

**Broken Bow Chamber of Commerce
Board of Directors Meeting Minutes
Wednesday March, 23, 2022**

Present: Tania Kreitman, Sid Fessler, Nancee Coufal, Jeana Chancellor, Gavin Higgins, Scott Cyboron, Danielle Hendricks, Audra Kerber, Shelly Apperson, Vedah Fales, Stephanie Grafel, Lacey Fiorelli

Absent: Keith Ellis, Ahren Finney

Call to Order: The meeting was called to order by President Tania Kreitman at 4:09pm

Minutes: The minutes from the February 23, 2022 meeting were emailed prior. There were no changes made. A motion was made by Gavin Higgins and seconded by Vedah Fales to approve the minutes. All in favor, none opposed. Motion passed.

Financial Report: Audra Kerber gave the Financial Report. She noted there was one check in question for Flagship Publishing. This was for the advertising in both Ne Life magazine, and Ne Traveler. There will be one more payment when the Sept – Oct issue for Ne Life comes out for \$900.00. Scott asked about the Flatwater CD which is on the agenda for new business. No changes were made. A motion was made by Danielle Hendricks and seconded by Jeana Chancellor to approve the Financial Report. All in favor, none opposed. Motion passed.

Updates from Ex-Officio Members

Board of Education – Tom Osmond – No Report

Board of Supervisors – Barry Fox – No Report

City of Broken Bow – Dan Knoell – No Report

CEDC – Keith Ellis – No Report

Past President – Vedah Fales – Vedah wanted to note that the Annual Banquet was well received. She has only heard positive comments. The comedian was a hit, the food was excellent, and the whole event was a great time. She thanked all the Board members that volunteered time before and after the event.

Old Business:

1. Cyber Insurance: This was tabled at the last meeting with the intention of having Stephanie reach out to Nate Bell to verify the cost and if there was a lesser policy. It was determined that for our use this was the cost. The Board discussed the negatives and positive of being insured for cyber security. After discussion ended, Sid Fessler motioned to not pursue a policy at this time and was seconded by Gavin Higgins. All in Favor, none opposed. Motion passed. Stephanie will contact Nate Bell and let him know the Board's decision.
2. Rack Cards: Stephanie has sent the mockup for the Chamber Rack Cards to LIPS Printing. She was hoping to have a sample back by the meeting time but did not. We will have these available for businesses and for the Brochure Swap in May.

New Business:

1. Flatwater Bank CD: Stephanie called on Monday and spoke to Brian Trimble to find out what the new Interest Rate for this CD will be. It has gone from a .2 to .15 rate. The Board discussed rolling it over for another year or cashing out and putting the funds in the Money Market account we currently have at Great Western/First Interstate Bank. A motion was made by Vedah Fales and seconded by Sid Fessler to cash out the CD and transfer the funds. All in favor, none opposed. Motion passed.

2. Annual Banquet Profit & Loss: Stephanie had the Board members look over the Profit & Loss sheet that was created. There is only one bill outstanding for the programs from LIPS Printing. She congratulated the Board by explaining that in 2020 the banquet had a loss of -\$1,800, in 2021 our profit was \$741 and 2022 shows a profit at this time of just over \$1,200. She reminded everyone that this event is to celebrate our member not to make a large profit from. There were some expenses out of our control this year that would have made a little more of a profit. The event center had extra charges that would normally be charged to the caterer. There were also linen and coffee charges that we were not anticipating. Stephanie will request more transparency for future events.
3. Ne Chambers Association Mini Institute: This work conference is April 7-8, 2022 in Hastings. Lacey and I will both be attending. We will put notices out for the public here at the office as well as on our website and media pages.
4. Thank You Cards: Cards were passed around for Peg Walters and Dustin Schwartz. Peg up donated several hours of time and material to spruce up the Chamber Santa Suits. Dustin was instrumental at the banquet by agreeing to come up with a crew of workers and cater our event.
5. Simplified Employee Pension: The Executive Board met to discuss the percentage rate for the 2022 SEP. A motion was made by Nancee Coufal and seconded by Sid Fessler to approve a 3% rate for the SEP this year. This is paid out quarterly to eligible employees. Stephanie will be the only employee this quarter to use it, and Lacey will be eligible after Aug. 2022.

Additional Communication:

1. Stephanie asked for clarification on the PTO benefits. Under Executive Director she should be accruing 5.0 hours per payroll after 1 year, but the Employee handbook is unclear as to if that is one full year of service as ED or 1 full year of service as an employee. This will be tabled and discussed at the next Executive Board meeting in April.
2. Danielle Hendricks as of today is no longer working at Gary's Super Foods. She would like to remain on the Board and is looking for position with a current Chamber business. It was determined that as long as she has Chamber Business employment and consent from that employer to stay on and fulfill the volunteer responsibilities as a Board member by the next Board meeting all is well. Stephanie will keep the Board Members in the loop as this progresses.
3. Gavin Higgins gave the Executive Director and Executive Board Members his resignation effective at the end of this meeting. He will be moving back home to work on the family ranch in April. He has spoken with Jeremy and the rest of the KCNI crew. He is certain that one of the employees there will take his place on the board. We all wished him well on this new endeavor.

With no further business to discuss a motion was made by Sid Fessler and seconded by Scott Cyboron to adjourn the meeting. All in favor, none opposed. Motion passed.

Meeting Adjourned: 6:14pm

Respectfully Submitted: Stephanie Grafel, Executive Director