

**Broken Bow Chamber of Commerce  
Board of Directors Minutes  
Wednesday October 27, 2021**

**Present:** Levi French, Vedah Fales, Shelly Apperson, Carol Ostendorf, Michaela Bissonette, Keith Ellis, Scott Cyboron, Gavin Higgins, Michelle Nelson, Tania Kreitman,

**Absent:** David Baltz, Darren Tobey

**Call to Order:** Meeting called to order by Vedah Fales at 4:08pm

**Old Business:**

**1. Minutes:**

- a. Minutes from August 25<sup>th</sup> were emailed prior to the today's meeting. No changes were needed. Tania K. made a motion to accept the minutes as written, seconded by Michaela B. All in favor, none opposed. Motion passed.

**2. Financial Report:**

- a. Carol O. presented the financial reports for August and September. No changes were needed. Michaela B. made a motion to accept the financial report as given, seconded by Scott C. All in favor, none opposed. Motion passed.

**Updated from Ex-Officio Members:**

- 1. Board of Education – Tom Osmond – No Report
- 2. Board of Supervisors – Barry Fox – No Report
- 3. City of Broken Bow – Dan Knoell – No Report
- 4. CEDC – Keith Ellis – There is still one house available on Hilcrest and one in need of completion. The Rural Workforce Housing Grant was awarded of \$400,000.00, with matching funds over \$600,000.00. Keith has started planning on a new project, “A Good Job Challenge” this is a workforce development project that includes working with the public schools to “Grow our own.” workforce. The CEDC is also partnering on a Wellness Center and Childcare facilities in Broken Bow. His three priorities are: workforce & housing, small business development, and community growth.
- 5. Past President – Levi French – No Report

**New Business:**

**1. New Board Members:**

- a. Stephanie G. announced that the votes have come in and have been tallied by herself and Lacey. Our new Board Members for 2022-2024 are Audra Kerber, Nancee Coufal, Suzanne Glendy, and Sid Fessler. Vedah & Stephanie signed the letters to all nominees letting them know the outcome. Letters will be put in the mail first thing tomorrow. The new Board members are invited to the November & December meetings to familiarize themselves with the Board. It was also discussed about having an Orientation meeting before the first January meeting for any Board member that would like information and the new members.

**2. Festival of Lights:**

- a. Stephanie would like the Chamber Board to open the parade as the first float. She has spoken with Sally at Awards & More about having a banner made reading, “This event brought to you/sponsored by the Broken Bow Chamber of Commerce” or something similar. We will be able to use it for the parade, but also for several other events we sponsor. The Board was all in agreement to have a float.

**3. Annual Banquet:**

- a. A committee is needed for the Annual Banquet 2022. Committee members will be; Scott Cyboron, Gavin Higgins, Carol Ostendorf, Vedah Fales, and Shelly Apperson. Stephanie will send out an e-mail for the committee and a meeting will be scheduled to get preparations made. She will also invite the new board members in the e-mail to participate if they would like to jump in early!

**4. Ribbon Cuttings & Grow Awards:**

- a. We have gotten the two GROW awards from Awards & More for Triple Blessed and Precious Angels. The general board consensus was to try and do these and a Ribbon cutting or two on November 19<sup>th</sup>. Stephanie will contact all the businesses that are up for that and get it scheduled.

**5. Chamber Bucks:**

- a. The new \$20 Chamber Bucks have arrived and along with it a form to help track our larger quantity orders.

**6. PPP Loan:**

- a. The letter confirming payment of the PPP loan arrived at the office.

**7. Employee Policy & Procedure Handbook (EPPH):**

- a. Stephanie led the Board through the changes that were made to the EPPH. The only portion that needed addressed was the Simplified Employee Pension (SEP). By law any employee that meets the set requirements for the SEP is eligible. With that being said, requirements needed to be set. A motion was made by Carol O. to set the age requirement to 19 years old (as that is the State age of adulthood), and years of service as 1 year. Motion was seconded by Levi F. All in favor, none opposed. Motion passed. A motion was then made by Scott C. to approve the EPPH as presented with the additions to SEP. Gavin H. seconded the motion. All in favor, none opposed. Motion passed.

**8. By-Laws:**

- a. Stephanie led the Board through the changes that were made to the By-Laws. No adjustments needed to be made. Michaela B. made a motion to approve the By-Laws as presented. Michelle N. seconded that motion. All in favor, none opposed. Motion passed.

**Additional Communication:**

The Chamber is still working with Dana F Cole on the IRS Payroll issues from 2018 & 2019. We received another letter stating payment due for the 2018 liabilities, Jeff Oeltjen’s advice is to pay at this time and he will continue to work with the IRS on these matters.

With no other items to discuss a motion was made by Scott C. and seconded by Carol O. to adjourn the meeting. All in favor, none opposed.

**Meeting Adjourned: 5:48pm**

**Respectfully Submitted:** Stephanie Grafel, Executive Director

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**Upcoming Events & Meetings**

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|----|----------------------------|------------------------------------|
| 1. | Spookin the Square         | Fri Oct 29 <sup>th</sup> – 3-5pm   |
| 2. | Events Committee           | Wed Nov 10 <sup>th</sup> – Noon    |
| 3. | Fall Promotion             | Sat Nov 13 <sup>th</sup> – 9-4pm   |
| 4. | Retail/Marketing Committee | Tues Nov 16 <sup>th</sup> – 8:30am |
| 5. | Executive Board Meeting    | Wed Nov 17 <sup>th</sup> – 4pm     |
| 6. | Board of Directors Meeting | Wed Nov 24 <sup>th</sup> – 4pm     |
| 7. | Festival of Lights         | Mon Nov 29 <sup>th</sup> – 5:30pm  |

