

Board Meeting | October 2, 2018 MINUTES APPROVED
Beavercreek Chamber of Commerce | 3210 Beaver Vu Dr. Beavercreek, OH 45434

PRESENT: Amanda Byers, Monique Reeves, Kristie Miller, Tabitha Guidone, Sandy Brubaker, Jeff Brock, Dianna Cordle, Jen Crosby, Teresa Howard Geraci, Brian Jarvis, Ed O’Shaughnessy, Toni Overholser, Mark Weinstein, Peter Williams – Alyssa Collier recording minutes

CALL TO ORDER

Monique Reeves, Board Chair

EX OFFICIO REPORTS:

Monique Reeves

Wright Patterson Air Force Base

David Perkins – provided an update (see packet)

BOARD OF DIRECTORS MEETING MINUTES

A motion was made by Jeff Brock to approve the BOD meeting minutes from September. Motion was seconded by Mark Weinstein. Sandy Brubaker, Theresa Howard Geraci, Kristie Miller, Pete Williams and Toni Overholser abstained. Motion passed.

TREASURERS REPORT

Tabitha Guidone presented the Treasurer’s Report (see report). Tabitha Guidone noted a jump in Rebate Income due to the push of Amanda Byers and staff on chamber benefit programs and stated we expect the number to continue to grow.

A motion was made by Toni Overholser to approve the Treasurer’s Report for August 2018. Motion was seconded by Brian Jarvis. Motion passed unanimously.

CHAMBER REPORTS:

2019 Budget Draft Presentation: Amanda Byers presented the 2019 draft budget to the Board for review. Amanda Byers noted she used her past budget experience to create the document which previously did not exist. On the income side of the budget, Amanda Byers noted the following: (see draft budget)

- Bringing back Lunch and Learns in 2019
- Continuing with Taste of Greene County as well as the Annual Golf Outing
- Creating a higher-level member sponsorship than what currently exists
- Growing the chamber by 45 to 50 members
- Continuing to grow rebate programs
- Leading the Legislative Breakfast again in 2019

Jeff Brock asked about retention numbers and if those were included in the budget?

Ed O’Shaughnessy asked about bringing in \$12,000 in new member dues?

On the expense side of the budget, Amanda Byers noted the following: (see draft budget)

- Bringing back Lunch and Learns in 2019
- Holding an Annual Open House for Business Links in September

- Taste of Greene County as well as the Annual Golf Outing budgeted same as last year
- Building maintenance budget bumped up for 2019
- Most expenses are monthly bills
- Plans to bring in an accounting person
- Plans to find a new CPA for 2019
- Start new coffee chat with CEO 2019

Amanda Byers states the budget was looked at by Executive Committee, Finance Committee, as well as herself and staff. The Bylaws state the budget must be passed by November. Amanda Byers will pull retention percentages per Jeff Brock's request, prior to voting on budget approval at the November meeting.

Dianna Cordle discussed how important it is moving forward with our events for all Board members to be supportive and help on committees to ensure chamber events success.

2019 Annual Meeting: Amanda Byers discussed changing the format of the annual meeting to a morning breakfast. Amanda Byers stated our past GALA as is, is not working and we need to explore options for possibly a March meeting that awards would be presented at.

2018 Holiday Party Update: Amanda Byers presented the Board with a save the date of December 5th, 2018 with more details to follow.

Membership Report (see report): Amanda Byers passed out an updated membership report and encouraged the Board to take a look at the at-risk members and help find what we can do to keep them.

- New Member Report August: Amanda Byers reported 8 new members for September 2018

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

- Dropped Member Report August: Amanda Byers reported five dropped members for September 2018

A motion was made by Toni Overholser to approve the dropped members. Jen Crosby seconded the motion. Motion passed unanimously.

BOARD CHAIR'S REPORT

Executive Committee Meeting Minutes: Monique Reeves opened the floor for questions and there were none. Sandy Brubaker asked that an edit be made to the Executive Committee Meeting minutes, "Sandy Brubaker excused herself prior to the discussion about the Board candidates". She wanted to be sure everyone was aware that she was not in the room for that discussion as she is one of the candidates.

2017 Chamber Tax Review: Jeff Brock went over the tax draft with Board. Jeff Brock noted everyone should make sure they are okay with the tax questions answered and that all names and titles are properly spelled. Amanda Byers pointed out errors such as the old CEO/President's name being on the file. Jeff Brock noted interim was spelled wrong under Cathy Peters job title. Jeff Brock also pointed out that there were changes made to the By-Laws in 2017, so that box should be marked as Yes.

A motion was made to approve the tax return, with corrections by Ed O'Shaughnessy. Jen Crosby seconded the motion. Motion passed unanimously.

BOD Nominees and Election Process: Monique Reeves reported that the BOD nominees announcement went out. Monique Reeves also reported instead of a candidates breakfast, there will be an interview process where BOD nominees will answer 2 questions on video and one written question that will be shared with our membership through an e-blast on October 22. Monique Reeves discussed voting will be open November 6-13 and in past years was open to one vote per member. The Board discussed different platforms for voting (constant contact, survey monkey, etc) and the logistics of one vote per IP address. It was discussed Amanda Byers and staff will continue to look at voting options.

A motion was made by Jeff Brock to adjourn today's meeting. Motion was seconded by Toni Overholser. Motion passed.

Meeting adjourned at 6:26

Monique Reeves, Board Chair

Date