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*Promoting Oregon's Businesses & Community*

OREGON AREA CHAMBER OF COMMERCE  
**Board Meeting Minutes**  
**Wednesday, November 4, 2009; 8:00AM-10:30AM**  
Oregon Fire/EMS Department, 2<sup>nd</sup> Floor Conference Room,  
131 Spring Street, Oregon WI

**Board Members Present:** Jason Johns, Steve Peotter, Jerod Bennett, Barb Mulcahy, Brett Davis, Aaron Ingham, Dave Mastos

**Board Member Absent:** Jeff Gronier

Meeting was called to order by Brett Davis.

**Discussion & Approval of Minutes of the Meeting** - October 7, 2009. Jason Johns moved to pass the meeting minutes. Aaron Ingham seconded.

**Executive Director's Update.** The report included a review of the Financials Reports. The chamber's line of credit is currently at \$ 16,002.19. A Collections Summary – 90 days due was presented. A discussion was made on each member that owed money and formulated a plan that will help them pay. Marechiel reported:

- 196 membership 28 new and returning members.
- We are working very well with the village.
- 80 percent are small business owner >5 employees

The Profit & Loss Statement and Balance Sheet & Income Statement were discussed. Aaron Ingham asked about the Meals breakdown. Marechiel clarified that all event's meals were included in that account.

**Finance Committee Report.** The committee presented an updated 2010 Budget. There was a discussion of Summerfest Budget & the plan for 2010. On the Summer Fest 2010 Budget, the board talked about revisiting the tap vs. canned option for beer dispensing/sales. There was also a discussion about money management. A question was raised whether we should pay a 3<sup>rd</sup> party accounting services to handle it. It was discussed that do it on own, we need more volunteers. We also need to plan ahead. It was brought up whether Chamber Board members are the only members allowed entering the money trailer. Someone suggested approaching Verhelst CPA to help. There was more discussion on the issue.

**Motion:** Barb Mulcahy moved that we allocate \$1,000.00 to find someone to specifically work on the money management part of the Summerfest. Brett Davis seconded. A vote was taken. The Motion failed.

The 2010 Chamber Budget was discussed line by line. It was agreed that a vote on the budget will be made in the December BOD meeting.

**2010 Annual Dinner.** The Legend at Bergamont was proposed as a venue. The board asked Marechiel to find out availability between the last week of January or the 1<sup>st</sup> week of February and make a recommendation in the December board meeting. Marechiel was asked to check for pricing differences. She was also asked to check for school events or other community events that would draw people away. Nominations shall be discussed at the December board meeting.

- Acceptance of Award Nominations. For the Long Time Service award, Chamber President Brett Davis appointed Marechiel Santo-Lang, Steve Peotter and himself as the 3-person committee to make the decision on the recipient.

**2010 Chamber Committee Formation.** There was a discussion about current committee and suggestions for 2010. The following current committee listing was reviewed:

- Finance & Personnel
- Marketing Promotions & Retail
- Economic Development
- Tourism & Travel
- Ambassadors
- Government Relations
- Education & Training
- Summer Fest
- Business Expo
- Annual Dinner
- Golf Outing
- New! Memberships

Brett Davis moved to rename the Ambassador Committee to Member Relations committee. Barb Seconded. The motion passed.

Marechiel suggested adding a “Volunteer Committee” to make sure membership volunteers are appreciated and given the proper guidance. They are hard to get, we need many and their roles is crucial to the success of an event. It was recognized that there is need to secure more volunteers for our events. Jerod Bennett agreed that it is an important committee to consider. It was also discussed that we should create a database that shows all volunteers that have volunteered in the past. There was more discussion in the issue.

It was agreed that Tourism and Travel be merged with Economic Development. This committee shall be renamed Economic Development & Tourism.

It was agreed that Golf Outing be considered one committee.

It was agreed that Oregon Holidays & Business Expo be under the Marketing Promotions and Retail.

It was agreed that we remove Education and Training.

**2010-2012 Call for BOD Nominations and Setting of Election Date.** Several members were identified as potential board candidates. Marechiel was asked to approach each of them if interested. The election will be held electronically in December.

## **Other Committee Discussion/Updates:**

**Government Relations: Bill Board** – Brett Davis gave an update about the Billboard. We are scheduled to appear in a planning commission on November 5. It will be our 2<sup>nd</sup> appearance.

**Marketing Retail & Promotions: Oregon Holidays** - Erika Weidler announced that the chamber will be taking over the Horse Carriage Rides. Oregon Holidays schedule covers various events in November & December

**Special Event: Business Expo** – Marechiel Santos-Lang reported that as of this date there are currently 53 vendors registered. She is confident that we will have more in the coming days. She also mentioned that as an improvement from last year, we are capping the number of vendors to allow for wider walking aisles.

**Tourism Development** – Barb Mulcahy said that there is nothing to report.

**Economic Development** – Steve Peotter & Erika Weidler got together with the historical society.

**Ambassadors** – Dave Mastos & Jerod Bennett said there is nothing to report.

**Education & Training** – Marechiel asked the board whether they are interested for the WI Chamber of Commerce to make a presentation to the board about the “State of Chambers Report.” The board said it would best to hold it in January, when there are new board of directors.

**Member Matter.** A motion was made for the chamber board to write an endorsement letter for Paul Lynch’ hotel development loan application from Dane County. Dave Mastos moved. Aaron Ingham seconded. The motion massed. Barb and Steve abstained from the vote.

**Microbrew Fest** - Jerod Bennet and Marechiel Santos-Lang spoke about their meeting with the Madison Festival. They basically were considering holding a similar event in the Madison. A discussion was made about what it takes to make it worth it for the chamber to pursue the event again. The board requested Jerod Bennet to asked Aaron Ingham to investigate the possibility of reviving Micro Brew Fest. It was suggested that an agenda item for next month would include for a Brew Fest presentation in consider bringing event back.

## **Schedule Reminders:**

BOD Meeting	December 9, 2009; 8AM-10AM; Oregon/Fire EMS; 2 <sup>nd</sup> Floor
New Member Orientation	December 15, 2009; 7:30-8:45AM; Venue: TBC
Membership Meeting:	NEW DATE: November 24, 2009; Tuesday; 11AM-1:30PM The Horse First Farm 11-11:30AM – Tour / 12-1:15PM Meeting

The meeting was adjourned 10:47AM.