

**West Union Chamber of Commerce**  
Board of Directors Meeting  
MINUTES – November 13, 2014

**Members Present:** Melody Patrick, Carolyn Havenstrite, Carolyn Weber, Bob Sadler, Gail Hackman, Amy Christensen, and Jennifer Tobin

Meeting was brought to order by Melody Patrick at 7:05 am in the West Union Chamber Office.

**Approval of Agenda**

- Motion to approve the agenda was made by Carolyn H. and a second by Amy. All in favor, motion carried.

**Special Guest – Karla Organist, Fayette County Economic Development**

- Karla discussed an idea for the empty office space in the Chamber building. She suggested we use it as an “incubator” space for businesses just starting up, that could use some guidance and advice as well as an office space. We would offer the office space for 9 months (or so), free of charge. Karla is willing to get started right away if the Board allows. Bob motioned to table the idea for now.

Karla also expressed an interest in traveling with Jennifer to businesses outside of West Union. This would be a way for Jennifer to promote the Chamber while Karla meets with these businesses for FCED. She also mentioned a survey that could get the Chamber feedback from businesses on how we can meet their needs even better. Everyone seemed to think this would be beneficial. Jennifer will write an “elevator speech” and send it to the Board to approve.

**Approval of Minutes**

- Motion to approve the minutes from October 9<sup>th</sup> was made by Bob and a second by Carolyn W. All in favor, motion carried

**Financial Report**

- Bank balances as of November 12, 2014 are \$1,115.73 in checking, \$2,242.25 in savings and \$4,714.09 in the fireworks fund.
- Motion to approve financial report made by Bob, second by Gail. All in favor, motion carried.

**Committee Reports**

- Retail
  - Membership Drive
    - Jennifer will work on getting information out to current Chamber members to remind them that membership dues are coming up. She is working on new member packets as well.
- Community Awards Banquet – January 17<sup>th</sup> at Echo Valley Banquet & Reception Center
  - Jennifer will ask to put a reminder for nominations in the newspaper and send out a letter to area churches as well.
  - A nomination form will be put on the West Union website.
  - Jennifer will book Gus & Tony’s for catering and bring prices to the next meeting.

**Old Business**

- Festival of Lights
  - Jennifer will get the candy canes to pass out at this event. We have enough coloring books.

**New Business:**

- Snow removal
  - The city sent out a bill of \$570 if we want them to use them. Bob will call the guy who he has hired. He charges \$1 a foot for the entire year. Jennifer will call Kevin Cline to let him know we do not have a

renter at this time, so we do not need him to plow the back parking spaces. Jennifer will also let Amie know that we will not have the city clear off our sidewalk.

- Enrollment in Bank 1<sup>st</sup> E-statements
  - With E-statements, Jennifer would be allowed to sign checks, but it was decided that it would be better if we would have a double signature. Motion to approve double signatures was made by Gail and a second from Bob. All approved, motion carried.
- Santa's Mailbox
  - We will continue with Santa's mailbox starting December 1<sup>st</sup> until Christmas.
  - Melody will find people to respond to the letters.
  - Each child that brings a letter can have a candy cane.
- Resolution to adopt fictitious name document
- Appoint Chamber Board Officers
  - We will appoint Board Officers at our December meeting
- Appoint geothermal representative to the Geothermal Users Group
  - It was decided to appoint a geothermal representative at next month's meeting
- Rain Barrel, installation of winter downspout
  - Bob offered to move the rain barrel inside so it could thaw out before we put it in the basement.

**Next Regular Meeting Date: Thursday, December 11<sup>th</sup> at 7:00 am.**

With no further discussion, a motion was made to adjourn by Bob with a second from Gail. All in favor, Motion carried.

### **Mission Statement**

**The West Union Chamber of Commerce is a  
voluntary group of area businesses  
affiliated for the purpose of furthering  
the growth and development of West Union.**