

Rangely Area Chamber of Commerce Board Members

[Lisa Piering, President](#)

[Becky Dubbert, Vice President](#)

[Bob Kissling, Treasurer](#)

[Angie Miller, Member](#)

[Henry Hames, Member](#)

[Lissa Freeman, Member](#)

[Jennifer Moore Barker-
Secretary](#)

1. Call to Order by Madam President Lisa Piering at 12:00 PM
2. Roll Call Lisa Piering, Becky Dubbert, Bob Kissling, Henry Hames, Jennifer Moore Barker, Angie Miller, Lissa Freeman
3. Pledge
4. Prayer
5. Public Attendance
6. Changes to the Agenda
7. Minutes of Meeting
 - a. Discussion and Approval of the minutes of the August 17, 2017 meeting

Motion to approve was made by Lissa Freeman and was **Second by** Becky Dubbert **Abstain 0 Motion Passed**

8. Financial Report
 - a. Discussion and Approval of the Financials for August 31, 2017.

Motion to approve was made by Lissa Freeman and was **Second by** Henry Hames **Abstain 0 Motion Passed**

9. New Business
 - a. Discussion and approval to purchase a laptop and installation from Networks Unlimited in the amount of 1245.00

Motion to approve the amount of 1245.00 for a laptop and installation by Henry Hames **Second by** Jennifer Barker, **Abstain 0 Motion Passed**

- b. Discussion and approval of an Ad for CNCC \$95.00 athletes book

Motion to approve the \$95.00 ad by Becky Dubbert **Second by** Lissa Freeman, **Abstain 0 Motion Passed**

- c. Discussion and approval of new guidelines for public input **Motion to approve:**

Guidelines for Public Input

Public input is a vital and important portion of every meeting and will be permitted throughout the meeting, but according to the following guidelines:

- 1) Public input is allowed during the meeting identified as PUBLIC INPUT portion.
- 2) If you would like to address the Board during the appropriate times, please raise your hand and when called upon:
 - a) Announce your name so that your statement can be adequately captured in the meeting minutes.
- 3) If you are addressing the Board regarding a matter listed on the Agenda, you are requested to make your comments when the Board addresses such matter.
- 4) Please limit your input to three (3) minutes per person or five per group.
- 5) The public input time is not for questions or answers. It's your time to express your view.
- 6) If you would like to make a presentation to the Board, you must request to be put on the agenda 14 days prior to the monthly Board meeting. The following guidelines are to be followed:
 1. A written statement of said proposal delivered to The Executive Director prior to distribution of agenda to the Board, this will reduce distribution time at the meeting and give you more time to present.
 2. You will be given 3 minutes for your presentation and 3 minutes for questions and answers from the Board and/or public.
- 7) No vote or action will be taken on the item at that time. Action will be taken on the item at the next board meeting or at the discretion of the Executive Director and the Board if the matter is time sensitive.

These guidelines will improve the effectiveness and order of the Chamber Meetings. It is the intent to stay open to your ideas and feelings on a variety of issues.

by Jennifer Barker **Second by** Lissa Freeman **Abstain 0 Motion Passed**

- d. Discussion and approval of spending \$600.00 for the crab crack swag (beads, hats and Mardi Gras decoration **Motion to approve by** Becky Dubbert **Second by** Lissa Freeman, **Opposed** Bob Kissling **Abstain 0 Motion Passed**

- e. Discussion and approval to spend \$ 290.00 for the Crab Crack, Colorado Room on February 10.

Motion to approve the \$290.00 by Lissa Freeman **Second by** Jennifer Barker **Abstain 0 Motion Passed**

- f. Discussion and approval of employee hand book page to read as:

Policy for Employees and Volunteers

I **Introduction**

Next board meeting will be held at the Chamber office on October 19, 2017 @ NOON

The manual is intended to provide you with a general understanding of our basic company policies. You are encouraged to familiarize yourself with our policies, as they will answer many common questions regarding your employment with us.

II Contract Disclaimer

This company Policy Manual is not a contract of employment, and should not be construed as a guarantee of continued employment. Employment at the Rangely Area Chamber of Commerce is based on the mutual consent of the employee and the company on an at-will basis for an unspecified term.

III Equal Employment Opportunity

It is the policy of the Rangely Chamber of Commerce to afford equal opportunity for employment to all individuals. Our Company also observes the fair employment laws in each respective jurisdiction in which we operate.

IV Probationary Period

The Rangely Chamber of Commerce Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The company may end the employment relationship at-will at any time during or after the Probationary Period, with or without cause or notice.

