

**Membership Registration Process:**

- A current and completed membership registration form must be submitted with the appropriate annual dues payment to the McFarland Chamber of Commerce, in person or by mail.
- The registration form will be reviewed by the Executive Director and will attempt to confirm the business through the Wisconsin Department of Financial Institutions or other regulatory body.
- The Executive Director will contact the potential member to request any incomplete information and interview the potential member.
- Interview to include:
  - Thank you for submitting a membership registration and your interest in joining the McFarland Chamber of Commerce.
  - Acknowledge who referred them to membership; if no referral ask if they know any current members or currently work with any members in business.
  - Confirm business location, type, number of employees; if non-profit, request IRS classification
  - Inquire about reasons for/expectations of membership and how we can help
- Executive Director will present registration and above information to Board of Directors at the next scheduled monthly board meeting, for board vote.
- By majority vote, Board of Directors may confirm, table or reject membership registration

McFarland Chamber of Commerce  
Board of Directors  
Approved 3/15/2011

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**How to prevent multiple unpaid invoices for same member?**

Need policy stating what payment policy is regarding invoicing and past due balances. Vince asked to formulate wording for policy of no invoicing while there is an outstanding balance due to the chamber.

McFarland Chamber of Commerce  
Board of Directors  
10/27/2009

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**Board Approved Payment Plan for Chamber Members who have not renewed 2009 Memberships**

– Motion by Michelle Gille; Seconded by Brian Quamme. Approval was unanimous.

Pay 50% of dues to re-instate membership, with 25% due 30 days after the initial payment is made, and the final 25% due 30 days after the second payment is made. (Example: \$220 Dues – Pay \$110 10/01/09; then \$55 11/01/09 and \$55 12/01/09.)

A.) Limitations/Guidelines:

- 1.) Payment Plan to be offered by letter from the Board of Directors or a phone call from a board member or the Executive Director.
- 2.) The payment plan option will not be advertised and will only be offered to members who have not paid their renewals and have membership currently “suspended.”
- 3.) The payment plan is approved for use through 2010, as a means to help chamber members and will be reviewed in late 2010.
- 4.) If a member is more than 10 days late on the second or third payments, the membership may be “suspended” until payment in full is received.

B.) Wording of payment plan offer will include “Your membership has lapsed/renewal has not been received and we value your membership and would like you to renew, therefore we would like to offer a payment plan option to you....(Do NOT assume member is having financial difficulties; may be offensive to some members.)

McFarland Chamber of Commerce  
Board of Directors  
Approved 8/18/2009

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## **DUES INCENTIVE FOR NEW CHAMBER MEMBERS**

Jim proposed offering a customized 2 year commitment to a potential new chamber member where the 1<sup>st</sup> year would be 50% payment of dues and 50% in kind and the 2<sup>nd</sup> year would be full dues payment. In this case there are 2 businesses sharing one retail space. Discussion followed and resulted in re-confirmation that all members pay dues as stated on the membership form.

McFarland Chamber of Commerce

Board of Directors

06/16/2009

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### **Updated Mission Statement:**

***“The McFarland Chamber of Commerce serves to unite and promote businesses and services in the McFarland area to enhance the sense of community in the Village of McFarland.”***

Board of Directors, McFarland Chamber of Commerce, May 17, 2011

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