

**Agenda**

**Mission Statement** - *"This committee will promote a positive community image of, and host fundraising events for the Chamber of Commerce."*

**Activities**

- Thanksgiving Year End Combined Mixer
- Show & Sell Expo
- Chamber Annual Meeting
- Member Recognitions As Needed

**Chair - Karen Kalvig, Power Promotions**

1. Review of Minutes October 14, 2017
2. Review of Agenda November 2, 2017

**Old Business**

1. **Show and Sell** - November 25, 2017 always the Saturday following Thanksgiving
  - a. Status -104 registered and space for 129 (additional 6 that registered but awaiting payment)
  - b. DPP - 41 booths (0 open) | Fieldhouse - 81 booths (25 open)
  - c. Concessions- Madison Christian School both buildings
  - d. Set up
    - i. Wednesday, November 22 - DPP - Chamber Staff
    - ii. Friday, November 24 - Fieldhouse
      - Purchase pizza for volunteers and basketball team
      - Make sure volunteers are there when they put the tarps down so that we do not have bubbles in it
      - DSU Softball Team will assist with set up
  - e. Show & Sell Volunteers (6:30 AM - 3:30 PM) - Tear down at 2 pm
    - i. Sue & Marlon will assist on Saturday
    - ii. DSU softball team will assist with tear down
  - f. Will have registration for Mad Money (\$50 at each location like last year)
2. **Museum Chamber Tree Nov 13-21 Dates to Decorate (open 10-4 Tues. - Fri.)**
  - a. On display until December 30
  - b. Chamber Staff will print photos of the years events
  - c. Karen will decorate again this year.
3. **Depot Decorating for the Holiday Season**
  - a. Karen will decorate again this year
4. **Thanksgiving / Year End Combined Chamber / DSU Mixer (Monday, November 13<sup>th</sup>)**
  - a. Changed location to the Beacom Institute this year. Kelli noted they will have some ambassadors available to do tours for those who have not seen the building.
  - b. \$826.65 in expenses for the Chamber in 2016

Attendance    2017    Plan for 80

Alcohol        2017    Beverages handled by Sodexo

Invitation     2017    Chamber designed / DSU Printing will mail  
                         Mailed 10/30/17

Food             Storm made arrangement with Gayle at Sodexo

Decorations Center piece - Grapevines – Danielle confirmed with Brenda  
Kelli will arrange to have an electronic tree on screen  
Signage at Event for those who donated items and catering

Door Prize 2017 Centerpiece \$25 MM Tickets to Holiday Jam (REMIND DONNA)

Music 2017 Music played over the phone

Staffing 4 PM Set Up – (Mixer time from 5-7)  
Chamber staff will send an email out asking for volunteers  
Greeter | Floater | Registration/Give Away

**5. Annual Meeting 2018 March or April**

Certificates to be mailed with membership packets

- Playhouse has been reserved for Tuesday, March 20<sup>th</sup> (1<sup>st</sup> day of Spring)

**Other**

**Next Meeting**

**Adjournment**

**Please attend these Chamber Events/Member Recognitions to support Chamber members**

**Review the Chamber Update and Calendar or Events <http://www.chamberofmadisonsd.com/Events/>**

**Like the Chamber Facebook Page <https://www.facebook.com/MadisonSDChamber>**