

## Broken Bow Chamber of Commerce Board Meeting

April 25, 2018

**Present:** Mike Hunsberger, Travis Barker, Logan Girardin, Jeremiah Luebbe, Eric Zimbleman, Abby Hilkemeier, Shantel Daake, Tammy Schall, Deb Kennedy, Joni Kaczanowski

**Absent:** Lauren Long, Melissa Garcia, Don Paris

Meeting opened at approximately 12:00 pm.

### Call to Order

1. Approval of March Minutes
  1. Motion by Jeremiah to approve, Seconded by Mike, approved by unanimous vote
  
2. Financial Report
  1. Shantel reported that income is down \$8000 compared to this time last year
    - i. This is in part due to outstanding dues and lower ad sales
    - ii. Will start making phone calls to businesses to collect dues
  2. Motion by Mike to approve, Seconded by Abby, approved by unanimous vote

### Committee Reports

1. Education
  - a. Deb discussed offering trainings focused on the advantages of using online tools in the workplace
  - b. REAP trainings were also discussed. Deb is working to determine a date
  - c. Lunch could be provided at these trainings for a suggested price of \$5
  - d. Another beneficial training that was discussed would focus on tips for employers hiring new employees and how to file taxes, etc.
2. Events
  - a. Market on the Square
    - i. Deb discussed that there are 5 vendors who are for sure interested
    - ii. NTV will be promoting the event, as well as NPR
    - iii. Chamber board members were encouraged to take a poster for the event to display at their place of work
    - iv. Travis asked about non-profit organizations who may want to set up a table/booth on the square— these organizations will not be charged to do so
  - b. Good Living Tour State of Art & Music Festival
    - i. Meeting was held on April 23<sup>rd</sup> at the Barn to discuss details
    - ii. Will take place on June 8<sup>th</sup> and 9<sup>th</sup>
    - iii. Friday's events will begin at 10 a.m. and take place at the Barn. They will include a quilt show, craft show, food court, and rope making, with guests including Linda Lacy, Leah Peterson, and RP Smith. Friday evening there will be a pie and ice cream social at the Custer County Historical Museum, followed by a wine tasting at the Bonfire Grill
    - iv. Saturday's events begin at 10 a.m. and will take place at the Library and in the Square. Three classes will be held at the Library. Events on the Square will include sidewalk chalk art contest, a hoop shoot, a skateboard class, demonstrations by Linda Lacy, as well as the headliner Big Wade & The Black Swan Theory starting at around 7 p.m.
3. Retail & Marketing
  - a. Second meeting was held with a smaller attendance
  - b. Discussion at the meeting focused on offering trainings, providing information to the public about local events, and ensuring that the citizens of Broken Bow are on the same page

- c. Crazy Days will be held July 12-15
  - i. Thursday of that week will be the biggest day which will coincide with the Market on the Square (Third Thursday will be moved up one week to July 12<sup>th</sup>)
  - ii. Businesses will be asked to sponsor a home-based business in front of their store
  - iii. There will be bouncy houses and both radio stations will be given ample time to play music on the square
- 4. Tourism & Accommodations
  - a. First meeting was held which involved a lot of brainstorming on how to get tour buses that are passing through town to stop in Broken Bow, as well as bikers headed to Sturgis in August
  - b. Deb discussed adding a page to the directory focused on lodging in Broken Bow (including hotels/motels and RV parks), as well as facilities with space to rent for large parties/events
- 5. Directory
  - a. Deb discussed that we have received the first proof of the directory and she has submitted changes to the publisher; Joni has worked on some additional proofreading this week
  - b. Mike suggested closely tracking the overall changes that are made to share in the grant process promoting tourism
- 6. Additional Discussion
  - a. Travis expressed concerns about the Education Committee no longer meeting and suggested possibly changing the scope of the committee to educational benefits for businesses (training opportunities)

## Old Business

- 1. Debit Account
  - a. Deb reported that the debit account is all set-up and the card is working
- 2. Signatures on Bank Info
  - b. Deb is in need of signatures for the debit account
  - c. Shantel discussed possibly updating the owners and signatures on file for the CD's at Bruning State Bank. Tammy said this would not be necessary as the executive board always has the ability to sign on these accounts, no matter what names were included when the CD's were opened
- 3. Payroll Changes
  - a. Deb discussed implementing Connie Ulmer to handle payroll, which will include direct deposit. The cost per year that has been discussed is \$900 (will be pro-rated for 2018 so approximately \$700)
  - b. Motion by Mike to approve, with the stipulation of receiving an itemized breakdown of the fees, Seconded by Jeremiah, approved by unanimous vote

## New Business

- 1. Joni, Admin Assistant Update
  - a. Joni wished to express a big thank you to Deb for being so welcoming to her as the new Chamber Administrative Assistant
- 2. New topic introduced by Mike
  - a. City Wide Garage Sales are generally held one of the first weekends of June. It was suggested by Mike to arrange the garage sales the same weekend as the Art and Music Festival to increase attendance at both events. In the past, participants in the garage sales were able to pay \$5 to be included on a master list of sales. The lists were then distributed around town
- 3. Ribbon Cuttings/GROW BB Awards
  - a. On April 24th, there were two ribbon cuttings held (Family Advocacy Network and the Brickstone Bed & Breakfast)
  - b. May 1st will be a busy day at the Chamber as Lt. Governor Mike Foley and Senator Matt Williams will be in Broken Bow for ribbon cuttings being held in the morning for Papa Shawn's Concessions & Catering as

- well as Apple Roofing. A tour of the hospital will be conducted and the afternoon will include two GROW award presentations (Kinkaider Brewing and Black Hills Energy)
4. Market on the Square/Third Thursday Update
    - a. Updates were given earlier in the meeting by Deb as she discussed the Events Committee
  5. Assistance on EMC Insurance Audit
    - a. Deb is in need of assistance with filling out the forms for the audit
    - b. Mike suggested contacting Nate
  6. New topic introduced by Travis
    - a. Updates to the websites include two calendars: one includes meeting agendas and minutes and one includes public Chamber events
    - b. There is a feature to sync these events with your personal calendar

#### **Closed Session**

1. Director's Report
  - a. The idea of presenting Chamber members with window clings, as opposed to the plaques being used now, was discussed. The window clings are more modern and potentially more cost effective

Meeting adjourned at 1:03 p.m.