

**Coffey County Chamber of Commerce
Board of Directors Meeting
August 20, 2008
Coffey County Library – Gridley Branch
Minutes**

Darcy Brown, President, called the meeting to order at 5:30 p.m. Board members present at the meeting were as follows:

Darcy Brown, President
Anna White, Secretary
Laurie Ediger

Kenda Rose, Vice President
Mark Petterson

Ardie Lauxman, Treasurer
Chris Jones

Board members absent: Judy Bentley, Ron Hoover. Also absent, Jennifer Anderson, Executive Director

Approval of Agenda & Minutes

Darcy Brown asked the Board to review the minutes of the last meeting for approval. Kenda Rose made a motion to approve the minutes. Laurie Ediger seconded the motion. Motion carried.

Treasurer's Report

Jennifer Anderson, Executive Director, prepared financial reports that were included in the meeting packet. After Board review, Ardie Lauxman made a motion to approve the disbursements as noted in the reports. Kenda Rose seconded the motion. Motion carried.

Questions were asked about the status of the budget. Ardie reported he is working on the budget and that as soon as that was done he would begin on the 2009 budget so it could be approved at the end of the year.

Director's Report

Jennifer Anderson provided her Director's Report and included it in the meeting packet. The Board reviewed the information. There was discussion about the building fund which was noted on the report as having about a \$1,600 balance.

A question was asked about the status of the software purchase (QuickBooks) that was approved at the July meeting. In the absence of Jennifer Anderson to confirm the status, it was a general consensus that it had not been purchased as of the meeting since it did not appear on any of the financial reports.

Darcy Brown asked if anyone at the Board meeting was on the Ag Dinner committee. Mark Petterson noted that he and Judy Bentley were on the committee for Ag Dinner. It was noted on the Director's Report that the next meeting is scheduled for September 19, 2008. Darcy offered that Jennifer Anderson is in the process of acquiring bids for meal. Mark Petterson is working on the speaker. Ardie Lauxman offered assistance if Mark Petterson needed additional leads for speakers. The dinner is scheduled for November 18th in the Burlington High School commons area.

There was a question about the "LeRoy event" in November noted on the Director's Report. Is that the "LeRoy Homecoming" event that is usually held in October? No one was sure; will have to find out from Jennifer Anderson.

Darcy Brown brought up a question concerning the Waverly Lumber Ribbon Cutting ceremony. Did the Board decide there would not be Ribbon Cuttings for change in ownership? The minutes from prior meeting were reviewed and it was noted that ribbon cutting ceremonies would be done for any Chamber member; however, the "First Dollar of Pure Profit" certificate would be presented only for businesses that were a newly started business.

There was discussion about the WildBlue BBQ event and the Chamber's participation. Ardie Lauxman reported the shelter house in the middle of Kelley Park would be available for the Chamber each year at the WildBlue. He also stated he would like to host the Chamber After Hours again next year as it was this year.

Kenda Rose gave information about how Jennifer Anderson had set up the hospitality booth using cubicle walls and member information, what information was there, that True Enterprise had donated a grilling tool set for the Chamber to raffle, that Jennifer had done a fantastic job with the booth, and that the Chamber had received positive feedback about having a booth at the event.

Ardie Lauxman reported he heard good response for the Chamber being present at the WildBlue BBQ, everything looked real good. Thanks to Jennifer a lot on this from all of us here at the meeting tonight.

Old Business

Gift Certificates. The reprinting cost information provided by Jennifer Anderson was reviewed. There was discussion about how many certificates should be ordered. Discussion about how many were sold during the year—Kenda Rose offered an estimate of at least 500 per year were sold between the City of Burlington, the USD 244 school district, Coffey County offices, and Senior After-Prom committee but that Jennifer would have to confirm that and could probably get the number from a QuickBooks report.

Chris Jones and Ardie Lauxman voiced concerns about under-ordering then having to order again—increasing cost. Rather than trying to determine how many were needed on the initial order, Ardie Lauxman made a motion to expend up to \$229.50, to order 2,500 certificates, plus \$30.00 set up, plus freight so that Jennifer Anderson could order an amount that was appropriate based on historical sales. Kenda Rose seconded the motion. Motion carried.

