

Coffey County Chamber of Commerce
Board of Directors Meeting
Wednesday, January 16, 2008/Coffey County Historical Museum

MEETING MINUTES

Call to Order

The Board of Directors meeting was called to order with Board members, Darcy Brown, Kenda Rose, Jennifer Anderson, Judy Bentley, Ron Hoover, Chris Jones, Mark Petterson, and Anna White present. Artie Lauxman, Laurie Ediger, Jeannene Ryan, Vince Stadel and Ida Wilson were absent.

Additions to Agenda

There were no additions to the agenda.

Approve Minutes

After a short review of the December 19, 2007, meeting minutes, Mark Petterson moved to approve the minutes. Anna White seconded, the motion passed.

Treasurer's Report

None at this time

Director's Report

See attached report

New Business

Budget; Darcy Brown indicated he did not want operating on a budget that is prepared showing a negative balance. Darcy Brown visited with Kent Hoyt in regard to contracting his services for purposes of financial reporting. Kent would like to see Profit & Loss Statement. Kent also indicated he would like to wait until membership renewal monies came in before compiling the figures to prepare a report/budget. Kent has agreed to work with the Director, who will provide him with monthly Profit & Loss Statements. Kent Hoyt will charge \$75.00 on a quarterly basis.

A motion was made by Ron Hoover, for Kent Hoyt to review and provide financial support at the rate of \$75.00 charged quarterly. Mark Petterson seconded the motion, the motion passed.

Darcy Brown discussed fundraisers and he requested the Chamber designate a specific account, the money raised, will be applied to.

Program of Work; Kenda Rose presented a proposed Program of Work and explained this document was to provide the Executive Director with guidance and expectations. She indicated this would be a Benchmark year, since there was not a Program of Work in 2007. Darcy Brown requested the proposed Program of work be emailed to the Board of Directors to review and he would contact the members as a follow-up.

It was suggested a committee be formed to finalize the Program of Work and present it to the Board of Directors at the next meeting for approval. Kenda asked for volunteers. Chris Jones volunteered to be on the committee.

Website; Kenda Rose reported she had a proposal on the table in October & November to provide training to the newly hired Executive Director. She indicated she had completed the training portion of the commitment. It was discussed; Jennifer Anderson does not have HTML experience and would attempt to hire an assistant with some web design experience. Kenda indicated it took on the average of 10 hours per month to maintain the website.

Kenda made a proposal to extend her current contract until Jennifer could be trained or an assistant with web design experience be hired.

Judy Bentley made the motion to extend Kenda Rose's contract to the end of January, 2008 then re-evaluate. The motion was seconded by Anna White, the motion passed.

Appointment of Secretary

Darcy Brown discussed the importance of the Executive Director's involvement in the Board of Directors' meetings and did not feel she should be responsible for taking the minutes of the meetings and would accept volunteers to be the Secretary, otherwise he would appoint a person to the position. Anna White volunteered to do the job.

Kenda Rose made the motion for Anna White to be Secretary. The motion was seconded and the motion passed.

The Chamber By-Laws will need to be amended adding the position of Secretary.

By-Laws/Policies & Procedures

A copy of the Chamber's By-Laws and Policies & Procedures was distributed to all the board members present and will be mailed to those members not in attendance. Darcy Brown requested all Board Members review the two documents and bring any recommended changes to the next board meeting.

Jennifer Anderson indicated she would like to see a "Return Check Policy" added to the Policies & Procedures.

Kenda Rose made a motion for Jennifer Anderson to draft a "Return Check Policy" to be added into the Policies & Procedures after approval of the Board of Directors. Anna White seconded the motion, the motion passed.

Elections/Ballots

Darcy Brown requested future ballots are to be anonymous. He also requested that in the future ballots should remain sealed and opened in front of the Board of Directors and/or the election committee.

Assistant Position

One interview has been conducted; another one is scheduled for Friday, January 18, 2008. Current minimum wage is \$5.85, in July, 2008 the rate will increase to \$6.55. Discussion was in favor of hiring at a minimum \$7.00 an hour.

Judy Bentley made a motion to hire the assistant at \$7.00 starting wage at 15 hours per week. Chris Jones seconded the motion. The motion passed.

Vacation/Retirement/Sick Leave/Holidays – Executive Director

A discussion was held on Holidays, which are stated in the Policies & Procedures. Comp Time; Darcy Brown visited with Kent Hoyt in regards to Comp Time. Kent Hoyt indicated anything over 40 hrs is overtime and Comp Time would need to be paid at a rate of 1 ½ time. Darcy Brown has requested Jennifer Anderson to include a Comp Time column on time sheet. This time needs to be tracked so we don't have a situation as in previous years, having to pay out a large sum for accumulated Comp Time. Darcy Brown stated he would like to put a cap on Comp Time and when it should be taken. We all have to be flexible as a Board and an employee. Mark Petterson suggested the Comp Time accumulated in a pay period should be used by the end of the following pay period. The Executive Director will need to manage these hours accordingly. Darcy Brown stated we need to come to an agreement on decision on this particular issue. Kenda Rose stated, we will need to update the overtime pay on Page 21 of the Policies & Procedures.

T-shirts

Executive Director reported there are 96 t-shirts in the office, they are outdated. Darcy Brown recommended we donate them to "God's Store House."

Ron Hoover made a motion to donate the shirts to God's Store House. Chris Jones seconded the motion. The motion passed.

It was later stated, this donation may be taken off taxes at the end of the fiscal year 2008 with a receipt.

Old Business

Darcy Brown posed a question to those in attendance in regard to the January Board Retreat, if we needed to have one. Kenda Rose stated to have a retreat we would need better attendance, and it would take more than an hour.

A discussion was conducted concerning meeting time at 5:00 p.m. acceptable with everyone, meeting at other locations across the County and how that would need to be coordinated. Judy Bentley recommended we start in LeRoy. The LeRoy Co-Op has a meeting room. Kenda Rose also suggested the Libraries. A discussion was held on how often we should meet in other communities, it was suggested by Darcy Brown we do it on a quarterly basis, Kenda Rose stated it would need to be more often than quarterly. The Director will coordinate the locations.

Volunteers for the Senior Honors Banquet Task force. Director will solicit volunteers to be on the task force.

Announcements and Discussions

Jennifer Anderson made a suggestion on the Member 2 Member cards and Coupon Books. She understood there were issues in the past with duplication of the coupons and made a recommendation to purchase a laminating machine a create a laminated Member 2 Member card and a laminated punch card in place of the coupon booklet. She also recommended a straight across the board 10% discount for the punch cards to be flexible with the rise in prices.

Kenda Rose made a motion the Director shall conduct a feasibility study on the cost of a laminating machine and materials versus going to the Coffey County Republican to utilize their laminating machine. Anna White seconded the motion. The motion passed.

Judy Bentley made a motion to adjourn. The motion was seconded and passed. Meeting adjourned at 7:00 p.m.

Next Meeting: February 20, 2008, location to be determined.