

**Broken Bow Chamber of Commerce
Regular Board Meeting
December 16th, 2020**

Present: Andrew Ambriz, Levi French, Carol Ostendorf, Tania Alexander, Hannah Jones, David Baltz, Michelle Nelson, Joan Jackson, Gavin Higgins, Stephanie Grafel, Scott Cyboron, Lauren Long, Travis Barker, Shantel Daake, Vedah Fales, Darren Tobey

Absent: Michaela Bissonnette

Call to order:

Meeting was called to order by President Levi French at 4:02 PM.

1. Minutes

- a. Darren made a motion to approve the minutes for November and Andrew seconded. All in favor, none opposed.

2. Financial Report

- a. Daren made a motion to approve the financials for Nov. financials and Carol seconded. All in favor, none opposed.
- b. There is a debit card tied to the Chamber account with Deb's name on it. There needs to be a name on the debit card.
 - i. Can be continued to be used without any liability to Deb, just needs a new name on it.
 - ii. There is no expiration date coming soon either.
- c. All financials need to have Deb removed from all accounts.
 - i. Carol made a motion to remove Deb, Travis seconded. All in favor, none opposed.
 - ii. Gavin, Michaela, and Levi will remain on signature cards. Travis and Deb will be removed from accounts.

3. Budget

- a. Levi tried to put together some budget spreadsheets for the last few previous years.
 - i. Dues from November and December of last year were not included in the total income. Travis looked up total membership invoicing and receivables to date.
 - 1. As on January 1st- year to date- the actual will be north of that figure.
 - ii. Events income was down this year.
 - iii. Levi did raise the carnival income hoping that the carnival will happen this year.
 - iv. The beautification fund had \$471 and it should be balanced. (in and out)
 - v. Brought in more office income (more copies, prints, etc. made).
 - 1. Building expenses-reimbursed by Flatwater Bank.
 - vi. Deb thought the Chamber Meal Deal budget could be raised for this next year.
 - vii. We did go over budget on the Annual Banquet last year and the Country Catering bill was the big cost of the evening.
- viii. For budgeting purposes we are going to breakeven on the banquet.
 - 1. Doing this since we may not even have this.

- ix. Custer County Tourism committee grants submitted, would like further discussion before awarding any funds.
 - 1. We will record additional expenses for tourism under Custer County tourism expense to demonstrate where/how funds are used.
- x. Directory expense: less directories are used each year. May be worth it to print fewer directories; this is why this expense is less now.
- xi. Payroll expenses; for budgeting purposes Levi took the existing salary and rolled it over for 11 months.
 - 1. The big unknown is the payroll for the executive director coming in this next year.
- xii. Andrew made a motion to approve the budget with changes discussed and Darren seconded the motion. All in favor, none opposed. Proposed budget for 2021 carries.

4. Committee Reports

a. Retail & Marketing

b. Events

i. Annual Banquet

- 1. Had \$13,227 in income; will have \$1000 for the banquet hall, all of the plaques for businesses (\$500), average cost for each plate (\$27).
- 2. With a \$4,000 fixed cost along with the variable cost of per plate cost.
- 3. Would pushing it back to Spring be a better time? April? Golf Scramble ahead of time?
 - a. Need to find a date in April and make sure Country Catering would still be available along with the policy of the entertainment.
 - b. Gavin and Darren will be looking into possible dates for end of March and April dates.

5. Additional Communication

a. Chamber Bucks

- i. Have been a big deal this year; Donnis Hueftle at The Chief is going to print a special run of \$31,800 for a local employer.
 - 1. Will do a "Thank you" for Donnis at some point.

b. Paid-Time off Policy

- 1. Employees had the opportunity to roll over 50% of the paid off time and then keep on accruing each year.
- 2. This is something that should be changed in the policy.
- 3. Board members may need to look around to different organizations to see what they do and come in with an annual accrual limit.
 - a. Would not be able to accrue anything past 160 hours.
- 4. May be a good idea to look at other Chambers to see what they are doing as well.

c. Executive Director

- i. Current candidate is unable to make timing work; is not in consideration at this point.
- ii. There is not a director at the moment.
 - 1. A new candidate has expressed interest and preliminary interview occurred.
 - 2. Looked like a great candidate and seems very promising.
 - 3. Need to see if the selection committee could get together to interview her for the 2nd interview.
 - a. Would like to keep the selection committee the same.

d. Officer Elections

- i. Officer elections will be coming up in January; if there is any interest in any of the positions please let the executive board know.

Updates from Ex-Officio Members

1. CEDC

- a. End of year, into membership visits.
- b. Just came up with a new housing project.
- c. New homes will be done by June 30th of this coming year.

2. City of Broken Bow—not present

3. Board of Supervisors—not present.

Closed Session

No closed session.

Adjourn

- 1. The meeting was adjourned by 5:09 PM.