

West Union Chamber of Commerce

Board of Directors Meeting
MINUTES—October 9, 2012

Present: Melody Patrick, Judd Swensen, Bill Ziegler, Bob Vagts, Ryan Hoey, Robin Bostrom and Bridget Parker

Meeting was brought to order by Melody Patrick, Vice President, at 8:10am at the West Union Chamber Office.

Approval of Agenda & Minutes:

- A quorum was not present therefore; no motions were made or approved. Members were reminded to email their approval for minutes to Bridget.

Financial Report:

• **Account Balances**

Bank balances as of 10/9/2012 are \$3,190.14 in checking, \$3,583.74 in savings and \$4,135.49 in fireworks fund. Bridget reported that the most recent check from Hotel/Motel tax funds in the amount of \$1,714.09 was deposited in the checking account and that October was the first month we received only \$200 from the downstairs renter per the agreement with Judy.

Committee Reports:

• **Retail**

- Downtown Block Party. Very successful. Would like to do again next year.
- Fall Open Houses planned for October 12 & 13.
- Holiday Punch Card promotion is on track. Retail Committee meets on Thursday.
- Holiday Open Houses are planned to take place on November 16 & 17.

• **Membership**

- No new updates. 2013 campaign will kick off in November. Bridget will mail information to members and include an envelope to encourage a more timely response.

Old Business:

• **Building Update**

- Parking lot—Ryan let the group know Cline's will be here by the end of the week. Bill said Hardscapes needs the concrete to cure 1 week then can begin the paving project. Clines will also clean up garbage and trough from the back.

• **WUCC Open House & Annual Meeting**

- Tuesday, October 23rd. All Board Members are asked to bring an appetizer or dessert. Chamber will buy beverages. Ryan volunteered to get meat & cheese trays from Moore's. It was discussed who we needed to send formal invitations to and who we would like to recognize for helping with the building remodel. Also discussed was having a ribbon cutting. Bridget will check with Lynn Lauer.

• **Business Spotlight**

- Bridget suggested Union Drug.

• **New Board Members**

- We need members. Please be thinking of people you can ask to join the Chamber Board.

• **Strategic West Union Meeting**

- Waiting on visits to be made before having another Strategic Meeting. Bill told the group that Charles City and New Hampton had been suggested to visit.

• **Fireworks Fundraising Chairperson**

- No hits on a replacement chairperson yet. Ryan will stop to see if Bemiss has the sign done.

• **Kaleidoscope Kids Capital Campaign**

- Bill let those attending know that this is in the process of beginning and the leadership group has been meeting weekly. They would like to see the campaign wrapped up by December 31st, 2012 and will be applying for CDBG in January. He encouraged Board Members to be supportive of this effort. The next meeting is Thursday night at 5:30 pm at the WU United Methodist Church.
- **Community Awards Banquet**
 - Bridget has not heard back from the Fairgrounds. Other location possibilities were discussed. Ticket price was discussed. Bridget asked all to think of a theme. We can also ask our Open House attendees to make suggestions.
- **Membership Dues**
 - Bridget presented updated Membership Dues and Member Information Form for 2013. This includes a slight increase per level. Also added was a rate for Home Based businesses and Commercial Industry. All discussed area businesses that could asked to become members in 2013.
- **Festival of Lights**
 - Chamber will participate in “The Streets of West Union”. Bridget can purchase LED lights for the display and will get the information from Judy Roach. Bridget reminded everyone of the decorating days this weekend. Ryan will work on weatherizing the gazebo this weekend. Bridget will check to see how many coloring books we have on hand. All will help make cookies. Ryan will work on a way to direct traffic to Santa in an orderly way.

New Business

- **After Five**
 - Historical Society has requested Wednesday, November 14th.
- **Hotel/Motel Tax Letter of Support**
 - Nothing needed at this time.
- **Clark Park Ribbon Cutting**
 - Tonight. All Board Members are invited to attend.
- **Copier Costs**
 - Will go into effect January 1st, 2013 instead of July 1, 2013 like previously discussed.

Other Items

- **Robin**
 - Robin joined the group to discuss options with the phone lines. She had talked to NEIA Telephone Co. and they have a used system that would allow us to have 3 phone lines into the building, 8 phones and 5 voicemail accounts. MSWU is willing to pay for the system but will take the system with them if they ever leave the building. Ryan, Melody and Bridget discussed the Chamber paying for the system which they could use the construction loan funds for. It would give a much needed update to the building. Also discussed was the phone line currently shared by MSWU and the Chamber but paid by the Chamber. It was decided to put the phone sharing on the November meeting agenda.

With no further discussion, meeting was adjourned at 10:16 am.

Next Board Meeting: November 13th, 2012.

Respectfully Submitted, Bridget Parker, Administrative Assistant