

**Broken Bow Chamber of Commerce Board Meeting  
February 28, 2018**

**Present:** Melissa Garcia, Shantel Daake, Don Paris, Jeremiah Luebbe, Lauren Long, Tammy Schall, Logan Girardin, Deb Kennedy

**Guests:** Rachelle Ross

**Absent:** Mike Hunsberger, Tom Bailey, Eric Zimbleman, Abby Hilkeimeier

Meeting opened at 12:00 pm

**Call to Order**

1. January Minutes approved by the Board by unanimous vote.

**Committee Reports**

1. Education
  - a. You-Niversity Event was held on February 22. Tom Bailey was absent so no report on attendance.
2. Events
  - a. Easter Egg Hunt. Jeanette Denson came to the Events Committee Meeting held on February 21 to discuss the event on March 30<sup>th</sup> at 1:30.
    - i. We will provide Crossing Guards for the event – 6-8 volunteers.
    - ii. We will hang up the eggs at businesses – Melissa Garcia volunteered herself and children to assist.
    - iii. We will contact off square businesses to set up around the square and availability to provide/sponsor games for the children before and/or after the hunt is completed.
  - b. Crazy Days. YLCC Group came in to talk about ideas for events throughout Crazy Days. Some of their suggestions included inflatables downtown, a 3 on 3 basketball tournament, dodge ball tournaments. They will come to the meeting in March to report on progress and how we can be of assistance.
  - c. Directory. The requests for advertising have been sent out to previous ad purchasers.
  - d. Home & Leisure Show. The show has been cancelled this year due to non-commitments from potential vendors. The committee decided it would be in our best interest and those who had signed up to hold off for this year. The committee will meet in July to talk about the ups and downs and what we see it looking like in the future.

**Old Business**

1. CEDC
  - a. The Executive Committee made the recommendation to become a member of the CEDC at the \$225 level (the CEDC will become a \$225 member of the Chamber in kind). Motion made by Don Paris, Jeremiah Luebbe seconded. All in favor with none opposed.
  - b. The Executive Committee made the recommendation to donate \$500 towards the initial expense for the HEAR Nebraska Concert Series. Don Paris made the motion, seconded by Lauren Long. All in favor with none opposed.
2. GROW Awards
  - a. GROW Broken Bow awards scheduled with Broken Bow Care & Rehabilitation and Casey's General Store on Monday, March 5, 2018.
3. Membership
  - a. There have been discussions with 17 businesses regarding new membership with 6 new members signing up since November 10, 2017 and 3 businesses renewing their membership after letting it lapse for more than 1 year. This is a total of 9 new members.

**New Business**

1. Office Space at the Arrow Mini Mall
  - a. Rachelle Ross joined the meeting to present a change in location for the Chamber. The Ross has a 1,400 square foot office available under construction that will be available soon. This space would be \$800 per month and include a conference room or office and reception area. All utilities are paid by the owners and cleaning of the public bathrooms and hallways taken care of. The Chamber would have the option

to purchase signage from Palmer Monument for the outside and windows. This would be a year-to-year lease on a calendar year.

- b. After Rachele's presentation the board discussed and decided to stay where we are.
2. Committee Structures
  - a. Proposal of a Tourism & Accommodations Committee. This would be a Board driven committee with input from hotels, restaurant owners, the museum and barn owners/personnel.
  - b. The recommendation is that there is a wholesale change with the way committees that are Chamber driven are run.
    - i. For consistency the Executive Committee recommended that all Chamber Committee Meetings will be held on a monthly basis at the Chamber office.
    - ii. There will be a Board Chair who will lead the meetings & the process with the addition of a Co-Chair from the members of the committee.
    - iii. Chamber staff will define the committees and responsibilities of the Chair and Co-Chairs.
    - iv. The Chair of each committee will be responsible to recruit the Co-Chairs.
  - c. Motion to standardize committees was made by Jeremiah Luebbe and Don Paris, Tammy Schall seconded. All in favor with none opposed.
3. Administrative Assistant. Kathy Willis is filling in temporarily 3 days a week. There have been several resumes in response to the job posting. Interviews will start soon.
4. A 2<sup>nd</sup> calendar will be set up on [www.brokenbow-ne.com](http://www.brokenbow-ne.com) for Chamber meetings. Agendas will be posted with the calendar information.
5. Retirement Plans at Edward Jones. There needs to be new paperwork submitted regarding retirement plans. One set will allow for investments to be deposited into a SEP account and the other will allow for deposits in established accounts at Edward Jones. The decision was made to allow for deposits in established accounts and will be communicated to Janet at Edward Jones.

#### **Closed Session**

1. Financials. No concerns.

Next Education Meeting – Tuesday, March 13<sup>th</sup>

Next Events Committee Meeting – Wednesday, March 14<sup>th</sup>

Next Retail Committee Meeting – Tuesday, March 20<sup>th</sup> (Tentative)

Next Executive Board Meeting – Friday, March 23<sup>rd</sup>

Next Regular Board Meeting – Wednesday, March 28<sup>th</sup>

Meeting adjourned approximately 1:15.