



OREGON AREA CHAMBER OF COMMERCE

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Promoting Oregon's Businesses & Community

OREGON AREA CHAMBER OF COMMERCE
Board of Directors Meeting Minutes
Thursday, January 10, 2008, 8:00AM-9:30 AM
State Bank of Cross Plains, 744 N. Main Street

Board Members Present: Joe Kasinski, Chris Venden, Renee Ackerman, Barb Mulcahy, Aaron Ingham, Lisa Kersten, Dan Bertelson, Jason Johns, Steve Schulz

Board Members Absent: Brett Davis

Staff Present: Marechiel Santos-Lang

- Meeting called to order by President Joe Kasinski at 8:03 a.m. Joe welcomed everyone and encouraged everyone to be on time and discussed orderly meeting conduct.
- Approval of Dec. 20th Board Meeting Minutes. Motion made by Aaron Ingham and seconded by Steve Schulz. Motion carried, with one correction: Adding Steve Schulz "Present" in the meeting minutes.
- ED December Report & Issues Discussion – Staff has put 130% over expected hours in December. During the holiday season, Kristin filled in while Marechiel was off, and the move added extra hours.
 - a. We had a record number of members at the last meeting.
 - b. In December, we were in the red.
 - c. The map's final edits were sent in. The deadline is Friday. We lost budgeted revenue on the map a year ago. Most Chambers outsource the map. Dan brought up that the Map and Community Guide should be a one-year source.
 - d. The After 5 mixer in December drew attendance of about 34 people. We planned for double that, but the timing so close to the holidays probably hurt attendance.
 - e. Relocation Move took place December 10th. We appreciated everyone's help.
 - f. Published one Newsletter and 3 E-Alerts, including one after Board Elections were completed.
 - g. Still learning the accounting/finance function from Renee. The information is current in Quick Books. Still working on systems.
 - h. Website – Still looking at website providers. CTF is the Chamber member who provides the same service. Powercom doesn't do website design anymore, but has a consultant that can do it. Jason Johns has a contact he will give to Marechiel. Can offer it out to the membership, and look at price and quality of design. Marechiel will provide the board some options. Discuss Website Design Options on March board meeting.

- i. HR – spent time with staff going over personnel handbook, computer usage, etc. The student was absent 2 times when Marechiel really needed her.
- j. We did a member survey. Had a few issues with members, but those have been resolved.
- k. PR_– Marechiel indicated that she was interviewed by *In Business* Magazine, she will be featured as a “mover and shaker” next month. She had 2 speaking engagements, and was interviewed by the television News, and will be on tonight at 4:00.
- l. Issues – We need to standardize how we sign checks. Need to add Jason on Signature Cards. Dan Bertelson is still on the card. Petty cash is \$200, would like to increase the cap from \$100 to \$200. We can vote with the 2/3 of Board present. (Vote results indicated below)
- m. Member Retention – Rhonda Clayton will not be renewing, so a packet will not be sent. A packet was sent to ATC. (Marechiel mentioned that she has invited Rhonda to the Annual Dinner meeting. She suggests that we recognize her at the event as a retiring board member.)
- n. Member Generation – Marechiel indicated it has been difficult to get out to meet members recently, because of event planning. Joe Kasinski has been assisting with this task. There are a lot of new businesses in town, including Primo’s, Anytime Fitness.

➤ Annual Dinner

- a. Program Flow – The program was handed out. There will be a Presidents Reception that includes all past and current chamber presidents. At the same time, we will have a strolling magician and will open the silent auction. It has been suggested to move the start time of the event to 6PM. Bob Lindmeier has agreed to Emcee the event. There will be a live auction. More discussion will take place at the committee level.
- b. Invitation Process – The board decided to hand-deliver invitations to all members, although this is not strictly just a membership event. Invitations should be available tomorrow. Marechiel will send Board Members a list of who to deliver to.
- c. Awards Nomination – Reviewed awards; Need nominations by January 17th. Dan Bertelson appointed Steve Schulz, Lisa Kersten and Joe Kasinski to accept nominations for the Lifetime Service Award. The Board agreed that Gorman & Co.’s Red Brick school project would be nominated for the renovation award. For the New Building category, Krenz Engineering’s new log building office was nominated. There were no nominations for the Municipal award. Marechiel will work with Julie Pankow Helland to secure the award plaques.
- d. Budget -- \$1500 profit. At this time 144 people is max. Set dinner price at \$45/person.
- e. Security -- Aaron Ingham will get the Oregon police explorers to work security at no cost to us.

➤ Review of BOD Information – Changes given to Marechiel.

➤ Other Matters

- a. Lease for storage space needs to be signed. We will contract with Evergreen Storage. Owner Jerry Thiel has signified interest in signing up with membership to the Chamber.
- b. Jason Johns drafted revisions to By-Laws. Jason Johns made motion on Article 7 in Bylaws, Section 3B, to change to “Checks shall be signed and counter signed by any 2 board officers except checks drawn in the amount of less than \$200 may be signed by any board officer.” Barb Mulcahy seconded. Motion carried. Motion carried unanimously.
- c. Jason Johns made a motion that the ED may maintain a Petty Cash Fund of \$200. This was changed from \$25.00. Seconded by Dan Bertelson. Motion carried unanimously.

➤ Adjournment. Motion made by Dan Bertelson and seconded by Steve Schulz at 9:25 a.m.