Authorization of Expenditures. Jennifer Anderson provided a formal request for Board approval of fiscal authority for up to \$200 for business-related expenditures that arise. The Policies & Procedures Manual was reviewed to see if there was any clause that already addressed this issue. Only the bid policy mentions fiscal authority for the Executive Director and it is not for day-to-day, business-related expenditures. It was agreed that there needed to be a formal addition to the Policies Manual to cover the fiscal authority issue. There was discussion about the Executive Committee's actions when expenditures required an immediate response from the Board. Darcy Brown noted that those situations could be dealt with as they had been with the Senior Honors Banquet expenses—approved by Executive Committee then ratified by the Board.

Ardie Lauxman drafted a statement that would be included in the Policies Manual under a "Fiscal Authority" heading after it has been finalized at the next Board meeting. Darcy Brown and Kenda Rose will review and finalize the statement and present it for Board vote at the September meeting. The draft statement is as follows:

The Executive Director shall be authorized to expend funds in the amount of \$200.00 or less, shall be considered day-to-day operations. Such authorizations are subject to final review and approval by the Board of Directors.

Kenda Rose made a motion to approve the Executive Director's request for limited fiscal authority for business-related expenses up to \$200. Laurie Ediger seconded the motion. Motion carried. *NOTE: this approval for fiscal authority still requires the appropriate signatures on checks issued by the Chamber as outlined in By-Laws Article VII, Section 2: Disbursements.*

Vacant Board Positions. It was noted that Jenny Hageman had not been notified of her appointment to the Board and that the Board President should be the one who contacts her. Darcy Brown, President, will contact Jenny Hageman to advise her of her Board appointment and the next meeting date/time.

There was discussion regarding nominees for the remaining vacant Board seats. Two nominees who were interested were not "technically" eligible for the vacant seat because the seat is designated for Burlington and the members are not based in Burlington. It was noted that the Lebo seat is also vacant and has been since January or February when Ida Wilson resigned.

An idea was proposed by Kenda Rose to consider changing the requirements for Board positions—removing the "seat designation" and allowing any interested Chamber members, regardless of business city, to be eligible for any seat on the Board since the Chamber represents the county-wide business community. The general consensus among the Board was that members who are truly interested in serving on the Board should have the opportunity without being excluded due to the limitations of the seat designations. It was noted that this type of change would require a By-Laws change that involves a Member vote/approval. The Board agreed to table this issue until it can be discussed more in-depth.

New Business

Area Schools Booster Club memberships. Jennifer Anderson provided a request made of the Chamber to become a supporter of the Cat Backer Club and the Burlington high school band through membership.

Mark Petterson made a motion to approve membership into the BHS Cat Backers @\$25.00 and Burlington Band Booster Club @\$10.00. Ardie Lauxman seconded the motion. Motion Carried.

Darcy Brown questioned how expensive it would get if the Chamber started supporting each school organization. It was decided that a more equitable way to show the Chamber's support was needed. Suggestions were made: make an equal contribution to school general fund, purchase a small scholarship, purchase an ad in each of the high school year books. The ads would be identical in each year book for the Burlington, Lebo, Southern Coffey County, and Waverly high schools. Discussion regarding the size followed and it was agreed that the Chamber should purchase a 1/8 page size ad in each yearbook and that the ad would be identical in each yearbook.

Mark Petterson rescinded his earlier Motion then made a new motion to authorize Jennifer Anderson to purchase a 1/8 of a page yearbook ad from each Coffey County high school. Anna White seconded the motion. Motion carried.

Announcement and Discussions

Darcy Brown offered a short-term resolution for the issue of inaccessibility for visitor center visitors: install a door bell on the caboose so the staff inside could respond to visitors who were not able to climb the steep caboose stairs. It was noted that there had been a door bell on the caboose in the past but that repeated vandalism often left it inoperable so it was removed. There was discussion about who would provide the bell, install it, responsibility, etc. It was agreed that this would be an acceptable short-term fix. Darcy Brown will check with the City of Burlington on this.

Laurie Ediger mentioned that if the Board wanted to meet at the Gridley Library branch again, she could arrange it.

Chris Jones made a motion to adjourn the meeting. Anna White seconded the motion. Motion carried.

Meeting adjourned at 6:20 p.m.

Anna White, Secretary, was Recording Secretary.