

**Broken Bow Chamber of Commerce
Board of Directors Minutes
November 24, 2021**

Present: Scott Cyboron, Levi French, Vedah Fales, Tania Kreitman, Michelle Nelson, Carol Ostendorf, Stephanie Grafel, Nancee Coufal, Audra Kerber

Absent: Keith Ellis, David Baltz Michaela Bissonette, Gavin Higgins, Shelly Apperson, Darren Tobey

Call to Order: 4:06pm by Vedah Fales

Minutes: October 27th minutes were e-mailed prior to the meeting. No changes were needed. Tania K. made a motion to accept the minutes as written, seconded by Scott C. All in favor, none opposed. Motion passed.

Financial Report: The October financial report was e-mailed prior to the meeting. Carol O. presented the report, highlighting some one-time only expenses. A motion was made by Scott C. to accept the financial report as given, seconded by Levi F. All in favor, none opposed. Motion passed.

Updates 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 – No Report
5. Past President – Levi French – No Report

Old Business:

1. **Employee Policy & Procedure Handbook:** Completed. Thanks for your patience during this.
2. **By-Laws:** Completed. Copies are available for all Board Members upon request.
3. **IRS:** Jeff Oeltjen is still working on this. He is currently out of the office until Monday Nov. 29th.
4. **Custer County Tourism Grant:** Completed & approved. The Executive Board will be meeting with Rick Maas to discuss use of funds for the Directory Grant.

Committee Reports:

1. **Events Committee:**
 - a. **Festival of Lights:** Progress is being made on the Float. Reminder will be sent to all Board Members asking for participation.
 - b. **Annual Banquet:** March 12, 2022, is the date that has been decided on. Not as many school conflicts. Stephanie has contacted Kyle Yamada (comedian) and is awaiting an service agreement. Discussing décor.
2. **Retail/Marketing Committee:**
 - a. **A Christmas Stroll:** December 18, 2021
 - b. **Christmas Bucks:** 18 businesses are sponsoring this year. Winners will be announced on the 10th, 17th, and 24th.
 - c. **Black Friday, SBS:** Advertising is complete.
 - d. **December Retail/Marketing Meeting:** Cancelled.

New Business:

1. **2022 New Board Members:** Nancee Coufal and Audra Kerber, two of the for newly elected Board Members came to the November meeting. Introductions were made and the new members welcomed.
2. **Vedah's New Position:** Our current President Vedah is in the process of changing positions from Great Western Bank to NSB. Her first day will be on November 29th, 2021.

3. **Targeted EIDL Advance:** Levi and Vedah completed an application for this on Wednesday November 17, 2021. Levi stated that he had received more correspondence regarding this. There is more that needs to be completed. He and Vedah will finish it after the meeting today.
4. **Ribbon Cutting/GROW Award:** Friday, December 3rd we will be starting at Sandhills Custom Creations at 3pm for a Ribbon Cutting, 3:30pm will be a GROW Award at Triple Blessed Boutique, 4pm is a Ribbon Cutting for Jaunito's and 4:30pm for Pleasure Lanes.
5. **Office Closed:** Just a friendly reminder to everyone that the Chamber office will be closed on Thursday and Friday for Thanksgiving.

With no further business to discuss a motion was made to adjourn the meeting by Tania K., seconded by Scott C. All in favor, none opposed. Motion passed.

Meeting Adjourned: 4:34pm by Vedah Fales

Respectfully Submitted: Stephanie Grafel, Executive Director

Upcoming Events & Meetings

- | | |
|-------------------------------|---|
| 1. Happy Thanksgiving | Tomorrow! |
| 2. Events Committee | Wednesday December 8 th - Noon |
| 3. Executive Board Meeting | Wednesday December 15 th - 4pm |
| 4. A Christmas Stroll | Saturday December 18 th - 10-4pm |
| 5. Board of Directors Meeting | Wednesday December 22 nd - 4pm |
| 6. Merry Christmas | December 25th |