

**Broken Bow Chamber of Commerce
Board of Directors Meeting Minutes
Wednesday July 27, 2022**

Attendance: Sid Fessler (Vice-President), Nancee Coufal (Treasurer), Vedah Fales (Past President), Jeana Chancellor, Jeremy Shipe, Scott Cyboron, Tierney Christen, Danielle Hendricks

Absent: Audra Kerber (Vacation), Tania Kreitman (Vacation), Keith Ellis, Ahren Finney

Called to Order: 4:06pm by Sid Fessler Vice-President

Welcome New Board Member: Tierney Christen with MPCC

Minutes: The minutes were emailed prior to the meeting. No changes were made. A motion was made by Vedah and seconded by Nancee to approve the minutes as written. All in favor, none opposed. Motion Passed.

Financial Report: The Bank Reconciliations and summary were emailed prior to the meeting. Nancee gave a brief overview of the statements. Stephanie and Nancee are working with the main account in QuickBooks. Payroll is showing slightly off with the liabilities not cancelling out the expenses. The payroll journal has been requested from Anita Sisemore at Dana F Cole to fix whatever has been entered incorrectly. We will work to have an updated budget by next month's meeting.

Updates from Ex-Officio Members

No updates

Committee Reports:

- 1. Retail/Marketing:** Meeting Cancelled as it was the day before Crazy Days
- 2. Events Committee:** Jessica Burnett was the only person to show for the meeting. There was a discussion brought up by Vedah that this committee needs to pass all ideas through the Board of Directors. There have been a few times that plans have been made through the committee that have not been approved through the Board. At this time, we are behind in preparing for the Men's and Women's Steak Fry's. Bids will be sent out and Stephanie will email Board Members for final approval.

Old Business:

- 1. Tour De Ne:** Stephanie gave a brief overview of the profit and loss for the breakfast. We came out ahead by \$277.44, but the amount of work that went into the entire event was enormous. If this event happens again, Stephanie felt that it should be contracted through the City. There were several expenses and not a lot of return. The rest of the Board agreed with this.
- 2. Donut Dash:** Stephanie gave a brief overview of the profit and loss for this 5k run. The event was well received, and only positive comments were given afterward. It was suggested to make this the theme of our 5k for a while.

New Business:

- 1. Membership Dues:** This was tabled at the last meeting due to time restraints. A motion was made by Vedah and seconded by Danielle to move forward with the updated Membership Dues. A committee was formed to create a letter explaining/reminding members of all the

benefits membership has to offer and what spurred the change. Committee Members are Scott Cyboron, Jeanna Chancellor, Tierney Christen, Jeremy Shipe, and Stephanie Grafel. Stephanie will arrange a meeting to get this started.

2. **IRS Update:** Over the last few months Stephanie has been working with the IRS to verify they have all the forms that seemed to have been missing. As of yesterday, everything has been sent in and all should be satisfied. There may still be a penalty that the Chamber will owe, but that has yet to be determined.
3. **Executive Director Evaluation:** Tania has the completed evaluation form and will give that to Stephanie when she is back from vacation. The Board met prior and approved a payroll increase of \$1000 to Stephanie Grafel. The change brings her salary to \$39,000 a year. The board has agreed to retro act the raise for June 2022. Stephanie will have a copy of the minutes sent to Anita Sisemore at Dana F Cole for this to be taken care of. There still needs to be some updates done to the PTO benefits but will be tabled for another meeting.
4. **Ribbon Cuttings:** There are 3 Ribbon Cuttings scheduled for tomorrow Thursday July 28th. 4pm is Nebraska Owners Insurance Agency, 4:30pm is K Cleaning, and 5pm will be Earl's AutoGlass. Senator Matt Williams will be in attendance and Stephanie asks for participation from as many Board Members as possible.

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

Meeting Adjourned: 5:11pm

Respectfully Submitted; Stephanie Grafel, Executive Director