

Board Meeting | September 4, 2018 MINUTES
Beavercreek Chamber of Commerce | 3210 Beaver Vu Dr. Beavercreek, OH 45434

PRESENT:

Monique Reeves, Tabitha Guidone, Amanda Byers, Stephen Brown, Brian Jarvis, Mark Weinstein, Chris Beck, Jeff Brock, Ed O'Shaughnessy, Jen Crosby, Dianna Cordle, Paul Otten (Beavercreek City Schools Presentation only)

CALL TO ORDER:

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

EX OFFICIO REPORT:

Beavercreek City Schools, Paul Otten, presented an update on Beavercreek City School funding and announced community meetings in which upcoming school levies will be discussed. Amanda Byers encouraged Paul Otten to place upcoming community meetings regarding school funding on the Chamber of Commerce Community Events Calendar.

BOARD OF DIRECTORS MEETING MINUTES:

A motion was made by Jeff Brock to approve BOD meeting minutes. Motion was seconded by Mark Weinstein. Motion passed unanimously.

TREASURERS REPORT:

Tabitha Guidone presented the Treasurer's Report (see report). Tabitha Guidone noted the negative numbers represented in the report were due to an error earlier in the year from our database and this was the reversal of those numbers.

A motion was made by Mark Weinstein to approve the Treasurer's Report for July 2018. Motion was seconded by Ed O'Shaughnessy. Motion passed unanimously.

CHAMBER REPORTS:

- 2019 Budget Process: Amanda Byers discussed the 2019 budget process. Amanda Byers noted the budget is now presented in a detailed line item format. The 2019 draft budget was presented to Executive Committee on August 20, 2018. The 2019 draft budget will be presented to the Finance Committee for review on September 19, 2018. The 2019 draft budget will be presented to the Board for review at the October 2, 2018 meeting. It will then be presented for final approval at the November 6, 2018 Board Meeting.
- Chamber Newsletter and Calendar: Amanda Byers discussed the importance of keeping members from unsubscribing by ensuring the newsletter with important upcoming chamber information; but also not placing every event and piece of information from members in the newsletter. There is now a preview of the coming week from the Community Events Calendar at the bottom of the newsletter. Amanda Byers emphasized the importance of utilizing all sections of the Member Information Center properly, by placing day-to-day deals in the Community Savings section and events on the Community Events Calendar.

- Member Code of Conduct: Amanda Byers discussed the importance of members adhering to the Member Code of Conduct. Amanda Byers stated that it is implausible to have every member sign the Member Code of Conduct every year. Therefore, Amanda Byers has added at the top of the online application to the Beavercreek Chamber of Commerce a line that states members agree to the Member Code of Conduct at the time of application. Chris Beck asked if it would be possible to add similar verbiage to a mailed invoice, should a member choose to send a check or apply in person. Amanda Byers stated that members who apply in person would be with the Staff as they filled out the online application. Amanda Byers determined it would be beneficial to change the verbiage of all renewal invoices to include a line stating that payment to the Beavercreek Chamber of Commerce for membership was an acceptance of the Member Code of Conduct.
- Membership Report (see report):
 - New Members: Amanda Byers reported six new members for August 2018, and recognized Lowe's Home Improvement as a win. Amanda Byers noted that she was adding Home Depot to her prospect list. Amanda Byers also noted that Smoothie King was dropped and since paying has been added back.

A motion was made by Mark Weinstein to accept the new members. Tabitha Guidone seconded the motion. Motion passed unanimously.

- Dropped Member Report: Amanda Byers reported four dropped members for August 2018. Two members were Franklin University students who no longer needed the discount. Puzzles Plus was unable to pay dues. Pattie Phillips will be moving under her husband's company.

A motion was made by Brian Jarvis to accept dropping the members. Jeff Brock seconded the motion. Motion passed unanimously.

BOARD CHAIR'S REPORT:

- Executive Committee Meeting Updated: Monique Reeves applauded attendance at Business Links, particularly during summer months. Chris Beck brought up #6 from the Executive Committee minutes regarding Member Code of Conduct violation. Amanda Byers detailed information regarding staff interactions with a member unhappy with Chamber function and performance. Monique Reeves and Amanda Byers said no further action needs to be taken currently, but they will sit down with the member to discuss the member's concerns.
- Board Applications and Election Process: Monique Reeves announced there were ten Board applications submitted for the 2019-2021 term. Amanda Byers stated the applications were submitted to Kristie Miller, Nominating Committee Chair on September 4, 2018. The Board applications will be submitted to Monique Reeves, by next Friday, September 14, 2018.
- 2017 Taxes: The Form 990 is due by September 15, 2018. There was a discussion regarding whether to perform a virtual review or hold a second meeting to approve the Form 990. It was decided to host a virtual review in which the first person to e-mail would be the first motion to approve and the second person to e-mail would be the second

motion to approve. All Board members would then e-mail their decision to approve, abstain, or disapprove. Amanda Byers noted that the accountant was causing delays and not returning correspondence in a timely manner. Jen Crosby suggested obtaining a new accountant who would provide better customer service. Amanda Byers stated that Toni Overholser during the last meeting said the accountant's price was reasonable. Dianna Cordle discussed the late fee for the Form 990 outweighing the relatively low cost of the accountant. Amanda Byers noted that we had not seen a late fee regarding the Form 990 extension. Chris Beck noted the importance of submitting the Form 990 on time, because the likelihood of audit increases with late submissions. Monique Reeves concluded that this year the Form 990 would be approved virtually.

- Ambassador Dues Feed the Creek Donation: Monique Reeves noted that a check will be cut on September 15, 2018 for the Feed the Creek donation.
- 2019 Ex-Officio Changes: Monique Reeves brought up the future of Ex-Officio reports in Board meetings. Monique Reeves discussed the importance of providing information relevant to members and questioned the extensive level of detail in the Ex-Officio reports/presentations. Adjusting time limits for Ex-Officio reports were discussed by Monique Reeves and Dianna Cordle, but ultimately time limits are not heeded by Ex-Officio members. Some ideas for 2019 were raised to include Lunch and Learns as an opportunity to link Ex-Officios and members. Also, referenced from Executive Committee Meeting minutes, was the plan to host quarterly sessions with Ex-Officios and to invite members. Jen Crosby emphasized the importance of relevant information being provided to members from Ex-Officios. Brian Jarvis argued that some information provided was relevant from the Ex-Officios. Tabitha Guidone suggested all community information from Ex-Officios be available on the website, with the idea that the Chamber become a one-stop-shop for community information. Amanda Byers emphasized the importance of building community relationships (with Ex-Officio members). Jen Crosby, Ed O'Shaughnessy, and Chris Beck recommend having or posting Ex-Officio reports and possibly videos to the Chamber website. Monique Reeves raised the question of removing Ex-Officios from meetings in 2019, which was supported by Jeff Brock. Jeff Brock stated that there is a vast amount of Chamber business to discuss in Board meetings and a quarterly meeting with Ex-Officios will be sufficient to remain engaged with community partners.

Meeting Adjourned:

The meeting was motioned to adjourn by Monique Reeves at 6:20p.m. and seconded by Stephen Brown.

Monique Reeves, Board Chair

Date