

**Beavercreek Chamber of Commerce**  
**Board of Directors Meeting**

March 6, 2018  
Beavercreek Chamber of Commerce  
3210 Beaver Vu Drive, Beavercreek, OH 45434

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Call to Order: The Beavercreek Chamber of Commerce Board Meeting was called to order at 5:33p.m. by Monique Reeves. Those in attendance were:

Executive Committee Members:	Monique Reeves	
	Kristie Miller	
	Tabitha Guidone	
	Sandy Brubaker	
Other Board Members:	Jeff Brock	Toni Overholser
	Stephen Brown	Mark Weinstein
	Diana Cordle	Brian Jarvis
	Jen Crosby	Amanda Byers

David Hart - Blue Skies – Warrior Weekend July 18-22, 2018

Peter Landrum - City of Beavercreek  
– Road Project Updates  
View video tours on website and social media  
Let Pete know if you have items you'd like the City to share.

Introduction of Amanda Byers, New Director by Monique Reeves

Handbook Revision: Remove personal time section. Provide holiday and PTO.

*A motion was made by Kristie Miller and seconded by Jeff Brock to accept the changes to the Handbook. The motion passed with no objection.*

Operations Manager and Administrative Assistant job descriptions

Discussion: Administrative Assistant would not receive PTO but would get holiday pay for days/hours normally worked that fall on holidays.

*A motion was made by Stephen Brown and seconded by Mark Weinstein to accept the job descriptions and seconded by Toni Overholser. The motion was approved with no objection.*

Salary and Wages for Operations Manager and Administrative Assistant

\$103,700 – Budgeted for 2018  
\$65,000 – Amanda Byers  
\$35 - \$40K – Operations Manager  
Propose \$12/hour for Administrative Assistant (P/T)

New

+\$16,900 in budget

2017 saved \$11K in payroll, 2018 saved \$6K already

Discussion

A motion was made by Jeff Brock and seconded by Toni Overholser to accept:

\$12/hour – Administrative Assistant

\$35 - \$40K – Operations Manager

Discussion:

Reserves available to handle? Answer – Yes. Bottom line – Reflect negative in payroll line goal of increased memberships should help counteract this potential deficit. There is time in 2018 to work on this. Approved without objection.

### Committee Reports:

#### Taste of Greene – Co-Dianna Cordle

Collection gift baskets

Waiting on signed contracts from verbal commitments. Looking for more restaurants – help is needed.

Sandy Brubaker – Challenged board for gift baskets, gift cards, wine. Give to Tabitha Guidone, who is coordinating drop off at Chamber office by the last week of March.

#### Golf Outing – Stephan Brown

Share the date: June 22, 2018

Meeting with David Dennis for Gold Sponsorship

Have sponsors in place by April 13 – added benefits

#### Board Volunteers Meeting

See list and thank you for stepping up.

### Finance Report Schedule:

Schedule to help better communicate to the board and make more helpful decisions/suggestions with and to staff.

Information will be in Executive Committee notes each month.

Begin quarterly reports for more effective information.

Executive Committee will still look at weekly and monthly and report any variances or changes.

### Board Meeting Focus:

Board should focus on mission and work on a higher level.

12 Items under Board Duties: As a board we will take 1 item each month to focus on.

Mission will be posted on website and on a plaque at the chamber office.

### Board Minutes for February 6, 2018

*A motion was made to accept the February Board Minutes. Jeff Brook moved, and Toni Overholser seconded. The motion was approved. Mark Weinstein and Sandy Brubaker abstained.*

Financial Reports: Tabitha Guidone

YTD: =\$20,0000

Annual Sponsors – committee working on that. Delayed from previous years but should improve.

*A motion was made by Jeff Brock and Stephen Brown seconded to accept the Financial Report. Motion was approved without objection.*

New Members:

*A motion was made by Brian Jarvis and seconded by Stephen Brown to accept. The motion was approved without objection.*

Not dropping anyone at this meeting. Saving the list for Amanda to review.

Brian Jarvis is looking into security systems for chamber office – Requirements?

Front Door Camera

Detection on all other doors

Bell to notify back offices

Record Back up – Monique to speak to IT for more into.

Looking for chamber member or Beaver creek BNI member.

Stephen Brown ordered thank you book for Beaver creek Florists. He will deliver to Chamber office for Amanda to deliver to them.

MVMMA – Board members are encouraged to join. Monique Reeves will send out applications.

*Sandy Brubaker moved to adjourn meeting, Dianna Cordle seconded.*

Meeting adjourned at 6:38 p.m.