

**Coffey County Chamber of Commerce  
Board of Directors Meeting Minutes  
November 24, 2008**

Rescheduled from November 19, 2008

**5:30 P.M. COFFEY COUNTY HOSPITAL – ALLEN WOODS CONFERENCE ROOM #1**

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; Jenny Hageman, Ron Hoover, Chris Jones, and Mark Petterson.

Others in attendance: Jennifer Anderson, Executive Director; Guest: James Higgins.

Board members absent: Darcy Brown, President; Ardie Lauxman, Treasurer; Anna White, Secretary; Judy Bentley, and Laurie Ediger.

**Guests:**

James Higgins was present to discuss the former Medicine Shoppe building as a possible location for the Chamber. A summary of information presented:

\$700/month rent based on a month-to-month lease agreement. \$500/month rent based on a long term lease agreement (1 year or greater). Estimated utility costs, Electric - \$60-\$70/month, Water to be paid by James. Forced-air gas heat, total estimated utilities \$150/month. James would take care of paying the taxes and upkeep on the building.

Board members asked questions regarding facility size, parking, upkeep and other rent related concerns: The building is 850 square feet. James plans to replace the lighting with indirect/can lighting, replace the carpet, and re-paint. The building is equipped with DSL & Cable, a security system, and a multi-line phone system. James would be willing to share parking with the Medicine Shoppe in regard to employee and visitor parking.

Upon no further questions from the board, James left the meeting.

With only five board members present a quorum was not achieved, therefore, agenda items that did not require a board vote were continued with and those requiring a vote were agreed to be automatically tabled.

**Director's Report:**

Jennifer Anderson, Executive Director, presented Director's Report information and a brief wrap-up summary of the Ag Dinner. She also provided the results of the member survey for review.

Jennifer informed the board of an accident that occurred, that day, at the Chamber office and the steps she took to address that issue:

Loran Martin, the Chamber's executive assistant tripped off the steep stairs when exiting the Chamber office and fell, turning her ankle. Jennifer went to Loran's aid and contacted Loran's father. Loran left the premises, under her own power, assisted by her father. Jennifer reported that she completed a workman's comp accident report and filed it in the event that Loran required medical care for any injuries related to her fall.

The report of this incident generated discussion regarding the issue of accessibility and safety for employees and visitors of the Chamber and Visitor Center due to the steep and narrow steps that provide access to the caboose. As no quorum was achieved, no action was taken on this issue but it was agreed that the issue is a primary concern, that it must be addressed, and that more information is needed to make a decision regarding the resolution of the issue.

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The remaining agenda items requiring a vote were of a time-relative nature and it was agreed to schedule a special meeting for Monday, December 1, 2008, 12 noon at the Chamber office. Since Jennifer has scheduled the 1<sup>st</sup> as a vacation day, Kenda Rose, Vice President, will pickup a key to the office to ensure that board members will have access to the meeting location in the case that Loran is not available at that time.

The following items will be on the December 1<sup>st</sup> agenda:

**Old Business**

- b. Policies & Procedures Fiscal Authority revision

**New Business:**

- c. Board Seat Nomination Slate
- d. Board approval of bylaws to submit to member vote

Having no further business, the meeting was adjourned at 6:30 p.m.

In the absence of Anna White, Secretary, Jennifer Anderson, Executive Director, was recording secretary.