



CHAMBER/MAIN STREET BOARD MEETING

February 20, 2019 – 7:00 a.m.

Present: Bob Sadler, Chris DeBack, Cathy Harris, Sandy Klosterman, Jason Knox, Garrett Crandall, Jamie Hoey

Absent: Mike Johnson, Duane Willhite, Nick McIntyre, Adam Keller, Sam Whitehead

Guests:

1. Meeting was called to order at 7:07 a.m. by President Cathy Harris.
2. Motion to approve the agenda by Bob; seconded by Jason; approved by all.
3. Motion made by Chris and seconded by Bob to approve the January minutes; motion carried.
4. Motion to approve January financials made by Bob; seconded by Jamie; motion carried.
5. In Mike's absence, Sandy shared a contractor has been contacted to check out the water damage in the basement.
6. Jason discussed how comp time for the Director works at the Chamber. Sandy works 30 hours per week but there are times she works evenings, early mornings or weekends. Currently, it is the Director's discretion how time will be comped during the pay period. After discussion, the Board feels this is acceptable, but we need to ensure it is in the employee handbook/job description. Bob made motion; Jason seconded it; all approved to add this to the documents. In discussion, we will create an ad-hoc committee to review these documents; Jamie offered to oversee it. Jamie will reach out to Mike for the handbook/job description/etc. Sandy will get other documents to Jamie for this committee as well.

After discussion, Director performance issues will be sent directly to the President and not the entire Board. If the President feels it is an issue, s/he should bring to the Board. Jason moves to adopt a policy stating as such; Bob seconded; motioned passed.

When the Director travels for Chamber, we should be using the USA.gov cost estimates for meeting reimbursements. If cost is above and beyond, the Director would bring to the Board for approval. Jamie will bring a policy from the hospital.

After recent weather cancellations, discussion was had to implement a procedure for how rescheduling would work. The President has ruling if the meeting will occur; and, If canceled, the meeting will be held the next Tuesday at 7 a.m. Bob motioned to accept this procedure; Chris seconded it; approved by all.

7. Bob provided a Quickbooks update. We have a new profit/loss spreadsheet template coming for our Board meetings. February's report was from the old system; however, the new template will be coming. It will be a standard overview with new headings. If you want a detailed list, contact Sandy or Chris. The new system will allow various reports to be ran based on our needs. Bob had to work with Intuit to get a new user account using a new email. He is working on updating the new system information as that process took a while. The new format will be more user-friendly.
8. Directors Report -
 - a) Accreditation-We made Accreditation and are no longer just Affiliated. Great Work everyone.
 - b) Please turn in Board Commitment papers.
 - c) Main Street Iowa Awards- Jason Knox will be receiving the Leadership Award and will be recognized by the Governor. Britt Dyke will let the Chamber borrow a vehicle that we all could ride in at no cost to the

Chamber except the gas. Please let Sandy know by **This Friday** if you are going. Jason, Sandy, Cathy can go. Jamie, Garrett, Chris and Bob are unable.

- d) Please be sure to keep track of the hours you put in toward Chamber/Main Street volunteer work. We need to be better at reporting these hours. Anything above board and committee meetings, get to Sandy.
 - e) 2019 Budget- provided to the Board.
 - f) Brandy Burgin would like to borrow our table cloths for her wedding in September and give a monetary donation. Board approves but the linen needs to come back cleaned. Chris motioned; Bob seconded; motion passed.
 - g) Sandy stopped at 30 businesses in the month of Jan/Feb and talked about their business and how our organization is looking for ways to help. She asked for advice for what we can do to support them. Marketing seems to be what they mention many times. Amie Johansen knows of someone that can put on a social media class for our business owners. She will reach out to set up a date to discuss details.
 - h) Euphoria Coffee (Nick Yost) would like to do an exchange for his Investment. Assisting with a marketing campaign or be at our events in exchange for his investments. Is there something else that they can do? Maybe help us with posters, website, etc. Jamie motioned to approve Euphoria Coffee doing an in-kind donation for 2019; Bob seconded it; approved by all. Sandy will reach out to him to determine what that in-kind will look like: coffee at events, marketing and perhaps assistance on committees.
 - i) Sandy did Fun Fact Friday with Sam of Economic Development, Fayette County Fair for Euchre/Poker tournament (that had over 3,900 views), and Euphoria Coffee. Sandy was unable to get anyone to do last week. Lilac Lanes is set up for this week. Any ideas on businesses, let Sandy know. Many do not want to do Fun Fact Fridays because of being on camera. Service businesses especially.
 - j) We have 27 businesses & non-profits that have invested or said they are sending a check.
 - k) Cathy and Sandy are still working on West Union postcards to be sold at local businesses.
 - l) Main Street Minute- Amie will take April 5 for Chris. Anyone interested in the September 20 Main Street Minute?
 - m) Chris is working on the 2019 Investment Plaque.
 - n) Sandy will send out an email for help in taking down the garland when the weather looks nice one weekend.
9. Committee Reports
- a. Promotions
 - i. 2019 Work Plans- working hard on Diva's and Dining- April 12, 5-9. Sandy will send the vendor email to the Chamber email list. We made \$600 at the Chamber Awards and \$1400 from baskets for fireworks. The committee is starting to work on 4th of July and Playing on the Plaza.
 - b. Design & Business Improvement
 - i. 2019 Work Plans- meeting today. They have people interested in painting fire hydrants.
 - c. Community Development
 - i. 2019 Work Plans- at the last meeting, merchant services presenter gave information for a credit card slider. After checking, the local banks provide services as well. As with anything, we always will check local first. The West Union Fact Book is being worked on and local business/organizations will be contacted for detailed information. The committee is talkign with the Featherlight retired CEO and he shared ideas for satellite workers. The committee continues to share ideas. Stolen Brothers have closed their daily operations but plan to continue with catering and thinking about future plans. UIU School of Business has been mandated to work with local chambers/cities. Jason will set up a meeting to find out exactly what this would entail.
 - d. Organization
 - i. 2019 Work Plans- no meeting but continued work on the Investment Drive.
 - ii. Euchre/Poker & gambling license- \$2500 was our portion from the awesome event! They are thinking of doing another one in the future. We purchased \$150 for two year license that will cover our events.

10. Board retreat including Main Street Discussion will be scheduled.

11. A photo will be taken with the Board regarding investments for marketing purposes at the next meeting.

12. Jamie made a motion to adjourn; Chris seconded; All aye. Meeting adjourned at 8:37 a.m.

Next meeting – March 12, 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.