

**Cut Bank Area Chamber of Commerce Minutes**  
**Dec. 2, 2015 Regular Monthly Meeting**  
**Cut Bank Chamber Office – Noon**

**Directors Present:** Jeff Billman, Calcie DeZort, Adrienne Fritz, Steven Hjartarson, Gail Hofstad, LeAnne Kavanagh, Matt Waller, Juanita Meeks, Sissy Nygaard.

**Executive Director:** Amy Overstreet

**Directors Absent:** Pat Murphy and Pete Hetherington (Excused).

**Guests Attending:** Don Grubb, City of Cut Bank.

**Regular Business:**

The meeting was called to order by President Jeff Billman. The minutes from the November meeting were presented for approval. Gail moved to accept the minutes as emailed and Calcie seconded the motion. Being no further discussion, the minutes were approved as emailed.

The financial reports from November 2015 were reviewed. See attached.

Balances were reported as follows: \$9,859.65 Chamber Checking Account; \$28,691.21 Economic Development Checking Account; \$6,222.67, Gift Certificate Account; \$7,418.99 Buckle Account; Lewis and Clark Committee-\$ 8,020.00 (checking) and \$11,186.44 (money market).

Sissy and Amy provided some additional information regarding some of the month's transactions, including the moving of a deposit that originally went into the Gift Certificate account that was intended for the Christmas Lighting Fund. The Christmas Bazaar was a huge financial success, clearing more than \$8,000 in 2015, which is up by approximately \$3,000 over last year. Sissy presented a preliminary Revenue/Expense Report for 2015 and asked the board to review and report back with possible changes/questions.

Juanita moved the financial report be accepted with Calcie seconding the motion and all voting in favor of the motion.

**Old Business**

**Committee updates:**

**Economic Development**-Amy updated the board on the progress of the Public Drug grant/project. The board, on the motion of Juanita and second by Steven, approved having Amy schedule a statewide advertisement extending the deadline for proposals to Dec. 31. She also explained that two bid packages will be advertised for the cleanup project and the amount of the bids received will ultimately determine the number of windows which will be replaced in the building, due to the cost of some aspects of the cleanup possibly exceeding the amount of the grant.

**Stage Cover**-Sissy is still waiting to hear from City officials on the stage cover project. The Chamber is asking the Port Authority for \$12,000 in funding for the project at this month's meeting.

**Auditor**-The board approved having Elaine Mitchell do the year-end audit of the Chamber's financials and to present her with \$250 in Chamber gift certificates like was done in 2014.

**Shop Local Campaign**-Amy updated the board on the annual promotion, which is in its fourth week. There was some discussion on trying to tie it in with a Small Business Saturday campaign next year.

**Parade of Lights**-Gail and Juanita reported on another successful event. The only complaint was from Jennifer about the "spot cleaning" versus mopping of the entire floor. The committee will look into a new way to possibly get pictures of the floats for voting for next year. Amy will make sure that NaturEner received a thank you for the laborers they provided for putting up the lights.

**Holiday Bazaar**-Adrienne and Calcie reported approximately 1,300 shopped at the 112 vendors at the bazaar. Parking was a concern again this year, but that is to be expected with such a fabulous turn out of vendors and shoppers. Amy said this event is the most work of all Chamber projects and commended the committee for another great job.

**Membership Drive**-LeAnne reported 76 businesses/individuals have renewed to date and the board will need to begin follow up visits and calls to those who have not renewed after the

New Year.

**Festival of Trees-** Amy, Calcie and Adrienne provided an update on ticket sales, which are at 130 to date. Directors were reminded to bring their appetizers (2 dozen per director) to the event by 5 p.m. on Saturday. Set up will be done on Friday and Saturday afternoon, beginning at 3 p.m. The French Fry Bar will be provided by the Elks at 10 p.m.

**New Business:**

**Director Election Results-**With only four candidates on the ballot, all four were re-elected to another term (Gail, Jeff, Calcie and Pat). Although the slate of existing board members are willing to serve another year, any interested board member who would like to step into an office was urged to make their desire known before the January meeting...and all directors were strongly encouraged to attend the January meeting when the election of officers will be held. Directors were asked to complete their year-end committee reports and forward them to Jeff/Amy by Dec. 31.

**Executive Director Evaluation-**Jeff reviewed the evaluation of Amy with the board and stated it was the recommendation of the Executive Committee that Amy's hourly wage be increased to \$20.50 per hour and that she received \$1200 in Chamber gift certificates as a bonus for a job well done. Adrienne made a motion supporting the recommendation with Gail seconding the motion and the board approving unanimously.

**Banquet Entertainment/Discussion-**The board discussed possible dates of the banquet and decided to stick with the April/May time of year. This year's banquet committee consists of Jeff, Steven and Amy and they will continue to pursue possible entertainment options, but the board is leaning toward the Dueling Pianos or the Party Rock Project.

**Other-**Amy informed the board the State Farm production crew is in town and will be shooting footage in and around town for a promo video on the Cut Bank Walking Trail, which is being funded in part by the \$25,000 State Farm Community Grant. Amy presented all members of the crew with Chamber (penguin) tee shirts. State Farm will give the Chamber permission to use the video to promote the walking trail once it is completed.

**Reminders:**

The next Chamber Up will be at Billman's Home Décor on Dec. 8.

The meeting was adjourned.

**LeAnne Kavanagh**  
**Secretary/Director**