**Cut Bank Area Chamber of Commerce Minutes**

**July 8th, 2020, Regular Monthly Meeting**

**Cut Bank Chamber Zoom Meeting, Noon**

**Directors Present:** Stephanie Eney, Don Grubb, Nate Kavanagh, JR Myers, Amber Simonds, Jennika Sammons

**Executive Director:** Erin Kittson

**Directors Absent:** Rhonda Grainger (excused), Jessica Hedges (excused), Bryan Simons, Kristi Rowell, Tim Kipp

**Guests Attending:** Amy Overstreet (CBEFAA)

**Regular Business**

 The meeting was called to order by President Stephanie Eney. The minutes from the June meeting were not available, so they will be reviewed and approved during the August meeting.

The financial reports were reviewed. Balances were reported as follows: Chamber Operating Checking Account: 14,262.31; Savings – Hi-Lne Arts Grant $2,504.32; Economic Development Checking Account: 2,297.50; Gift Certificate Checking Account: 7,862.48; Scriver Buckle Account: 3,552.24.

Erin mentioned that the Chamber received a Covid-19 reimbursement grant in the amount of $683. The grant was a reimbursement for supplies relating to Covid-19 expenses such as the plexiglass guard at the Visitor Center. Stephanie asked about the responses of the Banquet sponsors on whether or not they wanted to donate, forward their sponsorship to next year, or receive a refund. Erin said she hasn’t heard back from everyone, but most decided to donate. Don made a motion to approve the June financials, while JR seconded the motion. The motion was approved with no further discussion.

**Old Business**

**Lewis and Clark Update:** Jennika stated she talked with Sissy Nygaard and that with the unlikely possibility of Montana being in phase 3 for social gatherings, it is not possible for the event to continue this year. Because the Lewis and Clark committee is under the Chamber, the Chamber is responsible for announcing the cancellation. Erin will contact Sissy and take the steps necessary to announce the cancellation.

**Business Improvement Awards:** Erin has not been able to deliver the business improvement awards voted on in June, but will work with Stephanie to get them delivered to the businesses in the next few weeks.

**It Fits Offer:** Erin reported that she made the offer to sell the Myhre building to It Fits owner Vicki Schott after our last meeting and that Vicki did not accept, counter, or deny the offer.

**Yard of the Week:** Nate reported that Cut Bank Trails has taken on the Yard of the Week this summer and the first yard will be announced on July 15 and continue through the end of August. It turned out to be a great fundraiser and event for Cut Bank Trails to take on.

**New Business**

**Business Appreciation Days:** After discussing the possibility of hosting Business Appreciation Days and whether or not it would be in the best interest of the Chamber, members, and communities we would be traveling to, the board voted to cancel Business Appreciation Days in Browning, Sunburst, Valier and Cut Bank scheduled for August 17-20. Sponsors of this year’s event will be asked if they would like to donate or rollover their $150 sponsorships for next year’s event.

**Employment:**  Erin presented the Board with her letter of resignation prior to the meeting, with her last day being Friday, July 24. Erin has accepted a job with Valier Public Schools. The Board discussed the possibility of making changes to the job description as the role of the Executive Director has been a little different during the Covid-19 pandemic. Erin mentioned she averages 8-16 per week now and when events are going on and things were more normal, the job requires more. A few things to keep in mind in hiring a replacement is the Visitor Center needs to be staffed to fulfil the grant requirements from Glacier Country. Because the current staff is two teachers and one college bound student, August 17-September 7 will need to be staffed by the new Executive Director or additional temporary help. The visitor center is open Monday through Friday 9a.m. – 5 p.m. and Saturday and Sunday from 10 a.m. – 3 p.m. It was also noted that the new hire(s) would need to do an online customer service training to fulfill the grant requirements. Jennika made the motion to approve Erin’s resignation with Don seconding the motion. Erin will send out the job description to the full board and the board will have until end of day on Thursday, July 9 to respond with any suggested changes. With no further discussion, the motion was approved.

**Reminders:**

Next meeting is August 5. Jennika noted she would be on vacation and not be able to attend.

With no further business or discussion, the meeting was adjourned.

Nate Kavanagh

Vice-President/Director