

**Broken Bow Chamber of Commerce
Regular Board Meeting
November 18th, 2020**

Present: Andrew Ambriz, Levi French, Michelle Nelson, Carol Ostendorf, Deb Kennedy, Hannah Jones, Daren Tobey, Lauren Long, Joan Jackson, Michaela Bissonnette, Gavin Higgins, Shantel Daake, Vedah Fales

Absent: Travis Barker

Call to order:

Meeting was called to order by President Levi French at 4:04 PM.

1. Minutes

- a. Daren made a motion to approve the minutes for Sept. and Oct. and Andrew seconded. All in favor, none opposed.

2. Financial Report

- a. Daren made a motion to approve the financials for Sept and Oct. financials and Michaela made a second. All in favor, none opposed.

3. Committee Reports

a. Retail & Marketing

- i. We are still working on the full list for the Christmas Bucks promotion; we are working on getting more participating businesses.
- ii. We have had 13 businesses sign up for the Christmas Stroll.
- iii. BF, SBS, and MM are still a go.
 - 1. Each business is asked to get their info to us and then we will do a social media push with their special hours and special deals.
 - 2. Some businesses are joining together to do a special deal for Monday to encourage shopping in multiple locations.
 - 3. A possible thought to help drive more traffic in local businesses after hours and ask if they would stay open later.

b. Events

- i. We have 4 entries for the "reverse parade". Santa will be there in a horse drawn carriage, so if kids want to take a socially distanced picture with Santa, then they can.
 - 1. This will be essentially a "drive-thru" parade at the Custer County Fairground; enter through the "North" gate and go around and exit through the fairgrounds exit.
 - 2. This will be on KCNI/KBBN.
 - 3. Volunteers will be needed that night to help direct traffic.
- ii. KCNI/KBBN is going to do a livestream video of the lighting of the Christmas Lights in the square. "Virtual Lighting"
- iii. The entertainment has been confirmed for the Chamber Banquet.
 - 1. This was confirmed by the entertainment sub-committee.
 - 2. The entertainment is going to be sending the contract.
- iv. The catering bids have been sent out for the banquet as well as the awards.
 - 1. The plan is right now to wait until December to decide on whether or not to have the banquet due to COVID.
 - 2. Daren is going to crunch the numbers once all of the bids come in.

4. Additional Communication

- a. The selection committee had some conversations with the possible executive director and he currently said "no".
 - i. Too much going on with his job scope currently; although he is committed to leaving the area.
 - ii. He doesn't foresee being able to start on January 1st, will follow up with him to see when he could possibly start.

1. Although it was a “no” it sounds like he may be here in the future. There will be a conversation later this week.
- iii. This is a high-priority to find someone to fill this role.
- b. There needs to be some next steps taken due to not having anyone in the office after the end of the year.
 - i. Deb said at the very least someone needs to be hired before the end of the year to be a full-time admin.
 - ii. Levi talked about asking some other previous candidates to see if they would be willing to fill a full-time admin job.
 - iii. There was another person that reached out about an “interim” Chamber Director who helps to fill in the gap.
 - iv. Finding an full-time assistant is most likely the best option to fill in the gap for a while.
 1. The board is being asked to think about possible full-time assistants that could fill in the gap.
 2. Deb is going to send information about both positions.

Updates from Ex-Officio Members

1. CEDC

- a. The new homes are being built and hopefully there will be framing up here soon and homes done by June.
- b. The ShopKo building has been bought by BD.
- c. CEDC continues to touch on workforce and healthcare in our communities. We are limited on Nurses and healthcare currently.
 - i. This has exposed a definite need in our community.

2. City of Broken Bow—not present

3. Board of Supervisors—not present.

Closed Session

No closed session.

Adjourn

1. The meeting was adjourned at 5:07 PM.