

**Broken Bow Chamber of Commerce  
Board of Directors Meeting  
February 24, 2021**

**Present:** Michaela Bissonette, Michelle Nelson, Andrew Ambriz, Dave Baltz, Dan Knoell, Joan Jackson, Carol Ostendorf, Vedah Fales, Tonia Kreitman, Scott Cyboron, Levi French, Stephanie Grafel  
**Absent:** Gavin Higgins, Darren Tobey

**Called to Order:**

Meeting was called to order by Vedah Fales at 4:03pm.

**Old Business:**

**1. Minutes:**

- a. The Minutes from the 1-27-2021 Board Meeting were e-mailed prior to meeting for Board to review. There were two additions to the original minutes. Flatwater Bank was added to the list of signature cards needing re-newel. Wordage was changed to include Stephanie Grafel to be added to the NSB Debit Account signature card. A motion was made by Carol Ostendorf and seconded by Michaela Bissonette to amend and approve the minutes. All in favor none opposed. Motion passed.

**2. Financial Report:**

- a. The Financial report and Bank Reconciliations for all accounts were e-mailed prior to meeting for Board to review. Carol gave a brief report. Andrew Ambriz made a motion and Michelle Nelson seconded to approve the Financial Report. All in favor none opposed. Motion passed.

**Committee Reports:**

**1. Events:**

- a. **Annual Banquet:** Events Committee Minutes were e-mailed prior to meeting for Board to review. Stephanie gave a brief review of the Events meeting. Showing an example of the table décor and cost of said items thus far 64.96. The Banquet program was passed around the table along with the \*Volunteer Sign-up Sheet.
- b. **Retail & Marketing:** Retail/Marketing Committee Minutes were e-mailed prior to meeting for Board to review.
  - i. Andrew Ambriz gave a brief review of the meeting. He made a side note to Dan Knoell that they would speak later about The City of Broken Bow, The Garden Center, and The Chamber working together more effectively for Beautification.
  - ii. Levi French noted that he spoke with Rich Maas and Terri Jensen about being on the Beautification account at Bruning Bank. They would like to be taken off the account. A new Signature Card will be required with Executive Board Members on the account. Vedah Fales, Joan Jackson, Carol Ostendorf, and Levi French. Stephanie will contact Bruning Bank to start this process.

## **New Business:**

### **1. Payroll:**

- a. Levi addressed this item. Due to the charges recently brought against the current accountant and concerns on late tax payments on 1 item at this time. (Payment with late charge has been made.) Multiple accounting firms were contacted about taking over The Chamber's payroll. Bids were given by some. It was decided to go with Dana F. Cole & Co., LLC as they are contracted for taxes currently.
- b. A change in payroll was addressed. Payroll at this time is bimonthly (24 yearly pay periods) and it was proposed to change to biweekly (26 yearly pay periods). Two concerns were brought to the Board. Past direction was to send payroll hours for 1<sup>st</sup>-15<sup>th</sup> and 16<sup>th</sup>-30/31<sup>st</sup> before all hours were actually worked. This required employees to estimate hours for last 2 days of pay cycle and only gave the accounting firm 1 day to process. The new schedule would allow all hours to be accounted for and sent with a week buffer before the pay period. Allowing more time to review and better documentation time. A motion was made by Levi French and seconded by Andrew Ambriz to make the change to a biweekly payroll schedule. All in favor none opposed. Motion passed.

### **2. 2020 Ribbon Cuttings & GROW Awards:**

- a. There are \*5 New Business Ribbon Cuttings and 2 GROW Awards that were not completed prior to the end of 2020. The Board is in agreement to try and schedule these before The Annual Banquet. Vedah suggested calling Lt Governor Foley's Office and all the businesses to coordinate a day that all could be accomplished. Try to incorporate these with the Grand Opening for Grocery Kart's Sushi Bar. Stephanie was tasked to contact Mike Foley's Office and the businesses.

### **3. Tourism**

- a. A full page ad has been purchased with Nebraska Life Magazine for the May/June issue. Money from the Tourism Grant will be used for this at \$1,800.00. Vedah Fales signed the authorization for this.
- b. Monies from The City of Broken Bow are being held by The Chamber for the Tourism Group being run by Craig Safranek in the amount of \$5,000. An account is being set up at Great Western Bank by Vedah Fales. The Chamber holds the money at this time because their group does not have a fiscal agent or account at this time.

## **Updates from Ex-Officio Members:**

### **1. CEDC – Andrew Ambriz**

- a. One of the two homes on Hillcrest is almost completed; the other has been delayed by weather. A third home is in the works for later this year but the location has not been determined yet. There is an update on the strategic plan for Housing Rehab. \$162,000 is available for rehab and there has been over thirty inquiries regarding it.

### **2. City of Broken Bow – Dan Knoell**

- a. The City has several projects in the works at this time.

### **3. Board of Supervisors – Barry Fox – no updates available**

### **4. Board of Education – Tom Osmond – no updates available**

5. **Past President** – Levi French – Already spoke on items earlier in the meeting.

### **Additional Communication**

1. **Bulk Stamp:**

- a. The Executive Board reviewed the cancelation of the #30 Bulk Stamp and decided to keep it for 2021. A note was sent out to all members through e-blast regarding retraction and instructions for use.

2. **Confidentiality Policy, Conflict of Interest Statement, and Getting to Know Team Members Forms:**

- a. These forms were handed out to all members present. Stephanie asked to have the Confidentiality and Conflict Forms returned before members left the meeting.

3. **Demolition Derby:**

- a. Michelle Nelson brought up the Demo Derby. Is The Chamber interested in participating? This has been “penciled in” for the weekend of June 19-20<sup>th</sup> by the Fairgrounds. Michelle is also approaching The Ag Society about partnership. Carol Ostendorf stated her concern with the amount of volunteers needed to make this happen. After a brief discussion a motion was made by Levi French and seconded by Carol Ostendorf that The Broken Bow Chamber of Commerce is interested in partnering with The Custer County Ag Society and the Custer County Fairgrounds for a Demolition Derby in 2021.

### **Meeting Adjourned:**

A motion was made by Andrew Ambriz and seconded by Michelle Nelson to adjourn the meeting. All in favor none opposed. Motion passed. Meeting adjourned 4:57pm.

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### **Upcoming Events & Meetings**

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

Respectfully Submitted: Stephanie Grafel, Administrative Assistant

### **\*2021 Annual Banquet Volunteers**

Friday Load Up – Noon – Andrew Ambriz, Levi French

Saturday Set Up – Noon – Michaela Bissonette, Andrew Ambriz, Joan Jackson

Registration Table – 4:45pm – Michelle Nelson, Carol Ostendorf

Traffic Controller – 5:00pm – Levi French

Clean Up – Immediately Following the Event – Michaela Bissonette, Michelle Nelson, Joan Jackson

### **\*2020 Ribbon Cuttings/GROW Awards**

Ribbon – Frontier Family Pharmacy, Gibbons Electric, Ollies Coffee, Pracht Irrigation, Halsey 4-H

GROW – Fiesta Brava, Grocery Kart