

**Broken Bow Chamber of Commerce
Board of Directors Meeting
January 27, 2021**

Present: Vedah Fales, Carol Ostendorf, Darren Tobey, Michaela Bissonette, Joan Jackson, Michelle Nelson, Scott Cyboron, Levi French, Stephanie Grafel

Absent: Andrew Ambriz, David Baltz, Tania Kreitman, Gavin Higgins

Call to Order:

Meeting was called to order by President Levi French at 4:05pm.

1. Minutes

- a. The minutes for the December 16, 2020 were reviewed by all present. Darren Tobey made a motion to approve and Vedah Fales seconded. All in favor none opposed.

2. Financial Report

- a. Levi explained that the financial report was slim this month due to questions regarding payroll taxes. These are being addressed by Connie Ulmer and The Chamber is awaiting a reply. A motion was made by Darren Tobey to approve the financial report as presented and seconded by Michaela Bissonette. All in favor none opposed.

3. Executive Director Update (CLOSED SESSION)

- a. A motion was made by Vedah Fales to enter a Closed Session in the discussion of Executive Director search, it was seconded by Michaela Bissonette. At this time no offer has been extended.

4. Committee Reports

a. Annual Banquet

- i. The Banquet will be held at the One Box Convention Center on March 27th.
- ii. Country Catering will be handling the food. Menu was approved by the Executive Board.
- iii. The revised performance agreement was brought to the table by Levi. The performance fee is \$2500 plus 1 night hotel stay. If cancelled in less than 30 days from performance date no refund is given, more than 30 days, and 50% is refunded. A motion was made by Carol Ostendorf to approve the agreement and have Gavin Higgins sign it. Michaela Bissonette seconded the motion. All in favor none opposed.

b. Love Local Promotion

- i. Stephanie Grafel gave a brief synopsis. Promo goes from January 28th until February 11th. There are 16 businesses participating for 2021. Almost double the participation from last year. A live Facebook Feed will be done by KCNI on Friday February 12th drawing and announcing the winners

- c. Tourism
 - i. The Nebraska Traveler magazine contacted the Chamber. The ad thought to be ours from last year was actually done by Cobblestone. Sydney, from Ne Traveler suggested contacting them to see if they would like to go in together and do a full page ad. This would actually be beneficial as a ½ page ad is \$2,250 and a full page is \$3,500. Stephanie Grafel will contact Cobblestone and inquire about this.
 - ii. The Tourism Grants both General and Directory based were approved. The Chamber has \$10,000 for tourism funds and \$5,000 for the 2021 Directory.

5. Election of Officers 2021

- a. **President. Vedah Fales** was nominated by Darren Tobey and seconded by Levi French for the 2021 President position of the Board of Directors. She accepted the nomination. Paper votes were cast and Vedah Fales was elected by unanimous vote.
- b. **Vice President. Joan Jackson** was nominated by Vedah Fales and seconded by Scott Cyboron for the 2021 Vice President position of the Board of Directors. She accepted the nomination. Paper votes were cast and Joan Jackson was elected by unanimous vote.
- c. **Treasurer. Carol Ostendorf** was nominated by Darren Tobey and seconded by Vedah Fales for the 2021 Treasurer position of the Board of Directors. She accepted the nomination. Paper votes were cast and Carol Ostendorf was elected by unanimous vote.
- d. The minutes will be written up and notarized in preparation for new signature cards to be signed at Bruning, Great Western, and Nebraska State Banks. The new signature cards will be signed by Vedah Fales, Joan Jackson, Carol Ostendorf, and Levi French.
- e. The debit card from Nebraska State Bank will be replaced at the same time. Deb Kennedy's name will be removed from the card and Stephanie Grafel's will be added.

6. Updates from Ex-Officio Members

- a. No updates were given

7. Additional Communication

- a. PPP Loans.
 - i. Per Levi the Broken Bow Chamber of Commerce is eligible for the 1st draw for PPP loans. The approved loan is for \$14,719. 60% (\$8,874) must be used for payroll in the first 24 weeks. A motion was made to accept and sign the PPP loan by Levi French and seconded by Darren Tobey. All in favor none opposed. Levi French will sign the loan.
- b. Chamber Bucks
 - i. Quotes were received from LIPS Printing and The Chief for additional Chamber Bucks. There was a significant cost difference. A motion was made by Darren Tobey and seconded by Carol Ostendorf to have LIPS Printing create \$45,000 more in Chamber Bucks, \$30,000 in \$10's and \$15,000 in \$5's. All in favor none opposed.

c. Lease Agreement for 2021

- i. Levi French reviewed and signed the lease agreement. Luke Rickertsen will pick up the lease and rent checks for January and February on Thursday January 28th.

d. 2021 Meeting Schedule

- i. Levi brought to the Boards attention that if meeting schedules are not working for the current board that they can be changed. No one was interested in changing anything at this time.

Meeting Adjourned:

A motion to adjourn today's meeting was made by Darren Tobey and seconded by Vedah Fales. All in favor none apposed. Meeting adjourned at 4:55pm.

Upcoming Events & Meetings

1. Events Committee Wed. Feb 10th – 12pm
2. Retail & Marketing Tues. Feb 16th – 8:30am
3. Executive Board Wed. Feb 17th – 4pm
4. Board Meeting Wed. Feb 24th - 4pm
5. Annual Banquet Sat. Mar 27th

Respectfully submitted: Stephanie Grafel, Administrative Assistant