

**Cut Bank Area Chamber of Commerce Minutes
December 6, 2017, Regular Monthly Meeting
Cut Bank Chamber Office – Noon**

Directors Present: Calcie Stubbs, Ryan Eney, Juanita Meeks, Jeff Billman, Michelle Nygaard, Ric Beals, Don Grubb, Jessica Waldner, Matt Waller.

Executive Director: Amy Overstreet

Directors Absent: Pat Murphy, (Excused) Toni Altenburg (Unexcused).

Office Assistant: Hannah Evans

Guests Attending: Brenda Schilling (Glacier County Regional Port Authority)

Regular Business: The meeting was called to order by President Jeff Billman. The minutes from the November 8th meeting were presented for approval. Juanita corrected the minutes stating that Matt Waller should be marked as present instead of absent. The correction was noted, and Don moved to accept the minutes as presented with the correction. Ric seconded the motion. Being no further discussion, the minutes were approved.

The financial reports from November 2017 were reviewed. See attached.

Balances were reported as follows: \$14,191.75 Chamber Checking Account; \$7,475.30 Economic Development Checking Account; \$4796.41 Gift Certificate Account; \$7,463.99 Buckle Account.

Todd and Ryan reviewed the financial reports with the board of directors. On the Economic Development Reconciliation Report, Todd noted that reference # 18 and #19 were journals to balance the move from economic development to operating costs. Todd reviewed the rest of the checks, payments, expenditures and deposits corrections with the board. After further review, Juniata made a motion to accept the November financials with Michelle seconding the motion. Being no further discussion, the financials were approved.

Old Business

Economic Development/Public Drug Update: Amy updated that the audit went very well with only one administrative finding. The auditor would like us to have a written policy on how the Chamber disperses federal funds. Amy presented a written reimbursement policy for review by the board. After review, Jeff made a motion to approve the presented reimbursement policy. Jess seconded the motion with the board voting unanimously in favor of the motion.

Mercantile Update: Amy updated that the Mercantile is still at a standstill and she is scheduling a meeting with all interested parties in hopes to get things moving once again with the project.

Cut Bank Holiday Bazaar Financial Recap: Amy stated that this year's Holiday Bazaar was very successful noting an approximate profit of \$9300, which is around a \$4000 increase from last year's profit. Amy noted that they are hopeful to continue to increase profits by increasing the price of booth rental fees for next year.

Shop Cut Bank Campaign: Amy and Hannah noted that the Shop Local campaign is going well with a lot of community interest being generated. They stated that they plan to continue promoting the campaign on Facebook.

Parade of Lights Social and Recap: Matt stated that this year's Parade of Lights and Social went extremely well with the help of warmer weather on the night of the parade. However, there were fewer floats than last year, and the committee will be looking at possibly moving it back to a Friday night date for 2018.

Festival of Trees Recap: Amy, Jess, and Calcie updated that they had been receiving positive comments regarding this year's Festival of Trees. The event's profits were down \$1000

from last year with the average buying price of trees decreasing as well as fewer ticket sales and fewer people through the door. The committee mentioned possibly changing this to a larger event that occurs only every other year. The board discussed this possibility, and it will be reviewed next year.

Membership Drive: Amy noted that Membership renewals were slowly starting to trickle in from the membership. Currently, the Chamber had received 74 renewals with 4 of those renewals renewing as Platinum members and 2 renewing as gold members.

Realtor Hiring Approval for Public Drug: Jeff noted that we would be tabling the discussion of the realtor hiring and approval for the Public Drug until the grant gets closed out.

New Business

Director Election Results: Jeff announced the results of the Election of Directors, the results were as follows: Don Grubb, Stephanie Eney, Kristi Rowell, and Bryan Simons.

2018 Executive Committee: Jeff mentioned that there will be upcoming spots available in the Executive Committee for 2018. A general discussion from the board reviewed potential spots available and who may be interested. The board also noted that they would like to revise the By-Laws to address partial terms for the board of directors.

2017 Year-End Committee Reminder: Jeff reminded the board that year-end committee reports were coming due and ask that all directors have their reports turned in by January 15.

Approval of Year-End Financial Auditor: A general discussion for the hiring of the Year-End Financial Auditor was discussed amongst the board. After a thorough discussion, Jess made a motion to ask Elaine Mitchell to perform the Year-End Financial Audit for the Chamber. Ric seconded the motion with all directors voting in favor of the motion.

Executive Director Evaluation: Jeff gave an overview of the executive director evaluation noting that once again Amy had done an excellent job. Jeff noted that the only recommendation was for more communication via group messages versus email. Jeff noted that the Executive Committee recommended giving Amy a cost of living pay raise as well as a year-end bonus of \$1200 in Chamber Bucks. Ric made a motion to accept the executive committee's recommendation of a raise to \$21.40 per hour as well as a year-end bonus of \$1200 in Chamber Bucks. Don seconded the motion with all directors voting in favor of the motion. With no further discussion, the motion was approved.

Banquet Entertainment Discussion/Approval: Jeff noted that he had been in contact with the Dueling Pianos and our date selection was available. The board decided to continue perusing the Dueling Pianos for the entertainment for the 2018 Chamber Banquet.

Set Annual Meeting Date: A date for the annual meeting was discussed with all directors settling on February 21, 2018, as their preferred date for the meeting. The upcoming annual meeting will be held at the Glacier Electric hospitality room.

Reminders:

- January Board Meeting – January 3, 2018

With no further business, the meeting was adjourned.

Calcie Stubbs
Secretary/Director