

Albion Chamber of Commerce-Board Meeting Minutes

March 11, 2024

Members Present: Sandy Petrie, Mariah Keirn, Steve Hook, Pattie Gatman, Jordan Hartleroad, Ashley Peterson, Amy Leedy, Chad Dull, Melissa Wellman

Absent: None

Votes are unanimous unless noted otherwise

Meeting was called to order at the CN board room by Sandy at 12:00 pm and introductions of new board members were made. Jordan let the board know that she was now with Acres Land Trust and is an individual member of the Chamber moving forward.

Minutes/Treasurer Report: Minutes from the January 8, 2024 meeting and the February Annual Meeting were reviewed. Mariah made a motion to approve both sets of minutes. Pattie seconded, motion approved.

Treasurer's Report: Treasurer reports were provided for January and February (prepared by previous Treasurer). Pattie asked about Chamber Bucks (just hard to read). These were never cashed and therefore added back into the account. Steve made a motion to accept both January and February treasurer reports. Mariah seconded, both reports accepted.

Bank Balance (12/31/23): \$8,480.86

January Revenue: **\$3,597.53**

Dues = \$1,940; Annual Mtg = \$486; Paypal Dues = \$661.53

Outstanding checks added back = \$125; Chamber bucks added back = \$385

January Expenses: **\$864.20**

STAR team donation = \$500; Chris Magnuson (reimburse for postage annual meeting)= \$101.80;

Ft Wayne newspaper Annual meeting invites = \$162.40; Dekalb Co Horseman Assoc (replace outstanding check) = \$100.

Bank Balance (1/31/24): \$11,214.19

February Revenue: **\$1,265.42**

Dues = \$550; Annual Mtg = \$658; Paypal Dues = \$57.42

February Expenses: **\$2,372.03**

PO Box = \$84; Pattie (reimburse sm bus event) = \$306.02; Chris (reimburse prizes/dues) = \$232.01;

Thyme to Remember (annual mtg flowers) = \$450; Blessed Sacrament (meals/tip) = \$1300

Bank Balance (2/23/24): \$10,107.58

Due to an almost entirely new board: the rest of the meeting was done out of order to accomplish critical tasks first.

New Business:

Election of Officers: Amy nominated Pattie for President, Pattie nominated Steve for Treasurer, Amy for Vice President, and Sandy for Secretary. No other nominations were made. All were unanimously approved.

- Pattie was given the PO Box key by Sandy and a box of information that was provided by the previous President Chris.
- It was agreed to have both Steve Hook and Amy Leedy as signatories on the checking account per the by-laws
- Steve, Sandy, and Mariah will work together to ensure required Federal/State reports are completed

Retreat Date: A retreat date of Monday, March 18th from 10am-2pm was set with all nine members indicating that they could attend. It will be at the BeNoble (EDC) conference room. Ashley will bring meals from One10 that board members will individually pay for. Pattie will create an agenda for the retreat.

Social Media/Correspondence: At least until more is discussed at the retreat - Lori Gagen has agreed to share and tag things within Facebook concerning events etc from other organizations. Jordan has agreed to share and tag things from individual member businesses.

Small Business Event: Pattie said that a small business event is planned for April 15th from 5:30-7pm and asked about space at the library. Sandy said that the best way to reserve is online, Pattie will look into this. A speaker has been arranged for this event to talk about Facebook and using it for marketing.

Old Business:

Annual Meeting Wrap-up: We had an excellent turn-out

Membership progress/Dues: Sandy turned over what she had to Pattie about recent memberships and Pattie will work with Lori from the Paypal side to try and get an accurate list moving forward. A check for \$480 was received from Kevin from the "group" memberships and a membership form was received from Parkview Health with a check for \$60. Steve will get both checks deposited.

Flag Program: Sandy has started with forms and will get a digital copy to Lori to put online for the ability to use Paypal. Sandy will get it to KPC for printing in the papers and also do an email blast to Chamber members.

Town-Wide Garage sales: Pattie asked the board how they want to proceed with this since timing is critical for this spring. Her suggestion was to move forward for this year but to potentially give this project to another entity that has expressed interest in taking this event over. Sandy made a motion to continue it as planned for this year. Mariah seconded, motion approved. Pattie will start working on this.

Goodwill Truck: Pattie will also look into the Goodwill Truck for this year.

Halloween Event: Sandy stated that the Fire Department may be willing to take over this event from the Chamber should we choose to let it go. More will be discussed at the retreat

Budget, Committees and events: The retreat will be a time to fully discuss the direction of the Chamber and what committees, events, and projects we will have/support moving forward. This discussion will also help finalize and ratify the 2024 budget.

Communications: We received an open house invitation from Bowen Center's new Health Clinic. Pattie indicated that Chris had always made an effort to attend events like this and that she was willing to do the same. This event is March 14th at 11:30am.

Announcements/Functions/Dates/Events:

Board Retreat - March 18th, 10am-2pm, at the BeNoble conference room.

Adjournment:

Meeting adjourned at 1:00 pm.

Submitted: Sandy Petrie