

**Coffey County Chamber of Commerce
Board of Directors Meeting
July 16, 2008
Coffey County Library – Burlington Branch
Minutes**

In the absence of the Board President, Darcy Brown, Vice President, Kenda Rose presided and called the meeting to order at 5:35 p.m. Board members present at the meeting were as follows:

Kenda Rose, Vice President
Judy Bentley
Mark Petterson
Ron Hoover
Chris Jones
Laurie Ediger
Jennifer Anderson, Executive Director

Board members absent: Darcy Brown, President, Ardie Lauxman, Treasurer, Anna White, Secretary

No Quorum was achieved when the meeting was called to order. Therefore, items on the agenda were reviewed and discussed. No items were voted on.

Approval of Agenda & Minutes

Kenda Rose, Vice President, asked the Board to review the agenda and minutes of the last meeting for approval at a later date. Mark Petterson noted some corrections to the minutes. Page 2, paragraph 4, it should read "*Allen Community College Health Care Academy.*" Additionally, add a comma after "*Academy.*" Same paragraph, add, "*The*" in front of Coffey County Republican.

Treasurer's Report

In the absence of Ardie Lauxman, Treasurer, Jennifer Anderson presented the Treasurer's Report and reported that Kent Hoyt, Burlington Tax Center, came to the Chamber office on Tuesday, July 15, 2008, to work with her on the Quick Books accounting system. He spent three hours correcting accounting errors/discrepancies and made the recommendation to purchase an updated Quick Books program. In addition, Kent made the recommendation to open a new Gift Certificate account and print new certificates, to start fresh with that account so it was no longer in the negative.

Director's Report

Jennifer Anderson, Executive Director, presented her report to the Board. See attached report.

Old Business

Resignation of Board Member: The board was presented with Vince Stadel's letter of resignation of his position on the Board of Directors. This item will be accepted and approved at a later date.

Nominations: Three nominees were presented to the board for replacement of the two Burlington seats, Javier Monge, Burlington Building Materials, Brenda Packard, Hands and Tans, and Jenny Hagemann, Wolf Creek. Kenda Rose, Vice President, requested each board member to submit one additional nominee to the Executive Director by Friday, July 18, 2008 for consideration.

New Business

Evaluation Form: A job performance evaluation form was presented to the board for consideration of using the form for the Executive Director's annual evaluation, replacing the current form of evaluating performance. The Executive Director used the submitted form to evaluate the Executive Assistant's job performance and Kenda Rose, recommended adopting the form for future evaluations. This item will be voted on at a later date.

Policy Updates: Jennifer Anderson, Executive Director, reported she was going to distribute current Policy & Procedure Manuals to the Board of Directors with the revisions accepted at the June 16, 2008 meeting, those being the "Conflict of Interest Policy" and the "Confidentiality Policy." However, upon her further review of the

manual, decided to present to the Board, that it was in her opinion, the manual needed some additional revisions, such as better organization of policies within the manual. It was discussed that Kenda Rose, Vice President and Jennifer Anderson, Executive Director would review the Policy & Procedure Manual and the By-Laws and make necessary revisions to realign the documents and present them for approval at the end of the year.

Financials: Discussed in Treasurer's Report

Executive Director's request for Vacation Day: Tabled due to lack of Quorum.

Quick Books Software: An estimated cost sheet was presented to the board for consideration. Discussed in the Treasurer's Report. Tabled due to lack of quorum.

Letter from concerned citizen: A letter was addressed to the Coffey County Chamber of Commerce Board of Directors. In the absence of Darcy Brown, President, Kenda Rose, Vice President, opened the letter and read it to the Board members. In summary, the letter was in regard to the inaccessibility of getting up the steps to the Chamber office and the overall handicap accessibility to the office. The suggestions were made to construct a ramp or relocate the Caboose to Kelley Park and construct a one level building in its place.

A discussion was held on the pros and cons of the Chamber relocating to a different building. It was discussed to ask the Coffey County Commissioners for a grant to go toward the purchase of a building. Possible locations were discussed, such as the Kelli's Cakes Building, Gibson Recycling, Johnson's Pharmacy, USDA Building, the back portion of Dr. Dale Herder's office, were some of the locations mentioned. It was suggested that a committee be formed to research the possibilities. No action was taken.

Darcy Brown, President, arrived at 6:30 p.m. With his attendance, the board achieved a quorum and the items on the agenda needing approval were readdressed and voted on by the Board.

Chris Jones made a motion to approve the minutes of the June 16, 2008 meeting with the noted revisions. Mark Petterson seconded the motion. Motion carried.

Judy Bentley made a motion to accept the letter of resignation from Vince Stadel. Chris Jones seconded the motion. Motion carried.

Chris Jones made a motion to accept the nomination of Jenny Hagemann as replacement for Jeannene Ryan's seat on the Board of Directors. Mark Petterson/Judy Bentley seconded the motion. Motion carried.

Darcy Brown made a motion to accept the Performance Evaluation Form to be used for the annual job performance evaluation of the Executive Director. Ron Hoover seconded the motion. Motion carried.

Mark Petterson made a motion to accept the request from the Executive Director for a Vacation Day on September 12, 2008. Judy Bentley seconded the motion. Motion carried.

Darcy Brown made a motion to approve the purchase of updated Quick Books Software at a cost of \$169.95 to be purchased with the Debit Card by the Executive Director. Chris Jones seconded the motion. Motion carried.

Kent Hoyt's recommendation to open a new Gift Certificate account and purchase new gift certificates was tabled to the next meeting. Darcy Brown, President requested Jennifer Anderson, Executive Director, prepare a report on the cost of purchasing new Gift Certificates.

Announcements and Discussions

It was discussed as to how much should the Executive Director be allowed to spend on items other than normal day to day operating expenses without Board of Director approval. Suggestions of \$200.00, \$250.00 were made. This item was tabled and Darcy Brown, President requested Jennifer Anderson, Executive Director to prepare a motion statement to be presented and approved at the August 20, 2008 meeting.

Chris Jones made a motion to adjourn the meeting. Laurie Ediger seconded the motion. Motion carried.

Meeting adjourned at 6:45 p.m.

Jennifer Anderson, Executive Director, in the absence of Anna White, Secretary, was Recording Secretary.