



Lower Level Oregon Community Bank & Trust Building  
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OREGON AREA CHAMBER OF COMMERCE  
**BOARD MEETING MINUTES**  
**Wednesday, February 3; 8:00AM-10:00AM**  
Oregon Fire/EMS Department, 2<sup>nd</sup> Floor Conference Room,  
131 Spring Street, Oregon WI

**Board Members Present:** Steve Peotter, David Mastos, Barb Mulcahy, Erin Kaether, Judy Knutson, Jerod Bennett

**Board Members Absent:** Jason Johns, Erika Weidler

**Staff Present:** Marechiel Santos-Lang

Steve Peotter called the meeting to order at 8:06 AM.

**Approval of Minutes:**

There were no minutes from the January 19, 2010 meeting.

**Month End Financials:**

Due to the timing of monthly board meetings being so close to the beginning of the month, the month end financials will be done by the 15<sup>th</sup> of the month. Marechiel Santos-Lang will email these to board members. The report will be reviewed at the following meeting (i.e. March meeting will discuss February report). Board members may email any questions to Marechiel Santos-Lang before the meeting, to be answered at the meeting.

**Awards Dinner Update:**

Guest count is at 110, including 14 non-paying volunteers and award winners. We have about 60 items donated for the silent auction. Discussion followed. Marechiel Santos-Lang requested that board members arrive by 5:00 PM.

**Review of Chamber Mission Statement & Chamber Core Values:**

The Chamber's Mission Statement & Core Values were discussed.

**Committees:**

A review of all committees was done, discussion about each followed. There was discussion of committee expectations. It was determined that the board would establish general goals specific details and execution to the committees. At next board meeting, we will discuss what committees will be, who is going to lead, and the goals for each committee. Marechiel Santos-Lang will supply committee descriptions to board members before the March meeting.

**Board Functions:**

Steve Peotter provided handouts of the following and discussion followed:

- Fiduciary Duties (Legal Responsibilities) of Your Board
- How Much Your Nonprofit Board Should Be Involved in Management?
- Advantages and Potential Disadvantages of Nonprofit Board Committees
- Eight Basic Expectations a Chief Executive Has of His or Her Board

**Insurance:**

Dave Mastos will look into liability insurance for the board. It is currently unknown exactly what kind of coverage we have, and what it covers. Dave Mastos will provide a summary of what we currently have for coverage, and recommendations for what else we should have. This will be discussed at the March meeting once Dave has more information.

**Lease at Oregon Community Bank & Trust:**

Steve Peotter suggested that someone look at what is going to happen once the “verbal lease” at Oregon Community Bank and Trust is up at the end of this year. Steve said he will speak to Jerry Luebke.

**Chamber Operations:**

Marechiel Santos-Lang asks that all questions/requests from board members be directed through her. She will then direct them to the appropriate staff member if necessary. There was discussion on the level of staff reporting in board meetings, and setting up of operations policy.

**Non-Member Dues Overdue Payments:**

Barb Mulcahy made the motion to approve language as proposed by Jason Johns. Judy Knutson seconded. The following language was approved unanimously.

***Language proposed by Jason Johns:***

“All outstanding balances owed to the Chamber by a member or nonmember for services all ready rendered is to be paid within 45 days of delivery of initial invoice. If the outstanding balance is not paid at this time the Executive Director shall send a second invoice indicating to the person that their outstanding balance is past due and is due within 30 days of receipt of invoice. Prior to the end of said 30 days, the Executive Director and the Treasurer shall make a personal appearance at the business of the person (if they are a member) and try to determine the cause of the outstanding balance not being paid. A good faith effort shall be made by the Executive Director and the Treasurer to arrange payment options for the person. If outstanding balance is not paid within the 30 days, or other arrangements satisfactory to the Executive Director (upon approval of the Board of Directors) are made, a 3<sup>rd</sup> invoice shall be sent marked “FINAL ATTEMPT” indicating that the balance is due within 15 days, and if the person does not contact the Executive Director or the Treasurer to make payment arrangements, the Chamber will pursue collection avenues to reclaim the outstanding balance.

**Open Discussion of Ideas for the Chamber:** Erin Kaether suggested that we discuss social media and how to use it to promote businesses and events in the community. It was determined that an ad-hoc committee will be formed to come up with recommendations for the March board meeting. The ad-hoc committee will consist of Erin Kaether, Jerod Bennett, and Marechiel Santos-Lang. Erin Kaether will contact Jerod & Marechiel to schedule their meeting.

**Schedule/Reminders:**

- February 10 Chambers Joint Mixer – Overture Center, 5-7:30PM
- February 18 Membership Meeting – Hillcrest Bible Church; 11:30AM-1:30PM
- March 15 Appearance at Village Meeting on Highway 138 Billboard Construction
- March 18 Membership Meeting – State Bank of Cross Plains; 7:30-9AM.
  - Speakers: Steve Staton & Mike Gracz
  - Topic: State of the Village of Oregon

*Meeting Minutes Taken by Erin Kaether.*