

**Coffey County Chamber of Commerce
Board of Directors Meeting Minutes
March 18, 2009 - 5:30 p.m.
Coffey County Library - Burlington Branch**

The meeting was called to order at 5:30 p.m. Attendees present were Kenda Rose, President; Ron Hoover, Vice President; Jenny Hageman, Secretary; Mark Petterson, New Strawn; Chris Jones, Burlington; Judy Bentley, LeRoy and Jennifer Anderson, Executive Director. Members absent: Stephen Freeman, Treasurer. The Waverly seat is currently vacant. A quorum was achieved.

Minutes & Agenda: Minutes of previous meeting

After review of the previous meeting's minutes, Jennifer needed a word clarification from Jenny. Need to remove the dollar figures out of the minutes, can ad the amount of the pay increase of \$.24 per hour increase.

Chris Jones made a motion to approve the February meeting minuets. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Minutes & Agenda: Agenda

Kenda Rose asked for any additions to or deletions from the Agenda. No additions or deletions were noted.

Chris Jones made a motion to approve the Agenda. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Public Comments, Guest(s)

None

Kenda Rose made a motion to set aside agenda to appoint a board member. The motion was seconded. All in favor, none opposed and none abstained. Motion passed.

President Kenda Rose appointed April Butterfield, Waverly Lumber, Waverly to fill the vacant Waverly seat.

Mark Petterson made a motion to accept the appointments. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Treasurer's Report

Kenda Rose gave the Treasurer's Report. She brought to the board's attention the overrun of the visitor's guide, which increased the cost by approximately \$1,500.00. Not on warrants list but the board needs to decide on how to fund.

Kenda shared what she learned from Kent Hoyt in regard to income to the Chamber. As long as the money is put back into Chamber business it is tax free.

Mark Petterson mad a motion to take ¼ of CD#1 and transfer to building fund, renew the remaining amount for 12-months. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Chris Jones made a motion to accept February warrants list. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Jenny Hageman made a motion to approve paying the invoice to Ravin Printing, including the 10% overrun. Motion was seconded. 6 votes Yes, 2 votes No, 0 abstain. Motion passed.

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Moved Agenda Items 8a, 8b, 8d, and 8e under Treasurer's Report.

Executive Committee met March 6, 2009 to discuss travel policy and advance of Executive Director travel to Overland Park Tourism show.

Mark Petterson express that the Cities of New Strawn and Burlington use the state rate.

Judy Bentley made a motion to approve the travel expenses for the Executive Director. Motion was seconded. Motion was seconded. All in favor, none opposed and none abstained. Motion passed. As determined by the Executive Committee.

Membership dues statements were presented for SEKTR, Kansas Chamber and Kansas Chamber Executives. Chris Jones made a motion to approve payment of memberships. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Chris Jones made a motion to follow the prevailing federal reimbursement rate for mileage, which is currently \$0.55/mile. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Mark Petterson made a motion to approve mileage reimbursement to Executive Director in the amount of \$237.05 for year to date mileage. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Fiscal Outlook spreadsheet was presented to the board.

Jennifer Anderson presented two(2) travel/training/conference requests for approval. QuickBooks Training, and Kansas Chamber of Commerce Executives (KCCE) Spring Conference.

Jenny Hageman made a motion to approve the two travel requests. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

A discussion was held in regard to Transient Guest Tax. May look into getting it increased. Jennifer will consult with peers on the issue.

Question about membership renewals - Number is down but the year-to-date money is down significantly. Jennifer identified the renewal revenue should be \$18,272.50 year to date. (100 memberships)

Director's Report Summary

Jennifer Anderson provided an overview of the information presented in her Director's Report. She provided membership update in regard to renewals, After Hours schedule.

Jennifer submitted a PTO request for March 20th.

Judy Bentley made a motion to approve Executive Directors PTO request. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Committee Reports: Annual Membership Meeting Committee, Mark Petterson, Chair

He has the information. Marlas Christian and Jenny Hageman on the committee. Noting to report

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Committee Reports: Scholarship Committee, Ron Hoover, Chair

Discussed ideas, use membership fees but require the applicants to have a Chamber affiliation. Needs to benefit the membership. Kenda Rose suggested the scholarship to fund training for a Chamber member (not a high school student). Mark Petterson suggested bringing in an annual seminar for our members. Next step, poll the members.

Committee Reports: Facilities Committee, Kenda Rose, Chair

Kenda Rose presented facility committee report. She wants the Chamber Board of Directors to look at both spaces. Kenda will schedule a date/time to coincide with policies review meeting.

Announcements and Discussions

Regular Board Meeting, Wednesday, April 15th, 5:30 p.m. at BETO Junction Travel Plaza, Lebo.

Adjournment

Chris Jones made a motion to adjourn. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Meeting adjourned at 7:30 p.m. Recording Secretary: Jenny Hageman.