

Beavercreek Chamber of Commerce
Board of Directors Meeting

April 3, 2018

Beavercreek Chamber of Commerce
3210 Beaver Vu Drive, Beavercreek, OH 45434

Present: Monique Reeves, Tabitha Guidone, Sandy Brubaker, Jeff Brock, Dianna Cordle, Brian Jarvis, Amanda Byers, Jen Crosby, Chris Beck, Ed O'Shaughnessy, Pete Williams, Teresa Geraci, Stephen Brown

Call to Order: The Beavercreek Chamber of Commerce Board Meeting was called to order at 5:34 p.m. by Monique Reeves, Board Chair.

- A sign up list for volunteering for the Taste of Greene County was circulated
- Sandy volunteered to take minutes

Ex-Officio Reports:

Paul Otten, Superintendent of Beavercreek City Schools, provided an update (Appendix A)

Board of Director Meeting Minutes:

Jeff advised that his name was spelled incorrectly on Page 3 of the minutes

A motion was made by Jeff Brock to approve the minutes with the amendment. Motion was seconded by Brian Jarvis. Teresa Geraci, Ed O'Shaughnessy, and Chris Beck abstained. Motion passed.
(Appendix B)

Treasurer's Report:

Tabitha presented the Treasurer's Report (Appendix C) noting that:

- Income from the Gala was still unknown due to outstanding invoices, but it appears that it will come in under the amount of income that was budgeted.
- The Finance Committee met and recommended that \$4500 in funds were moved into the Higher Education Fund for scholarship purposes, but the Executive Committee did not want to support this, since the income from the event is still unknown. It was noted that the HEF now has a separate Board and can choose to allocate funds from its account for scholarships.
- The scholarship check issued last year still hasn't been cashed and the recipient will be given until May to cash it.

A motion was made by Chris Beck to approve the Treasurer's Report. Motion was seconded by Jeff Brock. Motion passed.

Board Chair's Report:

- Monique reviewed the Executive Committee Meeting Minutes with Board Members (Appendix C)
- Amanda's 60-90 day report was reviewed. (Appendix D). Many inefficiencies were discovered during Amanda's first few weeks and resolutions are being incorporated into this plan with Amanda's input. These include IT issues, a lack of procedures, and challenges with P&L data being moved correctly and congruently from ChamberMaster into QuickBooks.
- The Executive Committee is currently reviewing the roles and relationships between the Chamber and the Ambassadors. Currently, the dues they pay are in a flow-through Chamber account. Chris suggested that perhaps the Chair of the Ambassadors should serve as an Ex-Officio to the Chamber.

A motion was made by Jeff Brock for the Board to give the Ambassadors 60 days to amend the Bylaws as requested last year, or the Club will be dissolved. Motion seconded by Jen Crosby. Motion passed.

Chamber Reports:

- Amanda provided updates on her 30 day plan (Appendix D):
 - She has been busy organizing electronic and paper files
 - IT consultant Steve Lane has been assisting to properly set up email. Email was not running through Microsoft 365, but through ChamberMaster. Now it is running properly so that staff can share calendars and documents. Steve is an individual Chamber member.
 - Amanda has interviewed several good candidates for Operations Manager and hopes to have a decision by the end of the week.
 - Interviews for the Administrative Assistant will be held on April 9th. The goal is to have someone hired by the end of April.
 - Amanda noted that she has been focused on invoicing and collections that are outstanding.
 - She also has met with the Taste of Greene County committee to assist with preparations for the event.
- An email inviting board members to a meet and greet at SoIn will be sent from info@Beavercreekchamber.org as a calendar invite.
- Amanda reported she has been advocating being "mission-focused." The mission statement now appears on all binders, in frames, and on the website.
 - A recent focus group with the Beavercreek Schools yielded only 3 participants from the business community. The Chamber needs to build better relationships with the schools and also act as a liaison between them and businesses.
 - There is no consistency in headshots on the websites. New ones will be taken by Stephen.

- Royalties from Office Depot have not been being collected as the business account was not being used. Amanda has talked with a representative and reestablished the account.
- The Membership Report (Appendix E) was reviewed.
 - Chris asked for more detail about the Members. Amanda said that she could provide more information via the database reports and would do so in the future.
 - Invoices were emailed out again on Monday for those members still owing.

A motion was made by Tabitha Guidone to approve the proposed new members. Motion was seconded by Jen Crosby. Theresa Geraci abstained. Motion passed.

A motion was made by Jeff Brock to approve the dropped members. Motion was seconded by Brian Jarvis. Theresa Geraci abstained. Motion passed.

- Chris Beck asked for help promoting the Golf Outing. He reminded members that anyone who registers early gets a sleeve of golf balls and a mulligan.

Meeting adjourned at 6:38 p.m.