

**Chugiak Eagle River Chamber of Commerce
Board of Director's Meeting Minutes**

Regular Meeting – Fall Retreat

October 28, 2020, 6:00pm – 8:00pm

In Person at Matanuska Brewing Company and Online via Zoom Conference

1. 6:03pm Call to Order

The President called the regular fall retreat meeting of the CERCC Board of Directors on Wednesday, October 28, 2020 at 6:03pm at Matanuska Brewing Company and via Zoom conference call. The former secretary was not present and a new one had not been elected at the start. The meeting was recorded on Zoom.

Members Present: Angela Laflamme, Leslie Lance, Kelsie Sullivan, Catherine Katchur, Brendyn Shiflea, Colin Fay, Dawn Hoxie, Melissa Hickey, Linda Landers, Ruth Armstrong, Jennifer Castro, Bobby Jefts, Crystal Kennedy, Gordy Banfield, Michael Meliello, Suzanne McCarthy, Jamie Allard, Tracey Hupe

Others Present: Debbie Rinckey, Executive Director, Britney Olsen, Associate Director, and Michelle Banfield, Guest

Members Not Present: Aaron Hopkins, Scott Myers, Kauai Fitt, JBER Representative, ASD Representative, Eklutna Representative, AEDC Representative, APD/Public Safety Representative

2. Introductions of New Board Members and Around the Room Introductions

3. Review of Minutes 10-2-2020 / 8-26-2020

Minutes were sent to Board members prior to the meeting for review and not read at the retreat. Colin Fay moved to approve the minutes from 10/02/2020 and 8/26/2020 as written, the motion was seconded by Leslie Lance and all approved with no opposition or corrections.

4. Finance Report for October 2020

The budget has taken quite a hit this year due to the pandemic and the Chamber's inability to hold events as we have in the past, primarily the biggest revenue creator, Bear Paw. The Chamber did receive the check for Cares Act Funding Non-Profit Relief Grant from the Municipality of Anchorage in the amount of \$100,000. Those funds will have to be expended by December 31, 2020 and the staff will be looking into how those funds need to be allocated, ideally to replace spent funds since March, 2020. Thank you again to Crystal Kennedy and Jamie Allard, our assembly members and the other members of the assembly for voting to approve this funding.

5. Election Results, Introductions & Elections for Executive Officers

Positions up for nomination are President-Elect, Vice President, Secretary, Treasurer, and additional at-large positions (we don't have a limitation on how many at-large members there can be). Executive Committee meetings are open for anyone to attend, don't need to be in a formal position to attend those meetings. They are held at a different time than the Board Meetings, and the goal of the Executive Committee is to set the agenda for the Board Meetings and provide a more hands on approach to developing and steering the direction of the Chamber. There are only two paid staff positions, all board and executive committee positions are all volunteer.

Secretary: Angela Laflamme nominated herself from the floor for the position of Secretary, motion was seconded by Leslie Lance. There were no other nominations, verbal vote was taken and approved with no opposition.

Treasurer: Brendyn Shiflea nominated himself from the floor for the position of Treasurer, motion was seconded by Gordy Banfield. There were no other nominations, verbal vote was taken and approved with no opposition.

Vice President: Melissa Hickey nominated herself from the floor for the position of Vice President, motion was seconded by Crystal Kennedy. Ruth Armstrong nominated Dawn Hoxie from the floor for the position of Vice President, Dawn Hoxie accepted the nomination, and the motion was seconded by Colin Fay. Time was given to each nominee to present their speeches and a blind vote was conducted and counted by Kelsie Sullivan and Debbie Rinckey and verified by Angela Laflamme. Melissa Hickey won the vote and was named Vice President.

President-Elect: Melissa Hickey nominated Dawn Hoxie from the floor for the position of President-Elect, motion was seconded by Linda Landers, however, Dawn declined to accept the nomination. Crystal Kennedy nominated Ruth Armstrong from the floor for the position of President-Elect, however Ruth declined to accept the nomination. Colin Fay nominated Leslie Lance from the floor for the position of President-Elect, Leslie Lance accepted the nomination, and the motion was seconded by Linda Landers. Crystal Kennedy nominated Jennifer Castro from the floor for the position of President-Elect, Jennifer Castro accepted the nomination, and the motion was seconded by Suzanne McCarthy. Time was given to each nominee to present their speeches and a blind vote was conducted and counted by Kelsie Sullivan and Debbie Rinckey and verified by Angela Laflamme. Leslie Lance won the vote and was named President – Elect.

