

**Broken Bow Chamber of Commerce
Board of Directors Meeting Minutes
August 25th, 2021**

Present: Levi French, Vedah Fales, Carol Ostendorf, Scott Cyboron (teleconference), Gavin Higgins (teleconference), Michelle Nelson, Tania Kreitman, Stephanie Grafel, Lacey Fiorelli

Absent: Michaela Bissonette, Darren Tobey (Proxy avail.), David Baltz

Call To Order: Meeting was called to order by President Vedah Fales at 4:04pm

Old Business:

1. Minutes:

- a. July minutes were e-mailed prior to today's meeting. No changes were needed. Levi F. made a motion to accept the minutes as written, seconded by Michelle N. All in favor, none opposed. Motion passed.

2. Financial Report:

- a. Carol O. presented the financial report. No changes were needed. Tania K. made a motion to accept the financial report as given, seconded by Michelle N. All in favor, none opposed. Motion passed.

3. Administrative Assistant Job:

- a. Lacey Fiorelli was present to meet the Board of Directors as the new Administrative Assistant. She will begin her part-time duties on September 7th, 2021, but will come in a couple days this week and next to complete new hire paperwork and shadow Stephanie.

4. New Businesses in Town:

- a. Stephanie is still working on offering Chamber Membership to new businesses in town. Since the last meeting, Juanito's and 4CountyKids have been added as Chamber Members.

Updates from Ex-Officio Members:

1. **CEDC – O:** No Report
2. **City of Broken Bow – Dan Knoell:** No Report
3. **Board of Supervisors - Barry Fox:** No Report
4. **Board of Education – Tom Osmond:** No Report
5. **Past President – Levi French:** Levi reported to the Board that a new Executive Director for the CEDC was hired and will start mid-September. Keith Ellis

Committee Reports:

1. Events:

- a. Steak Fry's are up and running. Advertising has been started on social media (Twitter, Facebook), ads have been placed in the Custer County Chief and Loop Valley Shopper, and Stephanie is scheduled for Morning shows on both KCNI & KBear.
- b. Pep Rally is scheduled for Sept. 10th. Everything is ready except for the Judges for the banners. Gavin H. and Levi F. are working on this part.

2. Retail/Marketing:

- a. A Fall Promotion is being worked on for November 13th. The theme is "Fall in Love, with the Local Flair". The retail businesses have not decided yet if they would like to do a storewide sales or passport.
- b. A Christmas Stroll is being worked on for December 18th. The theme is "Do you want to build a Snowman?". There will be a Snowman that can be added to for every store the customer visits. Complete the Snowman and turn it in for a Special Prize Drawing.

New Business:

1. Potential Board Candidates 2022-24:

- a. While working through By-Laws updates it came to Stephanie's attention that letters needed to be sent out before September 1st to all Chamber Memberships requesting nominations. Article 7 Section 3 states that election of Directors is to be done by mail, with numbered ballots. The ballots are to be mailed no later than September 15th containing all nominees and room for write-in candidates. There is also to be a "Counting Committee" for proper ballot reporting. This should be completed prior to the regular October Board meeting. Stephanie will have the first set of letters sent out by the end of the week.

2. New Executive Board Member:

- a. Per the By-Laws Article 9 Section 2 *"Upon the removal or resignation of any officer, except the President, The Board of Directors shall fill the office by appointment of the Board. Such appointed officer shall complete the un-expired term of office."* With this in mind, the Vice President position needs filled with the resignation earlier this month of Joan Jackson. She and her husband are moving back to Texas. After some discussion Gavin H. and Scott C. were asked if either would be able to fill this office. Gavin H. was willing. Michelle N. made a motion to appoint Gavin H. to the Executive Board as Vice-President for the remainder of the 2021 Board year, seconded by Scott C. All in favor, none opposed. Motion passed.

3. Ribbon Cuttings:

- a. There are going to be several businesses upcoming for Ribbon Cuttings. Currently Juanito's, Patriotic Builders, and 4CountyKids. Stephanie will get in touch with the businesses to schedule. 4CountyKids is offering all the local State Registered Childcare Providers payment for their Chamber Membership for the first year. We are anticipating an influx in membership. It would be great to do a mass ribbon cutting for all the childcare with media and a good write up. Stephanie will be attending a meeting with them on Thursday night to present Chamber Benefits and answer any questions providers would have.

4. Employee Policy/Procedure Handbook, By-Laws:

- a. The current Employee Handbook had begun a revision last year, but it was never completed and voted on. There are some forms and procedures that also need added to the current book. The By-Laws were revised in 2019, but another revision is needed to update some procedures and add additional amendments (such as the use of teleconference and zoom for meetings, also the use of Proxy forms for Board Members) To accomplish this before Chamber Board Nominations and End of Year, the Executive Board will need to meet a week early in September to review and revise. This will give the Board the required 10 days to review all documents and vote at the September meeting. The Exec. Board decided to meet on Wed. September 8th at 4pm at the Chamber office.

With no other business to discuss the motion was made to adjourn the Board Meeting by Tania K., seconded by Levi F. All in favor, none opposed. Motion passed.

Meeting Adjourned 4:36pm

Next Meeting: September 22nd, 2021, 4pm Chamber Board Room

Respectfully Submitted: Stephanie Grafel, Executive Director