



CHAMBER/MAIN STREET BOARD MEETING

August 13, 2019 – 7:00 a.m.

Present: Jamie Hoey, Jason Knox, Rick Trumm, Nick McIntyre, Chris DeBack (via phone)

Absent: Duane Willhite, Adam Keller, Cathy Harris, Bob Sadler, Garrett Crandall, Brian Roulson

1. Meeting was called to order at 7:00 a.m. by President Jason Knox.
2. Motion to approve the agenda by Jamie; seconded by Rick; approved by all.
3. July minutes need to be sent.
4. July financials need to be sent. Chris sent an email regarding financials. With bills paid, we are low on finances. Unless Organization Committee brings in money, we will need to dip into savings and will need to pay the city the first installment once someone is hired. A finance work session to see who is on the card, current finance, etc. I scheduled for Monday at 6 p.m. Chris will bring information.
5. Euphoria Coffee is a semi-finalist for the Open 4 Business grant with the presentation and meeting on Tuesday, August 27 in Dubuque during the Main Street Conference. Jamie met with Robin Bostrom and Nick and has been in contact with them regarding details, receipt submission, etc. Jamie will contact the Union and Oelwein and she can submit information. They have a great chance of winning!
6. The Iowa Downtown Conference is scheduled in Dubuque on Tuesday-Thursday, August 27-29. Amie is going all three days; Jamie/Bob are going Tuesday and will be there for Euphoria's presentation; Jason is going Wednesday; can anyone go Thursday? Rick will check into it and get back to Jason.
7. West Union Economic Development and Main Street Director position was discussed. The job was posted in the local papers, a few online websites and on city website; we have 3 applications now. We would like to see a West Union candidate if possible. Nick will post it on Facebook and IA Workforce Development Nick will email it to Jason to share it as well. We will change the target application deadline to the end of the month to allow for more applications. The City Council is very excited about the new position; there is a little concern from the community on the position, which Nick and the council are dealing with. An organization, CEDA, is available to assist with working with towns on economic development. Nick will share the link with information.
8. Pending Tax Return- the Chamber has not filed 2017 tax return. This is concerning. Nick will reach out to Bob to get the required information to ensure 2017 and 2018 gets done.
9. Monthly Report- none as that is the director report.
10. As we don't have a director right now, we need temporary assistance to run the Chamber. The city is answering the phone. Is Cathy checking email? Chris had been opening mail and paying bills until he went on vacation. Who has been doing it? We will review mail, do deposits, etc. during a Board 15-minute weekly meeting 8 a.m. on Tuesdays until we fill the position.
11. Outsource Financials- keep on our radar going forward
12. Committee Reports- Jason has been doing a monthly report for Main Street that asks for volunteer hours.
 - a. Promotions
 - i. 2019 Work Plans- Playing on the Plaza going well; start planning Trunk or Treat and Community Awards. Helping with BrewBQ with the city. Planning with the city has been going well for the event.
 - b. Design & Business Improvement
 - i. 2019 Work Plans- no report

c. Community Development

- i. 2019 Work Plans- Open House for the Donahue building once a date is picked for the event. Rick will check into finding the Industrial sign. UIU has a class that will assist us with community surveys, etc. We can create the survey and have the students do one-on-one visits. From main street, city needs, activity wants, etc. All board members get a few questions to Jason to create the survey. Nick will get baseline information to Jason and Jason will get into the computer.

d. Organization

- i. 2019 Work Plans- no report besides Tapt' Out's revolving loan fund, which Derek is working on. After discussion, Jamie will be moving to Promotions as that is her passion within the community and enjoys working on events.

13. Jamie motioned, and Rick seconded to adjourn. Meeting adjourned at 8:01 a.m.

Next meeting – Sept 10, 2019 at 7:00 am at the Chamber/Main Street office.

Submitted by Jamie Hoey, Secretary

MISSION STATEMENT

Investing in the community by bringing people together to achieve a support system that seeks to promote business success, downtown revitalization, and a sense of community pride.

VISION STATEMENT

Through Community engagement, create a unique and prosperous downtown to enrich the entire business community of West Union and beyond that embraces history, preserves natural environment, and promotes quality events that instills a sense of community pride.