



## CHAMBER/MAIN STREET BOARD MEETING

**November 12, 2019 – 7:00 a.m.**

Present: Jamie Hoey, Jason Knox, Cathy Harris, Garrett Crandall, Nick McIntyre, Adam Keller, Chris DeBack (phone), Rick Trumm, Bob Sadler, Kristie Austin

Absent: Duane Willhite

Guests: Tiffany Johansen, Kennon Gumm (both became members)

1. Meeting was called to order at 7:05 a.m. by President Jason Knox.
2. Bob motioned to add two new Chamber board members to the agenda- City Council member, Kennon Gumm, and new business member, Tiffany Johansen. Jamie motioned to approve the amended agenda; seconded by Rick; approved by all.
3. October meeting minutes were reviewed and motion to approve by Cathy; seconded by Chris; approved by all.
4. October finances will be emailed out after Kristie makes some changes. Tabled until December.
5. Kristie introduced herself and shared some take-aways from the Economic meeting that was held. Members who attended shared their thoughts as well. Those in attendance “want West Union to grow with a purpose”. They want to hold this meeting quarterly with the possibility of having various groups with different goals for West Union. Community Development will be overseeing these meetings. After discussion, a Meet & Greet for Kristie will be held Tuesday, November 26 at the Chamber, 2-6:30 p.m. Food and drinks will be available. Kristie will talk with the Union on an ad and story.
6. The fair board has contacted us to determine if a concert would be beneficial to have over 4<sup>th</sup> of July. The Fair Board is still in the air on having it. Cathy spoke with them and instructed them to talk to Chris and Amie.
7. Membership/Investment Drive: form needs to be revamped with new WU Economic Development logo, which Bob will update. Having Kristie visible in the community will assist in creating business ‘want and need’ to be a member. With Kristie being on board, she plans to go out to show the benefits of the Chamber. It must be sold! Ideas for Chamber member benefits include: events/trainings for businesses regularly with a calendar of possible events; maybe piggy-back with other cities to share expenses; use our local resources with other businesses to promote what we already have. The Organizational committee will take this on working with Kristie keeping the levels of commitment and not return to number of employees.
8. 2020 schedule planning- calendar of events with theme; website needs to be updated more. Kristie will be working on this; send any information to Kristie.
9. 2020 Main Street Program Agreement will be reviewed when Kristie and Jamie meet with Main Street.
10. Main Street Accreditation is due this year. Jamie, Kristie and Robin will be meeting to complete this and discuss Main Street in general after Kristie attends Main Street Orientation. Meeting set for November 22 at 9:30 a.m.
11. An Ad Hoc committee needs to be created for By Laws and policies. Kristie, Jamie, Bob, Tiffany, Nick and Jason will be on the committee. Kristie will call a meeting for the committee. Nick is also still working on the city and Main Street service agreement.
12. The Director contact will be the Board president, but any member can contact Kristie at any time. If the President is not available, contact will continue down the Board hierarchy. Nick/Amie would be the last contact. Garrett made the motion; Bob seconded it; all approved to have this communication implemented.
13. 2020 Board and new members: Bob is at the end of the term but will be available for a few months for question availability. Currently, the Chamber is 3-year terms; with a maximum of 2 terms. However, the Chamber board will need to follow the city ordinance with membership. We need to review the city ordinance; which Nick will email. We will table this until next month to discuss for 2020. Any time there is a change in a Board position, it

needs go to the City Council. Bob motioned to approve Kennon Gumm and Tiffany Johansen to the Board; seconded by Jamie; approved by all.

14. UIU Study- the graduate class interviewed businesses and did surveys. They shared their results with us. Jason will email out.
15. Bookkeeping- HR Solutions would offer to do bookkeeping with necessary reports as an in-kind membership to allow the director to focus on other activities. HR Solutions will customize what we would need, such as monthly reports, paying bills, deposits, check and balances, etc. The Treasurer would then review the finances. In addition, the finances are reviewed by the City Council as well for check and balances. Jamie motioned for HR Solutions to provide in-kind assistance effective immediately; Bob seconded; all approved. Tiffany, Kristie and Chris will meet to discuss specifics.
16. Director Initiatives/Focus- Kristie intends on focusing on membership and value of being a Chamber member as her initial primary goal. Other goals include, website, calendar, and increasing marketing engagement with strategy focus.
17. Check signing- Jamie motioned; Cathy seconded to have the following Board members as signers on Chamber bank accounts- Jason Knox, Cathy Harris, Jamie Hoey, Chris DeBack and Kristie Austin. Motion carried. Anyone can sign checks up to \$500; after that amount, two signers are required.
18. Committee Reports-
  - a. Promotions
    - i. 2019 Work Plans- Trunk or Treat very successful – 400-600 kids attended. Community Award Banquet is currently being worked on for January 25<sup>th</sup>. Ideas for nominations needed.
  - b. Design & Business Improvement
    - i. 2019 Work Plans- started punch card promotion. Bob will be going off soon- need a new committee chair. Tiffany or Rick would be the logical fit as they are business owners. Bob will talk with them and maybe they both can be on it and co-chair.
  - c. Community Development
    - i. 2019 Work Plans- meeting this Friday at noon.
  - d. Organization
    - i. 2019 Work Plans- they are down to 3 members, one of which is only does the golf tournament. They need to recruit more members. Cathy will email out the next meeting date. Dueling Pianos is Nov. 30<sup>th</sup>. We haven't sold very many tickets/tables. The Fair Board came on to assist. They are offering food and hired a person to play after. However, it appears that the Chamber may need to pay for some of this? Cathy will check in with the Fair Board and email details.
19. Bob motioned, and Jamie seconded to adjourn the meeting; Meeting adjourned at 8:25 a.m.

**Next meeting – Dec. 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.