At-large Executive Committee Members: Leslie Lance nominated Dawn Hoxie from the floor as an at-large member, Dawn Hoxie accepted the nomination, the motion was seconded by Melissa Hickey. A verbal vote was taken and nomination approved with no opposition. Leslie Lance nominated Jennifer Castro from the floor as an at-large member, Jennifer Castro accepted the nomination, the motion was seconded by Colin Fay. A verbal vote was taken and nomination approved with no opposition.

Ruth Armstrong nominated herself from the floor as an at-large member, the motion was seconded by Catherine Katchur. A verbal vote was taken and nomination approved with no opposition.

Melissa Hickey nominated Gordy Banfield from the floor as an at-large member, the motion was seconded by Brendyn Shiflea. A verbal vote was taken and nomination approved with no opposition.

Catherine Katchur nominated herself from the floor as an at-large member, the motion was seconded by Ruth Armstrong. A verbal vote was taken and nomination approved with no opposition.

6. Virtual Dinner Results

The annual dinner took place on October 9th as a virtual event on Zoom. The net gain of the event to the Chamber was \$10,312.00.

7. Merry Merchant Munch / Christmas Tree Lighting

The committee has determined this event cannot take place as it has in the past and are working on creating a virtual event to promote local businesses and vendors during the holiday shopping season utilizing Facebook, email, website, and other activities.

8. Action Items

- i. **FY21 Sole Source Bids Recommendations** for Alaska Signs and Barricades, Rent-a-Can and Over the Top, Hi-Res Graphics, and Settlers Bay for support of Bear Paw, Golf Tournament, and other events and activities throughout the year for the Chamber of Commerce.

Colin Fay moved to approve the recommendation as stated in the FY21 Sole Source Bids Recommendations document, the motion was seconded by Linda Landers. A verbal vote was taken and motion approved with no opposition.

- ii. **FY21 Resolution Proposal for Resolution 2021(1)** for the authorization of applications for special events permits and wine auction permits to the Alcohol

Beverage Control Board for five special event permits and five wine auction permits for events in 2021.

Colin Fay moved to approve Resolution 2021(1) as written, the motion was seconded by Linda Landers. A verbal vote was taken and motion approved with no opposition.

iii. Gaming Permit Renewal for gaming activities to continue in 2021

Colin Fay moved to approve to authorize the Chamber to renew it's gaming permit with the current responsible persons continuing (Michael Melielo and Colin Fay), the motion was seconded by Linda Landers. A verbal vote was taken and motion approved with no opposition.

iv. FY 21 Budget

7:30pm – An Executive Session was called to discuss staff salaries

7:53pm – The board moved out of Executive Session and resumed regular meeting

Colin Fay moved to the approve the 2021 Budget Final as presented to the Board with an additional note, members of the Board of Directors, who choose to, have personally contributed a bonus in the amount of \$1,400 for staff bonuses, \$700 each, the motion was seconded by Linda Landers. A verbal vote was taken and motion approved with no opposition.

7:55pm - A point of order was brought to the attention of the Board by Jamie Allard regarding the recording of the Executive Session on Zoom. Being in both in person and online, the recording aspect was missed. To remedy this situation, the Secretary changed the password to the Zoom account and recorded the meeting minutes and deleted the recording prior to any staff members or guests having access to the recording, therefore maintaining the necessary confidentiality of the Executive Session.

9. Mission / Vision / Values

Discussion is postponed until a special meeting can be called.

10. Strategic Plan for 2021 - "Revive & Thrive"

Discussion is postponed until a special meeting can be called.

11. Committee commitments

Discussion and committee commitments will move to a regular board meeting, however, the President identified the importance of the Bear Paw Festival as the Chamber's largest event and revenue generator and the need to maintain an active Chair for this committee. Linda Landers nominated to continue having Colin Fay as the Bear Paw Festival Committee Chair, the motion was seconded by Gordy Banfield. A verbal vote was taken and motion approved with no opposition.

12. Next Board of Directors Meeting - November 20 - 8am - Place TBD

13. 8:03pm Meeting was adjourned by the President.

Angela Laflamme

Meeting Minutes prepared by Angela Laflamme, Secretary

Signed Electronically November 4, 2020