**Cut Bank Area Chamber of Commerce Minutes**

**December 5th, 2018, Regular Monthly Meeting**

**Cut Bank Chamber Office – Noon**

**Directors Present:** Ric Beals, Stephanie Eney, Pat Murphy, Jess Waldner, Calcie Stubbs, Ryan Eney, Bryan Simons, Nate Kavanagh

**Executive Director:** Amy Overstreet

**Directors Absent:** Kristi Rowell (Excused), Don Grubb (Excused), Jeff Billman (Excused)

**Bookkeeper:** Todd Eney (Not Present)

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

**Guests Attending:** JR Meyers

**Regular Business:** The meeting was called to order by Chamber President Ric Beals. The minutes from the November 7th meeting were presented for approval. Calcie Stubbs made the motion to approve and accept the minutes with Pat Murphy seconding the motion. Being no further discussion, the minutes were approved.

The financial reports from November were reviewed. See attached.

Balances’ were reported as follows: Chamber Checking Account $7,213.78; Savings – Hiline Arts Grant $2,503.37; Economic Development Checking Account $3,798.53; Gift Certificate Account $1,961.41; Buckle Account $7,463.99.

Treasurer Ryan Eney presented the financials. He elaborated on each account to new Director JR Meyers. Amy noted that she talked with Todd at the beginning of 2019, he will create a spreadsheet detailing a history of the Chamber’s revenues and expenses for the last several years. Amy noted that our revenue was significantly up in 2018 from 2017. Jess Waldner made the motion to approve the November financials with Stephanie Eney seconding. Being no further discussion, the financials were approved.

**Old Business**

**Mercantile Update:** No updates

**Public Drug Update:** Dye Tavary & Judge accepted our contract renewal for selling the Public Drug building. Calcie Stubbs also noted that we lowered our asking price to $125,000.

**Cut Bank Holiday Bazaar Recap:** The Bazaar committee updated that the bazaar ran very smoothly and the vendors were very happy too. Ric noted that there were a few constructive suggestions and they will be placed into affect next year. Overall it was a great crowd considering the weather, it was steady all day. Amy mentioned that there are still a few outstanding bills but once they are received we will receive a revenue/expense report from Todd.

**Parade of Lights & Social Recap:** Amy said it was of course cold this night but it was a great turnout. It was a tough decision to decide if we wanted this event on a Friday or Saturday and it was a better turnout having it on Friday! There was definitely higher float turnout. Amy also noted that Canvas Church was great help at the civic center passing out cookies and drinks. Calcie mentioned she heard a lot of compliments on adding the judges’ choice category also!

**Membership Drive Update:** Amy updated that as of right now, we are up ten memberships from last year at this time. After the holidays are over they should start rolling in, things seem to be right on track.

**Shop Cut Bank Update:** Amy says that Erin Kittson is being very proactive for the Shop Cut Bank. Erin goes around every Tuesday to the business’s that have the boxes and does the drawing for a winner. Nate Kavanagh had a great idea for next year to combine Shop Cut Bank and mix it in with small business Saturday and do a few stories in the paper. Everyone agreed this is a great idea and we will revisit this next season.

**Festival of Trees Update:** Calcie updated that everything is right on track for this Saturday, December 8th. She noted that it takes a village to get everyone successfully done for this event, so if able to please sign up to help!

**Website Advertising Update:** Bryan said that we are currently at $1,275.00 for website advertising revenue with $1450 in non-renewal revenue yet to come in. Bryan wanted to know if Amy could send another invoice out to get the ball rolling, she will get one sent out soon.

**New Business**

**Director Election Results:** Ric said that Leavitt Group Insurance tallied our votes for the election results and we are happy to announce our new directors JR Meyers, Nicole Altenburg, Brandon Greco, and reelected Calcie Stubbs into her second term.

**2019 Executive Committee Appointment Discussion:** Ric updated that we are losing Ryan Eney as treasurer so we will have to appoint someone to this position. It was previously discussed that Nate Kavanagh would do an excellent job in this position. Nate agreed to take over at Chamber Treasurer after Ryan’s last meeting. Calcie Stubbs agreed to stay on at Vice President as did Jessica Waldner as Secretary.

**2018 Year-End Committee Report Reminder:** Ric mentioned that the year end will soon be upon us, which mean directors will need to be working on their committee reports. Amy noted that everyone should be in touch with their fellow committee members from the events all year to get together and figure out who is dong the report. She also said that they need to be in by January 31st. This will be voted on at the January board meeting.

**Approval of Year-End Financial Auditor:** Ryan noted that he will call Elaine as soon as possible and get an answer from her if she will be able to do our year-end audit again. Calcie Stubbs made the motion to have Elaine at Utterback Accounting prepare our audit if she is willing to do so, with Jessica Waldner seconding this motion. With no further discussion, the motion was approved.

**Executive Director Evaluation:** Calcie typed up Amy’s evaluation and new contract and came early to this meeting to go over it with her beforehand. It is noted that Amy’s per hour pay went up to $21.90 and an additional yearend bonus of $1,200.00 in Chamber Gift Certificates. Calcie Stubbs made the motion to renew Amy’s contract with the hourly raise and yearend bonus, Pat Murphy seconded the motion. With no further discussion, the motion was approved.

**Office Assistant Evaluation:** Amy updated the board that Erin Kittson currently makes $10.00 per hour and is beyond reliable. She praised her efforts and says she does a great job representing the Chamber. Jess Waldner made the motion to give Erin a $0.25 per hour raise with $150.00 bonus in Chamber Gift Certificates, Calcie Stubbs seconded the motion.

**Set Annual Meeting Date:** Amy is going to talk with Tanya Harper about having our annual meeting at the Pioneer Bar addition if it is open by then. Ric said if it is not available that we could use one of the churches to host the meeting. The date was set for February 20th and noon.

**Chamber Board Christmas Party Date/Location Selection:** Last year we had our Christmas party at the Pioneer Bar after the New Year. Everyone agreed that this will work best again because there are so many other things going on right now. Amy is going to make a doodle poll and email it out so we can get the best date for everyone.

**Reminders:**

• Festival of Trees – Elks Club, December 8th

• January Board Meeting – Chamber Office, January 9th, 12pm

• Chamber Up – Cut Bank Creek Brewery, January 8th, 5:30pm-8pm

With no further business, the meeting was adjourned.

**Jessica Waldner**

**Secretary/Director**