**Cut Bank Area Chamber of Commerce Minutes**

**February 6th, 2018, Regular Monthly Meeting**

**Cut Bank Chamber Office – Noon**

**Directors Present:** Don Grubb, Brandon Greco, Bryan Simons, Nicole Altenburg, Ric Beals, Jessica Waldner, Nate Kavanagh, Stephanie Eney

**Executive Director:** Amy Overstreet

**Directors Absent:** Calcie Stubbs (Excused), Kristi Rowell (Excused), JR Meyers (Unexcused)

**Bookkeeper:** Todd Eney

**Office Assistant:** Erin Kittson (Not Present)

**Guests Attending:** Juanita Meeks (Dye Tavary & Judge), Brenda Schilling (Glacier County Port Authority)

**Regular Business:** The meeting was called to order by Chamber President Ric Beals. The minutes from the January 9th meeting were presented for approval. Don Grubb made the motion to approve and accept the minutes with Stephanie Eney seconding the motion. Being no further discussion, the minutes were approved.

The financial reports from January were reviewed. See attached.

Balances’ were reported as follows: Chamber Checking Account $10,132.28; Savings – Hiline Arts Grant $2,504.00; Economic Development Checking Account $205.89; Gift Certificate Account $2,671.41; Buckle Account $7,463.99.

Treasurer Nate Kavanagh presented the financials. Todd Eney noted that the Economic Development account is down to almost $200.00, which means that shortly we are going to have to transfer some money to this account because in May our property taxes are due and our payments will be more than what we bring in for rent. The main current income sources for this account are the monthly rent from the Baptist Church and It Fits, Prime Rib Cook-off, and the Chamber Golf tournament. Being that the two events are not till later in the year, we will have to transfer money but it will be ok in the long run. Jess Waldner made the motion to approve the January financials with Don Grubb seconding the motion. Being no further discussion, the financials were approved.

**Old Business**

**Mercantile Update:** No Updates

**Public Drug Update:** No Updates

**Membership Drive Update:** Don Grubb updated that we are currently sitting at 145 memberships with 49 non-renewals. He passed around a list of non-renewals members and a list of “potential” memberships and asked that everyone sign up for at least five people to go ask. Amy also noted that if you fill out a membership form for the person or business you are going to, they are more likely to say yes.

**Banquet Discussion:** Jessica Waldner updated that the theme for this years’ banquet is “Know Your Roots – Celebrating our Farmers and Ranchers”. We are really looking forward to the theme this year because it is such huge part of our community. The banquet committee is hiring a chef from Electric City Coffee & Bistro to help prepare the food and come up with menu/quantities needed. Nick Crawford is going to provide entertainment for the evening. Amy is sending out event sponsor letters next Friday. Jess also noted that this is one of the Chambers biggest events and everyone is going to need to help out where they can.

**2018 Committee Report Reminder:** Ric noted that everyone needs to make sure they have their committee reports emailed to Amy ASAP. She said that pretty much everyone has them turned in and completed but will double check and send an email if anyone missed one.

**New Business**

**2018 Financial Audit by Utterback Accounting:** Nate Kavanagh delivered the paperwork to Elaine Mitchell at Utterback Accounting. The directors voted in November to have Elaine prepare our audit, she got back to Nate and is hoping to have our audit done before the Annual Meeting scheduled for February 20th.

**2019 Budget Discussion and Approval:** Nate printed and passed out the current budget for 2019. Todd noted that this layout is different than past budgets, the past revenues and expenses are listed too. This makes it easier to review what current budgets are and give a breakdown of realistic numbers for each category. Nate noted that if you review the budget, it seems that the past year was very conservative in spending and the expenses and revenues stayed relevant to past years. Jessica Waldner made the motion to approve the budget with Nicole Altenburg seconding the motion. Being no further discussion, the budget was approved.

**2019 Economic Development Budget Discussion and Approval:** Since the Economic Development account is in the monthly financials, it is included in above discussion and approval.

**Review of Directors and Officers Insurance Policy & Renewal:** Juanita Meeks presented the Chamber with our policy renewal through Dye Tavary & Judge. She noted that nothing had changed in policy price, but the current policy added “employment practice liability coverage”. The policy price is $652.00, which is the same as last year. Jessica Waldner made the motion to accept and renew our insurance policy with Nicole Altenburg seconding the motion. Being no further discussion, the motion was approved.

**Cost of Office & VIC Internet and Phone Services Discussion and Approval:** Amy presented the costs for internet and phone at the chamber office and visitor center. She said we are currently paying $1500.00 for the office and $700.00 at the visitor center for the year. Being that there are not full time open hours at either place for the entire year, it doesn’t quite add up that we are paying this much. Amy said that to add a line to her cell phone plan it would only cost around $35.00 a month which would save us a huge amount of money per year, and this can be used at both the office and visitor center all while keeping the same phone number. Don Grubb made a motion to allow Amy to add a line to her phone and cancel our existing internet with Charter, with Stephanie Eney seconding this motion. Being no further discussion, the motion was approved.

**Explanation of Google Calendar:** Bryan Simons presented the Google calendar to the board explaining how it is a great way to see what each director has coming up or big events the Chamber is putting on. He said anyone who is added to the “group” has the ability to add events, and it can even be made public so anyone can hop on the calendar and see what is coming up. Bryan is going to email directors the link to join Google calendar.

**Discussion of Current Political Endorsement Policy and Draft Revised Policy (to be approved at the March Board Meeting if necessary):** Ric Beals present a draft revision to the current political endorsement policy. He noted that it can fall into a gray area where we need to be more specific on what or what we are not supporting. Nate also noted that the way it is worded can be conflicting. Ric is going to email the draft to Amy and we can further discuss at the next board meeting in March.

**Discussion of Developing Legislative Committee:** Nate Kavanagh presented that after the past two meetings with ample discussion over political endorsements, he was thinking this may happen more commonly than not. He thought that a legislative committee could be a way to endorse a certain candidate or bill without it reflecting the Chamber as a “whole”. He said after we review and update our current political endorsement policy that this committee may not actually be needed after all.

**Reminders:**

• Annual Meeting – February 20th, Pioneer Bar, 12pm

• March Board Meeting – March 6th, Chamber Office, 12pm

With no further business, the meeting was adjourned.

**Jessica Waldner**

**Secretary/Director**