

**Broken Bow Chamber of Commerce  
Board of Directors Meeting Minutes  
July 28, 2021**

**Present:** Vedah Fales, Joan Jackson, Michaela Bissonette, Andrew Ambriz, Michelle Nelson, Levi French, Scott Cyboron, Darren Tobey, Stephanie Grafel

**Absent:** Carol Ostendorf, Gavin Higgins, Tania Kreitman, David Baltz

**Call to Order:** Meeting was called to order by President Vedah Fales at 4:10pm

**Old Business:**

**1. Minutes:**

a. June minutes were e-mailed prior to today's meeting. No changes were needed, Michaela B. made a motion to accept the minutes as written, seconded by Joan J. All in favor, none opposed. Motion passed.

**2. Financial Report:**

a. Stephanie G. presented the financial report in Carol O's. absence. No changes were needed. Andrew A. made a motion to accept the financial report as given, seconded by Levi F. All in favor, none opposed. Motion passed.

Stephanie spoke to the board regarding the increase in Chamber Buck sales. The Chamber Office will need to purchase more \$10 by September at the latest. We are continuing to have larger amounts bought for employee appreciation by several businesses. It has been suggested before that we offer \$20 Bucks also. Levi proposed purchasing 2,000 \$10 bucks – totaling \$20,000 and 1,000 \$20 bucks – totaling \$20,000. The Motion was made by Andrew A. and seconded by Levi F. All in favor, none opposed. Motion passed.

**3. Ribbon Cuttings: July 2nd**

a. Stephanie wanted to thank all the Board members that attended the Nebraska Pasture Door ribbon cutting. The afternoon went very smoothly and it was well received.

**Updates from Ex-Officio Members:**

**1. CEDC – Andrew Ambriz:** Andrew A. gave his final report for the Board. This is his last week as the Director of the CEDC. He reports that the CEDC has raised over \$450,000 and will finish the application process for another \$400,000 for the Rural Workhorse Housing Project. Andrew is confident that the CEDC has put together a winning application. They are working with the City on Eaglecrest Dr., where an additional 13 residential lots would be available. The new homes will have no income stipulations. In regards to his replacement here in Broken Bow, Andrew said they have received 12+ applications. Until a new Director is hired any questions or concerns can be sent to Ryan Vonderohe or Joyce Richardson.

**2. City of Broken Bow – Dan Knoell:** No Report

**3. Board of Supervisors – Barry Fox:** No Report

**4. Board of Education – Tom Osmond:** Darren Tobey spoke on the schools behalf. School will begin August 12<sup>th</sup>, with Open houses scheduled on August 10<sup>th</sup>.

**5. Past President – Levi French:** Present, No Report

### **Committee Report:**

#### **1. Events Committee:**

a. Market on the Square is on track. We currently have 37 vendors, both weekly and intermittently. This is 9 additional from our last meeting. \$2,410.00 has been made in vendor fees. We have done a lot of advertising on the Radio Stations, Loup Valley Shopper, and Social Media.

b. Summer Celebrations – The July event was well attended. The rock group Ambition raised \$453.00 which they donated to the Broken Bow Food Pantry. Our next Event is Aug 12<sup>th</sup> and is being sponsored by Custer County Foundation in celebration of their 30<sup>th</sup> Anniversary. South Loup Sunrise will be performing. There will also be a Money Machine, Ice Cream, Refreshments, and promotional items.

c. Krazy 5K Kolor Run – July 10<sup>th</sup> – Income \$1,925.00, Expenses \$902.51, Profit \$1,022.49

d. DC Lynch Carnival – July 8<sup>th</sup> – 11<sup>th</sup> – Income \$2,885.63, Expenses ? Michelle N. has not sent a bill for the electrical usage yet. She said the carnival had used 18 outlets, 3 of which were used for games. The Chamber is to pay for those used for employee housing. Right now the bill is \$1440.00. Michelle will remove 3 outlet charges and send an updated bill.

#### **2. Retail/Marketing Committee:**

a. Andrew A. spoke on the Spirit Softball Tournament and the “Broken Bow Passport” that Stephanie created. There was not a lot of use of the passport. Next year we will need to look into another option if needed.

b. Crazy Days – July 8<sup>th</sup> – 10<sup>th</sup> – The retail members at the meeting felt it was a huge success.

c. Fair Parade – July 31<sup>st</sup> – CELEBRATION! – Everything that needs to be done on the Chambers behalf is completed. Julie Toline continues to pick up the entry forms. There are only a few vendors for the Square, but that is fine. It seems a strange time to have vendors that are selling anything other than food items.

### **New Business:**

#### **1. Absentee Board Members -**

a. The Board of Directors has had an issue this year with absentee Board Members; this causes issues when items need to be voted on. It is important to have a well-rounded Board that can show the different perspectives from a variety of businesses in the community.

Darren Tobey is fulfilling his 3<sup>rd</sup> year on the Board of Directors but had only made 1 of the first 6 meetings of 2021. The Board president asked for an explanation from Darren regarding the absence. Darren explained that this year has created a very hectic schedule for the schools governing body. There are Bond Issues arising that could create even more concerns. He feels that the Chamber spends too much time on small events that create very little revenue instead of focusing on 1 or 2 large money makers. He feels that he could make better use of his time then sitting in a meeting discussing Chamber Bucks.

Stephanie G. spoke on how other Board Members appreciated Darren's perspective and the ideas that he has brought to the table in past meetings. The Board does not wish to lose a member that can bring added engagement to the Board, but he needs to be present to do this. Vedah F. then handed out Proxy Forms that could be used by Board Members that are unable to attend meetings. It is important to give the Board prior notification when you are unable to attend and your view on the new business that is on the agenda so that the Proxy you have listed can vote clearly.

There were not enough Board Members present to put anything to a vote today and with the year already half over Darren T. agreed to fill out a Proxy Form listing another Board Member to cast his vote when needed.

## **2. Administrative Assistant Job Opening:**

a. Stephanie G brought up the discussion regarding the hiring process. One resume has been submitted, but the Chamber has not advertised the job opening to the public yet. She asked about the hiring committee and how this all needs to be completed. Levi F. stated that no hiring committee was required to do the interviews for this position. The Board opened the discussion on what wage could be offered and accepted without contacting the Board for additional permission. After a discussion, a motion was made by Andrew A that an hourly wage up to \$16.00 could be offered for a 30 hour a week part-time position. Michelle seconded the motion. All in favor, none opposed. Motion passed.

## **3. New Businesses in town:**

a. There are several new businesses & new business owners. Stephanie will work on getting Membership information out to all of them.

## **4. Record Retention Policy:**

a. Stephanie has been working on the files in the Exec Office. There are several older items but she was unsure the length of time different things needed to be kept. She reached out to the NE Chamber of Commerce and was sent some information. Jonathan Jank from the Seward Chamber of Commerce also sent her the Retention Policy they use. Stephanie will get in touch with him and put together a policy for the Broken Bow office that can then be approved by the Board and added to a Policy and Procedures Manual.

Motion was made by Andrew A and seconded by Levi F to adjourn the meeting. With no further business to discuss the meeting was adjourned.

**Meeting Adjourned: 5:45pm**

Next Meeting: Wed August 25th, 2021 4pm

Respectfully Submitted: Stephanie Grafel, Executive Director