

OLMSTED CHAMBER OF COMMERCE

Board Meeting Minutes
Wednesday, April 19, 2017
Village of the Falls

<u>Attendance:</u>		<u>YES</u>	<u>NO</u>	<u>EXCUSED</u>	<u>Committee(s)</u>
PRESIDENT	Tony Budak	X			
VICE PRESIDENT	Pat Theobald	X			Membership Chair
PAST PRESIDENT	Mark Hannah	X			Marketing&Promo/Membership
SECRETARY	Donna Winter	X			Fundraising
TREASURER	Cindy Kelly	X			Heritage Days
SGT. AT ARMS	Doug Miller	X			Marketing&Promo
2017 BOARD:	Jeanene Kress	X			Events Chair
	Holly Neumann	X			Fundraising Chair
	Grace Vedda	X			Events Chair
	Steve Wild	X			Fundraising Chair/Events
	Bruce Williams				Website Chair/Membership
	Jeremy Dobos	X			Membership/Marketing&Promo/Website
	Karen Raisch-Siegel	Abs			Marketing&Promo/Website
	Kathy Davis	X			Marketing&Promo/Website
	Bill DeMarco	X			Membership/POM
GUESTS:	None				

Call to Order: Tony at 8:09am. Roll Call taken.

Minutes: 3/15/17 meeting minutes presented. MOTION to approve; Holly. Seconded; Jeanene. Motion carried.

Treasurer's Report: Monthly Statement (March. 2017); YTD Income & Expense Statement; and 2017 YTD Budget vs Actual. Presented by Cindy. MOTION to approve; Grace. Seconded; Jeremy. All approve.

Membership: Current membership = 73 Ongoing concern to have list of members with more detailed member business information. Bruce will look at doing an online audit to tie PayPal info with members. List of those who have not renewed is pretty extensive. Pat will put together a letter to send out about upcoming renewals. Bill will follow up with phone calls to members about renewal (if we have phone numbers). Need to continue to evaluate rolling memberships instead of annually in January. Presented by Pat.

Events: Next Event: Networking Lunch on Wed., 4/26/17 at Southwest GHC. Only 10 signed up so far. Request email blast about Monday deadline. Ask for FB posts sharing OTwp post. Bill Young will be guest speaker. Polaris luncheon in May is POM event and 10,000 Small Businesses will speak. June event will be at Swings N Things. July POM event location remains TBD. Mark will follow up with Clint Williams. Bill & Mark will estimate expenses to get reimbursed by COSI/POM. Bill will contact Roseann & James to coordinate. Reported by: Grace and Jeanene.

Fundraising: two events to promote.

Wing Night: Friday, April 21, 2017 at Tony K's. 70 tickets sold so far. About 12 baskets of items or pledged donations. Those working need to arrive by 6:15pm. Cindy will have Credit card ability to pay at event. Presented by Steve.

Annual Golf Outing Friday, July 28th with 9:00am shotgun start. Registration begins at 8:00am. Still looking for USB memory stick with past golf outing information that was with Sharon. Presented by Holly.

Heritage Days: No report.

Marketing and Promotions: No Report

Website Development: Website use report Jan 1 – April 17, 2017 indicates avg session duration to be 3:19 minutes which is good. Session by Browser led by Chrome; Mobile Devices led by Apple iPhone; Most Referred by Google. See handout for more detail. Bruce asked if we'd like a report to compare year over year and most replied yes. Presented by Bruce.

POM: Bill will get more information about POM events – 5 to 6 are happening by end of May – and blast the info out to our members. POM requests our member directory be emailed to them to be put into a POM directory. May be time to invite John from POM to talk to us as it has been awhile. Need to get Tammy golf outing info so she can email blast it to all POM members. Reported by Bill.

COSE: No Report.

New Business:

Administrative Assistant Position – As discussed at March meeting, Tony provided job description used when hiring Sharon and Kathy created an updated job description. Jeremy, Kathy, Bill, Cindy, & Pat became volunteer hiring committee so the board members could hire Admin Assist asap. Olmsted Community Center offered to partner with the Chamber to provide the much needed administrative assistance and met with the hiring committee to discuss the possibilities. Hiring committee felt that OCC acting as the OCOC Administration could handle 99% of needs such as sending email blasts using Constant Contact, provide assistance for event registration before the event, and assist with membership and promotions. Chamber Board members will continue to provide “the face of the OCOC” at events or in meeting/greeting new members with volunteers taking turns. OCOC owns laptop which will need to be returned from Sharon Vild. Presented by Kathy on behalf of the hiring committee. Jeremy made a motion to accept the recommendation of the hiring committee to partner with the OCC for OCOC administrative services. Holly seconded the Motion. All were in favor.

Downtown Olmsted Falls – It was discussed about possibly having a member from each group, OCOC & DOF, attend the other group's meetings. Currently Mark attends DOF meetings and can report to OCOC Board. Paula Accordino has offered to attend OCOC Board Meetings and share info back to DOF group. Discussion was presented that only board members are allowed to attend closed monthly board meetings but guests could attend monthly general meetings. OCOC does not have monthly general meetings. Tony made a motion that because OCOC does not have general meetings, DOF representative could attend monthly board meetings and present at the beginning of the meeting and then be excused as the Board moves on to closed meeting and “Guests” could be added to the agenda right after “Roll Call”. Seconded: Donna. All in favor.

MOTION to adjourn the meeting: Pat. Seconded; Kathy. All approve. Meeting adjourned 9:26am.

Respectfully Submitted,

Donna Winter, OCOC Board Secretary