

Board Meeting | August 7, 2018 MINUTES
Beavercreek Chamber of Commerce | 3210 Beaver Vu Dr. Beavercreek, OH 45434

PRESENT: Amanda Byers, Monique Reeves, Tabitha Guidone, Ed O’Shaughnessy, Brian Jarvis, Jeff Brock, Pete Williams, Chris Beck, Kristie Miller, Teresa Howard Geraci, Stephen Brown, Mark Weinstein, Dianna Cordle, Jen Crosby & Toni Overholser.

CALL TO ORDER

The meeting was called to order at 5:30p.m. by Monique Reeves, Board Chair

EX OFFICIO REPORTS:

Monique Reeves explained new Ex Officio Format:

- Only one full report will be provided monthly
- All Ex Officio’s have been asked to send 2-3 bullets to share in a combined monthly report

City of Beavercreek

Pete Landrum, City Manager provided an update (see packet)

BOARD OF DIRECTORS MEETING MINUTES

A motion was made by Jeff Brock to approve the BOD meeting minutes. Motion was seconded by Chris Beck. Jen Crosby and Toni Overholser abstained. Motion passed.

TREASURERS REPORT

Tabitha Guidone, Treasurer presented the Treasurer’s Report (see report) noting that:

- Q2 increase was due to Q1 outstanding invoices coming in
- Budget from Q2 is \$3000 off due to the purchase of a new A/C unit
- Rebates are going up through member benefit education
 - Reggie Franklin from IGS Energy to speak at August Small Business Focus Group to go over energy savings
- Executive Committee decided instead of a separate maintenance budget recommended by the Finance Committee the Chamber will use the savings account as an emergency fund
- Finance Committee recommends transferring money from checking to savings with a recommended checking account balance of \$75,000

A motion was made by Dianna Cordle to move \$25,000 from checking to savings. Motion was seconded by Jeff Brock. Motion passed unanimously.

A motion was made by Teresa Howard Geraci to approve the Treasurer’s Report for June. Motion was seconded by Jeff Brock. Motion passed unanimously.

A motion was made by Jeff Brock to approve the Treasurer's Report for Quarter 2. Motion was seconded by Ed O'Shaughnessy. Motion passed unanimously.

CHAMBER REPORTS

Amanda Byers, President/CEO gave updates on the following:

- 1) Building Maintenance Update
 - a. Possert Construction fixed ceiling in large conference room at no cost to Chamber
- 2) Membership Retention Plan (see handout)
 - a. Gave all Board members copy of retention plan (see handout)
 - b. Staff did their first 4 month visit and delivered cookies Friday 8/3
 - c. Encouraged Board to send any helpful ideas for retention
- 3) Popcorn Festival & Air Force Marathon Volunteers
 - a. Chamber will have a booth at Popcorn Festival
 - i. Board was asked to help volunteer
 - b. Chamber is helping with AFM info booth
 - i. Board was asked to help volunteer
 - c. Chamber Admin, Ashley Braun, will send out more information via email
- 4) Member Videos & Member Cards
 - a. Board was asked to help with member videos – get on the calendar!
 - b. Reviewed Member “Thank You Cards” and encouraged Board to use them and post on social media tagging the Chamber
- 5) Golf Outing Wrap Up (see revenue handout)
 - a. Number of golfers down this year
 - b. Event nets a decent amount but it needs to do better
 - c. Executive Committee will review Golf Outing at their next meeting
- 6) Membership Report (see reports)
 - a. No members were dropped at last meeting in a final attempt to collect dues
 - b. 26 members were saved totaling over \$7000
 - c. New Member Report June & July
 - i. 5 new members in June
 - ii. 10 new members in July

A motion was made by Mark Weinstein to approve June's new members. Toni Overholser seconded the motion. Motion passed unanimously.

A motion was made by Jeff Brock to approve July's new members. Jen Crosby seconded the motion. Motion passed unanimously.

- d. Dropped Members Report June and July
 - i. 2 members dropped in June
 - ii. 25 members dropped in July

- iii. Discussed creating a drop letter to send to dropped members
- iv. Board will be provided the at-risk members list

A motion was made by Jeff Brock to approve June's dropped members. Mark Weinstein seconded the motion. Motion passed unanimously.

A motion was made by Ed O'Shaughnessy to approve July's dropped members. Tabitha Guidone seconded the motion. Motion passed unanimously.

BOARD CHAIR'S REPORT

Monique Reeves, Board Chair gave updates on the following:

- 1) Executive Committee Meeting update
 - a. See Executive Meeting Minutes
- 2) Board Applications and Election Process
 - a. Applications open 8-1-18 through 8-31-18
 - b. Board is encouraged to seek applicants
- 3) Update on 2017 taxes
 - a. An extension was filled by Shannon & Company (2017-990)
 - b. A draft will be reviewed in September meeting
- 4) Ambassador Funds Update
 - a. 5 Ambassador's reached out for a refund that the Chamber is currently processing
 - b. Discussion took place on closing the Ambassador bank account and donating what is left to Feed The Creek (\$500)
- 5) 2019 Board Meeting Start Time Discussion
 - a. Discussion took place on moving Board Meeting times
 - b. Discussion took place on narrowing Ex Officio Reports
 - c. Board will continue discussion at next meeting

A motion was made by Toni Overholser to close the Ambassador bank account and use the leftover funds (\$500) to donate to Feed The Creek. Motion was seconded by Jen Crosby. Chris Beck opposed. Motion passed.

A motion was made by Mark Weinstein to adjourn today's meeting. Motion was seconded by Jen Crosby. Motion passed.

Meeting adjourned at 6:53p.m.