

## Albion Chamber of Commerce-Board Meeting Minutes – November 13, 2023

*Members Present: Chris Magnuson (P), Sharon Leitch, Pattie Gatman, Steve Hook, Mariah Keirn, Carla Fiandt (VP)*

*Absent: Kay Craig (Resigned), Jordan Hartieroad, Sandy Petrie*

*Guest Members: None*

**Meeting called to order** at the Central Noble board room by Chris at 12:04 pm.

**Minutes/Treasurer Report:** Minutes from the October 9, 2023, meeting was reviewed along with the Treasurer report. Carla made a motion to approve the minutes of the October meeting and accept the Treasurer's report. Mariah seconded; motion approved unanimously.

### **Treasurer's Report:**

Beginning Balance (10/09/23): **\$11,359.71**

Income: **\$0.00**

Expenses: **\$1,351.77**

S.T.A.R.—donation	\$500.00
Albion Fire Dept.—donation	\$500.00
Cash—Halloween party/prize money	\$70.00
Carla Fiandt—Halloween	\$164.23
Albion Village Foods—hotdog sets	\$72.00
Carla Fiandt—popcorn, etc.	\$45.54

Bank Balance (11/13/23): **\$10,007.94**

**Notes:** (1) There is \$500 budgeted for S.T.A.R. Team flowers at fountain area—S.T.A.R. needs to make request. (2) Chris mentioned donations to the Fire Station should be made directly to their auxiliary.

### **Correspondence:**

Received a thank you letter from Junior Achievement for the Chamber's \$250 donation.

### **Old Business:**

**Halloween Party Oct. 31, 2023:** Carla reported that the event went well and thanked everyone who participated. Changing the event time to 6:30 pm – 8 pm from 7 pm – 8:30 pm seemed to encourage more Town participation. The chilly weather also encouraged people to stop. Carla asked Board members to look for discounted prizes (gifts for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place) on sale.

**Christmas in the Village, Saturday, Dec. 2, 2023:** Mariah reported how Jamie Howard's and her event plans are moving forward. The event will remain the same but change to a Saturday to avoid Friday conflicts. Seems parade entries are waiting until the last minute. There is a pause on adding new event stuff this year. The Albion Town event application will be approved at next Tuesday's Oct. 24<sup>th</sup> Town Council meeting. Albion Town Manager Jacob Ihrie asked if the Light Parade was part of Christmas in the Village. Next year crafts at the library will be added along with tree trimming. Working with past parade participants continues. Santa will be placed in the Central Noble (CN) front office. Santa's mailbox was found at Tammy Luce's garage and will be moved to its designated location and ready to receive letters after Thanksgiving. After the light parade, caroling will be started in Celebration Alley led by CN Choir Director Matt Pulley. Children will be able to write Santa letters while in the CN conference room. Juniors/Seniors are dressing up as elves to help in the CN parking lot. A question was raised: Do we allow groups with political affiliations in the parade? Yes, we have in the past and we will not be denying their participation. The Chamber budget for Christmas in the Village is \$850.

**Small Business Saturday/Townwide sales Nov. 25, 2023:** Pattie Gatman provided an update. The event will run from 10 am – 2 pm. Pattie has had great visits with local business owners which have expressed excitement about this event. Lori continues to work on the map and game card which will require a ten-stamp minimum for basket contest participation. Pattie is also continuing to work on prize baskets and giveaways. Nine baskets will be placed in downtown business windows. The S.T.A.R. Team is purchasing flag banners (thanks to Lori Gagen). The Fox Den will be the holder of a fishbowl to collect people’s finished game cards. The Chamber budget for this event is \$650.

**Town-Wide Garage Sales (May 2-4, 2024):** Chris reported that the Town-Wide Garage sale is on for next year and she will be the chair. On May 11, 2024, from 9 am to noon two events will be held, both the Donation Truck and Town-Wide Clean Up/Electronics Disposal (supported by Noble Co. Disposal) at the Town Hall. Discussion focused on replacing the Good Will Donation Truck with a donation site for local charities/organizations held at The Arc’s parking lot. Kay Craig has agreed to chair the event. This location is great since it reduces congestion and there will be plenty of help. The theme is “Keep it Local.” Mariah made a motion to replace the donation truck and move the donation site to The Arc. Steve seconded, and the motion passed unanimously.

**New Business:**

**Annual Meeting—offer free meals? Date?:** The Board discussed paying for 2 people/member. Chris will need to figure out what the financial impact would be. Pattie pointed out that this event isn’t conducive for small business networking. She is planning a separate small business networking meeting for some time in February 2024. Two proposed dates for the Annual meeting were determined, Feb. 8<sup>th</sup> or 22<sup>nd</sup>.

**Joint Ventures available to us:** Chris asked the Board to keep an ear out for what other organizations are doing so that we can potentially partner with them. Examples of some joint ventures were mentioned.

**Survey our members to see what we can do/help and form Small Business Committee:** Pattie proposed the Board prepare a survey to be distributed to Chamber members. Previous surveys of year’s past were sent to the community. Pattie volunteered to chair a Sub Committee to generate the survey and has volunteers to help. Lori and Jordan will help too—especially with social media marketing and survey question generation.

**Form Small Business Committee:** Chris will add sub-committee creation discussion to the December agenda.

**Replacement of Kay Craig:** Pattie mentioned she knows of various interested business owners willing to serve on the Board. The election ballot prepared for the Annual Meeting will include nine names and six elected positions to be filled—Carla’s, Pattie’s, Chris’, Maria’s, Jordan’s, and Kay’s empty seat.

**Announcements/Functions/Dates/Events:**

- The Fire Dept. Auxiliary Donation, Oct. 14<sup>th</sup> of \$500. They donated leftover food to the Albion Lions Dec. 2<sup>nd</sup> event.
- Junior Achievement—upcoming event on April 19, 2024.
- Chamber Member dues to be sent out in December mailing.

**Adjournment:** Motion to adjourn made by Sharon and seconded by Mariah. Passed unanimously. Meeting adjourned at 1:01 pm.

**Next Meeting:** December 11<sup>th</sup> at noon, CN Central Office board room.

*Submitted: Steven Hook*