

**Coffey County Chamber of Commerce
Board of Directors Meeting Minutes
May 20, 2009 - 5:30 p.m.
Coffey County Library - Burlington Branch**

The meeting was called to order at 5:45 p.m. Attendees present were Kenda Rose, President; Ron Hoover, Vice President; Jenny Hageman, Secretary; Ginger Kraft, Gridley; Mark Petterson, New Strawn; Chris Jones, Burlington; April Butterfield, Waverly and Jennifer Anderson, Executive Director. Board Members absent were Stephen Freeman, Treasurer and Judy Bentley, LeRoy.

A quorum was achieved.

Minutes & Agenda: Minutes of previous meeting

After review of the previous meeting's minutes several changes were noted and Jennifer Anderson will make the requested changes.

Jenny Hageman made a motion to approve the April meeting minutes as amended. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Minutes & Agenda: Agenda

Kenda Rose requested adding under "New Business," Kansas Department of Revenue. It was also requested that, Item 4c. Budget 2009 under Treasurer's Report be tabled.

Mark Petterson made a motion to approve the Agenda as amended. Motion was seconded. All in favor, none opposed and none abstained. Motion passed.

Public Comments, Guest(s)

None

Treasurer's Report

Mileage expenses for the Executive Director were presented. Mark Petterson made a motion to approve mileage expenses as presented. Motion was seconded. All in favor, none opposed, none abstained. Motion passed.

Mark Petterson made a motion to table Item 4c, Budget 2009 until a future meeting. Motion was seconded. All in favor, none opposed, none abstained. Motion passed.

Committee Reports: Scholarship Committee, Ron Hoover, Chair

Ron Hoover presented a proposed member questionnaire regarding potential chamber scholarships.

Kenda asked whether we should ask the membership whether they are interested in a scholarship for Chamber members to use toward training opportunities.

Discussion whether the board is committed to the idea of a scholarship for students. The consensus is that the boards' focus will be on membership enhancement through seminars and conferences.

The Scholarship Committee will be disbanded.

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

Mark reported the projected date of the Annual Membership meeting has yet to be determined. No further items to discuss.

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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 and the After Hours schedule.

Old Business - Chamber Facilities

James Higgins has someone looking at the old Medicine Shoppe. If we are not going to move, then we need to notify him.

Jennifer plugged in the projected expenses and rent and Kenda projected the Chamber would be \$7,800 in the red. Kenda discovered budget items that could be cut, such as the toll free number and second phone line. Kenda asked Jennifer to look for other opportunities to trim the budget.

Kenda discussed the need to make improvements to the current office, including ramp and an office for the executive director. We have \$4,000 in building fund. Kenda proposed we take that money to improve the current location and look to the future for a new location.

Jenny Hageman made a motion to abandon the facilities move due to lack of substantial funding and refocus on remodeling the current location. Motion was seconded. All in favor, none opposed, none abstained. Motion passed.

Kenda Rose made a motion to allocate the current building fund monies to the remodeling project to be completed by July 30, 2009 as recommended by the remodeling committee. Motion was seconded. All in favor, none opposed, none abstained. Motion passed.

Old Business - Chamber Policies

Kenda Rose made a motion to table the Chamber Policies discussion to a future meeting. Motion was seconded. All in favor, none opposed, none abstained. Motion passed.

New Business - Committee Report Summary for Agenda

Jennifer Anderson suggested adding Committee Report Summary for agenda.

Mark Petterson described the concept of a Consent Agenda, which allows the board to approved routine items with the agenda. Board agrees to go with a consent agenda for future meetings.

New Business - Kansas Department of Revenue

Kenda Rose briefed the board on Doug Witteman's response to our question regarding Farmer's Market. Board recommends the Executive Director to follow Mr. Witteman's advice.

Announcements and Discussions

Kenda Rose will confer with Board members on a date for a special budget meeting.

Adjournment

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

Meeting adjourned at 7:05 p.m. Recording Secretary: Jenny Hageman.