

**Broken Bow Chamber of Commerce  
Board of Directors Meeting  
April 24, 2019**

**Present:** Travis Barker, Lauren Long, Shantel Daake, Sara Arnold, Tammy Schall, Eric Zimbelman, Michelle Nelson, Levi French, Abby Hilkemeier, Morgan Olson, Deb Kennedy, Joni Kaczanowski

**Absent:** Melissa Garcia, Logan Girardin, Darren Tobey

**Call to order: 12:07 pm**

**Action Items**

**1. Minutes & Committee Reports**

- a. Motion to approve Board Minutes by Lauren, second by Sara, all in favor, none opposed.
- b. Motion to approve Committee Minutes by Morgan, second by Michelle, all in favor, none opposed.

**2. Financial Report**

- a. Motion to approve Financial Report by Morgan, second by Sara, all in favor, none opposed.

**3. City Wide Garage Sales**

- a. Motion to approve the Chamber organizing the City Wide Garage Sales by Eric, second by Abby, all in favor, none opposed.
- b. Dates agreed upon by the board were May 31-June 1, 2019.
- c. The Chamber will ask for business sponsors (up to 5) who will pay \$20 to have their name/logo on the garage sale listing and distribute flyers from their businesses. An e-blast will be sent to Chamber team members in order to find sponsors.
- d. Garage sale participants will pay \$5 to have their sale listed.
- e. Registration forms will be made available soon.

**4. Mini-Board Retreat in 6 months**

- a. The idea will be reevaluated at the August Executive Committee Meeting and decided upon at the August Board Meeting

**5. New Member Breakfast/Lunch**

- a. A breakfast or lunch will be held for new Chamber Team Members to learn more about what benefits the Chamber offers and to allow new members to ask any questions they might have, while getting to know the Chamber staff.
- b. The breakfast/lunch will be held in increments of 5-7 new members and will be open to 2 representatives from each new business.
- c. Motion to approve holding new member breakfasts/lunches by Levi, second by Eric, all in favor, none opposed.

**6. Intentional Advertising Plan; Facebook Share Request Form**

- a. Chamber members will be allowed 2 promotions each month (excludes community calendar events and Week at a Glance e-blast).
- b. The business/organization will need to request the promotion be sent or shared 2 business days in advance and can do so by filling out a form, calling, or emailing Deb or Joni.
- c. Deb and Joni will create a spreadsheet to track the promotions.
- d. A letter from the Board will be sent to educate the membership of this opportunity.
- e. Motion to approve the intentional advertising plan by Sara, second by Michelle, all in favor, none opposed.

## **7. Marketing Team**

- a. For "Chamber Business/Events" only; separate from the Retail & Marketing Committee; will create a strategic plan to promote Chamber events, etc.
- b. The Committee will consist of board members only (President, Vice President, 2-3 board members).
- c. Motion to create a new Marketing Committee by Shantel, second by Abby, all in favor, none opposed.

## **8. Alternative Entertainment for Banquet**

- a. The idea of hosting an alternative form of entertainment for the next banquet was proposed; such as Dueling Pianos.
- b. Deb has been gathering information and quotes.
- c. The Board will evaluate ticket pricing/corporate sponsors once quotes are finalized.

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

### **1. CEDC**

- a. Not present.

### **2. City of Broken Bow**

- a. Not present.

### **3. Board of Supervisors**

- a. Not present.

**No closed session held.**

**Meeting adjourned 1:15 pm.**