All new employees work on a Probationary Period for the first 6 months after their hire date.

The company will conduct an employee evaluation at the end of the 6 months Probationary period. If the employee has demonstrated a satisfactory overall performance, then the probation period will terminate. If not, then the Company may choose to either extend the Probation Period or terminate the employee.

During the Probationary Period, employees are not rewarded with the same spectrum of benefits provided to the employees who have completed their Probation Period.

V Employee Evaluation

The Chamber will regularly evaluate each employee's capabilities, work habits, and overall performance.

The Chamber will conduct evaluations at the end of each calendar year.

VII Confidentiality

During your course of employment and/ or as a volunteer you may be exposed to information of a confidential nature. All information relating to the Chamber's business, members, or vendors are treated as confidential, and may not divulge any of this information to outside parties without written consent from the Chamber Board. All information must be kept confidential during and subsequent to employment at the Chamber

- 1) The Chamber's Electronic Communication devices, as well as its Internet access, are Chamber property and are intended solely for carrying out Chamber business.
- 2) Phones are to be answered in a professional manner.
- 3) Please no personal visits: this is a business office and shall be treated as such
- 4) Clean up after self
- 5) Professional attire is required. Business casual is fine.
- 6) Be on time

Employee signature _____

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Employee Print Name _____

Date _____

Motion to approve by Becky Dubbert Second by Henry Hames Abstain 0 Motion Passed

- g. Discussion and approval of sponsorship levels from 2 to 3 and change names from level I and level II to Bronze, Silver and Gold.

Motion to approve the changes made by Angie Miller Second by Becky Dubbert, Abstain 0 Motion Passed

- h. Discussion and approval of basic membership remaining as is and adding enhanced membership level at an additional \$20 per membership with additional benefits.

Motion to approve the changes made by Henry Hames Second by Jennifer Barker, Abstain 0 Motion Passed

- i. Discussion and approval of changes to Section 6: from The RACC logo is the same as the town of Rangely, at this time and may be subject to change with the board approval to: The RACC logo may be subject to change with the approval of the board

Motion to approve the changes made by Lissa Freeman Second by Angie Miller, Abstain 0 Motion Passed

- j. Discussion and approval of changes to Section 3 Duties of officers and the Rangely Chamber Director, President. The president will also serve an additional year as Past President to serve as an acting advisor for a period of 1 (one) year.

Motion to approve the changes by Lissa Freeman, Second by Becky Dubbert, Abstain 0 Motion Passed

10. Committee Meeting Updates –

11. Committee Meeting Updates –

a. Membership/Business – Henry, Lisa, Jennifer

- 1. Sponsorship packages renamed
- 2. Approval of guidelines for public input
- 3. Reviewed and made Changes to the bylaws

b. Advertising/Tourism – Angie, Becky, Lissa, Henry

- 1. The committee decided to run ads in the following publication: Colorado Life (\$2052 yr.), Nebraska Life (\$2280), CTO (995.00), LA, MS, NC, SC sportsman (\$), I will ask the Tax lodging board to match grant money from the state for CTO ads and a billboard in the amount of \$5,000.00. This amount will be in addition to the \$20,000.00. We will no longer place ads in the Hunting guides from the Herald Times and Craig press, and the Vacationland out of Craig. If

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necessary we will use the funds from the canceled ads to match. The board decided not to run ads for sportsman's at this time. We will look at OHV and Mountain biking

2. The town has agreed to match 2500.00 for a billboard, providing we get the matching grant from CTO.
- c. Events – Angie-Visit Rangely, Becky- Crab crack, Bob-OHV,
 1. Crab crack is set for February 10th
 2. Mardi Gras is the theme
 3. Doors will open at 5:30-6:30 for a social hour, food served at 6:45, salad, desert, and drinks will be on the tables
- d. Economic Development –Lisa, Lissa, Jennifer,

12. Executive Director Report

- a. Membership numbers—present 133
- b. Public Forum with Better City Sept. 21, 6pm at the High school
- c. Board Retreat- waiting on Kim @ DOLA to set up time should be last week of September or first week in October
- d. Gift guide is in the works, the ads will cover the cost of printing
- e. Review gift giving and we will put to a vote next month.
- f. BLM Evaluation letter
- g. Google 3 pack class free of charge from Kaffeinated Kodemonkey
- h. Insurance policy
- i. ROAR spread sheet profit/loss

Museum issue

13. Adjournment

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