

West Union Chamber of Commerce
Board of Directors Meeting
MINUTES—November 12, 2013

Members Present: Jenni Elsbernd, Laurie Kreul, Ryan Hoey, Melissa Fagle

Meeting was brought to order by Melissa Fagle, at 8:10am at the West Union Chamber Office.

A quorum was not present. Therefore, no action items were able to be voted on.**

****Approval of Agenda**

****Approval of Minutes**

****Financial Report**

- Bank balances as of 11/11/2013 are \$2,648.84 in checking, \$2,575.71 in savings and \$4,515.54 in fireworks fund.

Committee Reports

- Retail
 - Holiday punch card promotion is underway. Next meeting is November 14 at 7am to discuss a plan for Small Business Saturday that is taking place on 11/30.
- Community Awards Banquet
 - A committee has been formed to assist in planning the event. Retail committee members have agreed to assist this year. Event is planned for Sat., January 18. Melissa will work on reserving the banquet hall and caterer ASAP.
- Membership
 - 2014 campaign is underway. Board members need to be talking to businesses this month.
- Building
 - Geothermal—paperwork needs to be signed. Ryan is a member of the LLC group and has agreed to stay on this committee for 1 year after the LLC is complete. He will be responsible for reporting to the WUCC Board of Directors. The main contact for the geothermal project is Jim Bear and he can be contacted at 641-777-1706.
 - Rain Barrel & Gutter—Ryan will make sure it is winterized.

Old Business

- Board Member Needs—Keep looking and asking. Melissa is approaching people as well.
- I-Jobs Account Audit—Audit is complete and approved by Main Street. Paperwork will be coming that will need to be signed before sending in the completed report.
- 4th of July Planning—
 - Miles Adams Band has been booked.
 - Melissa will be looking at options for the inflatables. This needs to be reserved ASAP in order to get the best choices.

New Business

- ****By-Law Change**
 - This needs to be officially voted on at a meeting where there is a quorum.
- ****2014 Rental Contracts**
 - Board will be reviewing all rental contracts. All contract changes would be effective Jan 1, 2014.
- **City Council Presentation**
 - Ryan agreed to go. If he is unable to attend due to work circumstances, he will find a replacement.

- **Festival of Lights Reminder:** Board members need to make 2 dozen cookies each and deliver them to the Rec Center on Friday, November 29 before 5pm. If you can help set up & decorate the Santa tent, it is planned for Wednesday, November 27 at 4:30.
- Payroll
 - Jenni explained the extra hours that Melissa submitted for the last payroll. Reminded Board that there would be busier times during promotions, etc where this may happen throughout the year. Board members can refer to the email that Jenni sent out on 11/7.
- Santa's Mailbox
 - WUCC will be offering the mailbox again this year. Information has been sent to the newspapers and schools.
 - Melissa will be looking for volunteers to write back to the children who bring letters. She will be checking with area Nursing Homes and Assisted Living Facilities first.

Other Business

- New Chamber Member—Phone Connection US Cellular—Opening on Nov. 18 with a Ribbon Cutting on Friday, Nov 23. Grand Opening will be taking place on Sat, Nov. 23 from 10 am-5 pm.
- Chamber Light Display
 - Laurie agreed to coordinate a light display for the WUCC at the Festival Lights.

With no further discussion, meeting was adjourned at 9:30am.

Next Board Meeting: December 10, 2013 at 7am.

Respectfully Submitted, Jenni Elsbernd, Secretary