping purposes. New policies have been implemented and are available for review in the official report.
- d. Executive Director Review: September 13th Ralph's performance review was carried out. Chris and Cassi performed the review.

**V. Executive Session:**

- a. Moved and seconded to move into Executive Session

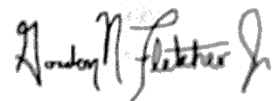
VI. Next board meeting: October 20, 2017

**VII. Second Executive Session:**

- a. Quorum established @ 9:45 am . Second executive Session adjourned @ 9:50 am.

**Round Table**

Humbly Submitted



Gordon N Fletcher Jr.

Secretary