

**Broken Bow Chamber of Commerce  
Board of Directors Meeting Minutes  
May 26<sup>th</sup>, 2021**

**Present:** Vedah Fales, Joan Jackson, Carol Ostendorf, Michaela Bissonette, Andrew Ambriz, Michelle Nelson, Tania Kreitman, Dan Knoell, Stephanie Grafel

**Absent:** Levi French, Scott Cyboron, Darren Tobey, Gavin Higgins, David Baltz

**Call to Order:** Meeting was called to order by President Vedah Fales at 4:02pm

**Old Business:**

**1. Minutes:**

a. April minutes were e-mailed prior to today's meeting. No changes were needed. Carol O. 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 presented the financial report, making special note of the \$1,000 credited to the Chamber Bucks account and the change in designation of a Money Market account at Great Western. It had previously been thought to be a CD. No changes were needed. Andrew A. made a motion to accept the financial report as given, seconded by Michelle N. All in favor, none opposed. Motion passed. Stephanie and Carol are working together on a 2021 Budget to Actual report that will be presented to the Board in June. Carol will be setting up a meeting with Dan Zach at Dana F Cole to review accounts and discuss the finer workings of financials for a Non-Profit Organization.

**3. CCF Grant:**

a. Vedah filled out grant paperwork by April 30<sup>th</sup> for the Custer County Foundation Grant for nonprofit organizations. On May 20<sup>th</sup>, 2021 a letter was received that the Chamber of Commerce would not be receiving a grant at this time. There is another chance in the fall (applications need to be in by Oct 31<sup>st</sup>, 2021) if the Chamber would like to try again. The grant request was to help purchase a new marquee sign to promote local businesses and events.

**Updates from Ex-Officio Members:**

**1. CEDC – Andrew Ambriz:** Andrew gave a brief report detailing the final cleanings of the two homes on Hillcrest. They have one purchase agreement in the works and another going through the process. There is another grant opportunity, 1 to 1 match, that could bring in approximately \$800,000 for future use. The final application is due in July.

**2. City of Broken Bow – Dan Knoell:** Dan expressed his excitement for the CEDC and all the work they do for our community. He discussed the work being done by Parks & Rec to keep our city property looking beautiful. They have had a bumper crop of dandelions keeping them busy. The City is also working on updates to Indian Hills Park. They will be adding playground equipment and it should be ready this summer. They are also in the process of looking into creating a City Dog

Park. Representatives are going to other towns to see how current dog parks are being run and maintained.

**3. Board of Supervisors – Barry Fox:** No Report

**4. Board of Education – Tom Osmond:** No Report

**5. Past President – Levi French:** No Report

### **Committee Report:**

#### **1. Events Committee:**

a. Market on the Square is going strong with 18 paid vendors and more scheduled in the upcoming weeks. \$1,460 has been brought in so far. \$64.00 will go toward updating old & adding new signage by Awards & More. Advertising is also being done with 2 live reads a week on KCNI and Breakfast Show from May 13<sup>th</sup> until Sept 16<sup>th</sup> at \$387.60. There will also be advertising in the Loup Valley Shopper at approximately \$20 a week.

b. The City Council meeting was on May 25<sup>th</sup>. The council heard from concerned citizens on the food truck vendor issue. Market on the Square is a separate event, but we want to make sure that all our vendors are in compliance with the City Ordinance's and we are actively watching out for customer/citizen safety issues.

c. Per vendor request the Broken Bow Chamber has submitted a request to review the use of a Port-a-Potty on the Square. This would not be until the next Council meeting at the soonest.

d. Summer Celebrations are planned for June 18<sup>th</sup> and July 8<sup>th</sup>, and the Color Run is July 10<sup>th</sup>. All are being currently worked on.

#### **2. Retail/Marketing Committee:**

a. Andrew A spoke on the upcoming Crazy Days, DC Lynch, Alumni Weekend, Sidewalk Sales, Market Day, Color Run, Gary's Produce Truck Sales, and Food Trucks. This will be a busy time!

b. Spirit Softball will be on June 25<sup>th</sup> – 27<sup>th</sup>. Andrew and Stephanie will be meeting on May 28<sup>th</sup> to discuss Special Flyers for participants.

c. City Wide Garage Sales will be next week. We have had an okay turn out with participants and 6 businesses have sponsored for this event.

### **New Business:**

**1. GROW Award:** Friday May 28<sup>th</sup>, 2021 at 3pm The Chamber will be presenting a GROW Award to The Jones Group for the updates to the Ansley office. We are doing this in conjunction with their Customer Appreciation Event. Please make every attempt to be there as a Chamber Representative.

**2. Ribbon Cuttings:** Friday June 11<sup>th</sup>, 2021 Lt Governor Foley will be joining us for a Ribbon Cutting Ceremony at the completed CEDC Houses, Ne Integral Wellness, Comeca Camp & Retreat Center, Halsey 4-H Camp, & A GROW Award for Kinkaid Brewing Company. Please plan your schedules so you will be able to attend some of these ceremonies.

**3. Membership Drive:** Stephanie has been receiving numerous inquiries daily for housing/rentals. There are some Chamber Businesses that fill this need, but there are plenty more out there who are not members. Stephanie created a “mock-up” of an ad directed to this business category. The board discussed the different avenues of advertising best suited for this. It was suggested to initially make a Facebook ad, Use Radio (KCNI & KBear), and have an ad created for Fox Theater. Stephanie will work on these for June. There was a reminder to all Board Members that encouraging new memberships is important and something the Chamber asks of the Board. Word of mouth is a great way to strengthen your team!

**4. Junk Jaunt:** Stephanie was approached by two committee members from Junk Jaunt regarding a Chamber advertisement. A full page ad would cost \$240. It was presented that a Chamber could buy the space and then sell spots to Business Members. The Board discussed this and thought it a better idea to use some of our Tourism money to purchase 2 pages and use the City Map and “Welcome! Explore, shop, play & stay!” designed by Sarah Russell. Stephanie will complete the paperwork and turn it in before the deadline of July 1<sup>st</sup>, 2021.

**5. Executive Director Position:** There has been a resume turned in for the Executive Director position. There was also a phone inquiry about the position also. Vedah asked Stephanie to call the individual back and request a resume. The hiring Committee will meet to discuss the next step.

With no further business to discuss the meeting was adjourned. There was no longer a quorum available to vote on adjournment.

**Meeting Adjourned:** 5:01pm

Next Meeting: Wed June 23<sup>rd</sup>, 2021 4pm

Respectfully Submitted: Stephanie Grafel, Administrative Assistant