

Tahlequah Area Chamber of Commerce
Board of Directors Regular Meeting Minutes

August 25, 2015

The regular August meeting was held on August 25, 2015, with notice given by email to the Tahlequah City Clerk, and the agenda for said meeting posted at the Chamber offices before 5:00pm on August 21, 2015. President Glen Elliott called the meeting to order at 7:30 am. In attendance were the following board directors:

Isabel Baker, JoAnn Bradley, Dower Combs, Mike Crawley, Chad Eagleton, Erin Feller, Anna Knight, Matt Meredith, Todd Mutzig, Angie Taylor, Coleen Thornton, Donna Tinnin, Angela Tinsley (arrived at 7:45), Steve Turner, Jodeen Worth, Jasen Wright, Stanley Young, Glen Elliott, Jerry Cook, and Stephanie Isaacs. Absent was Stephen Highers. Also present were Executive Director Bree Long, CVB Director Melissa Harris, Cheri Hanson, Security Bankcard Center, Inc, Amanda Pritchett, Hunter Lane, and Sydney Van Wyke.

Mike Crawley motioned to approve the minutes from the July 28, 2015 regular meeting. The motion was seconded by Isabel Baker. JoAnn Bradley abstained from voting. All others voting yes. Motion passed.

Angie Taylor, Treasurer, presented the financial reports. Angie stated she has been coming into the office regularly working with quick books has been entering the budget into quick books. She has also been imputing invoices, printing checks, recording and receiving deposits. Angie and Bree have sent the final documents to the auditor. Angie spoke about payroll processing and how they are looking for a lower cost alternative. Angie and Bree spoke about the accounts receivable report and that they are working to collect past dues and updating and verifying contact information.

Isabel Baker motioned to approve the Treasurer's report. The motion was seconded by Chad Eagleton. Angela Tinsley abstained from voting. All others voting yes. Motion passed.

Glen Elliott presented the President's Report. He reported that the Annual Chamber meeting is scheduled for Tuesday September 22nd at 7:30am at the Armory. The annual meeting will be in conjunction with the regular monthly chamber meeting. This will be a time to give the membership an opportunity to get involved. Each of the committee chairs will expound on their committees and their responsibilities. Member benefit packets will be distributed during the meeting.

Bree Long presented the Executive Director's Report. She reported her activities with Committee, Membership and Board Participation, activities with the Tahlequah Industrial Trust, the Visioning and Planning Session, Ribbon Cuttings, Staff Training and Development, and Leadership 19. Bree also updated the Board on the search for the Executive Assistant. The deadline for applications is August 27th.

Membership Applications and Renewals for July 2015 and August 2015 were presented. There was one drop. JoAnn Bradley motioned to approve the membership applications and renewals. Todd Mutzig seconded that motion. Motion passed unanimously.

Anna Knight, chair of the Governance Committee, is in the process of forming her committee as well as working on the annual calendar.

Mike Crawley, chair of the Audit Committee, reported that he has placed Dower Combs on the audit committee and is currently looking for another committee member. Mike Crawley invited Cheri Hanson with Security Bankcard Center, Inc., to informally speak to the group about P-Cards (purchasing card). The finance committee will look further into this.

Angie Taylor, chair of the Finance Committee, reported that her committee members for this year will be Ginny Maiden, CVB treasurer; Chad Eagleton, board member; and Allen Scroggins, BancFirst chamber member.

Donna Tinnin, chair of the CVB, reported that the Holiday Inn in Tahlequah is currently ranked #8 in North America out of 2200 other Holiday Inns and are currently #1 in the state of Oklahoma. They have also won a design award. Donna handed the rest of the committee report off to Melissa Harris, CVB Director. Hotel Motel taxes are up 12% over last year. Tourism balances with the city and is closed out for the fiscal year. Melissa is currently trying to figure out the reporting of the hotel/motel tax and correlate it to what monthly it reflects. Big Jim's motorcycle rally was a big success as an event.

Erin Feller, chair of the YPC reported the success of the 2nd Tuesday events. They will begin a quarterly business meeting beginning Tuesday September 15th with the location at the Chamber of Commerce Board Room.

Matt Meredith, Membership Development chair, reported the annual membership drive is slated for October 1-31st. Preliminary meetings are being held with volunteers and Ambassadors. These groups are breaking into 5 teams for the membership drive.

Angela Tinsley, Community Development chair, announced the date for Taste of Tahlequah. This has been scheduled for October 13th from 6:00-9:00 at the NSU Event Center. There will be a costume party and have proposed to schedule 2 different bands for entertainment and dancing. They are currently looking for corporate sponsors, event participants, table sponsors, and individual ticket sales.

Jasen Wright, Economic Development chair, reminded the board of the four subcommittees from the vision and planning meeting: infrastructure, tourism and recreation, educational excellence, and beautification. Jasen reminded everyone of the follow up meeting with GRDA for the vision and planning scheduled for September 30th from 9-noon at the Armory.

Todd Mutzig announced the big clean-up and beautify day for My Tahlequah. That date is Saturday October 24th. Cherokee Nation, NSU, Northeastern Health Systems, Tahlequah Public School, Vo-Tech and other groups are coming together for clean-up, education to build pride in the community, and adopt-a-street or adopt-a-creek program for quarterly clean-up.

In item 8A, Bree Long presented a Budget and Budget Revision Form and pointed out where proposed budget revisions need to take place. Steve Turner made a motion to accept the budget modifications as presented to the 2015-2016 Chamber Budget. Stanley Young seconded the motion. The motion passed unanimously.

In item 8B, Isabel Baker motioned to accept the execution of a Performer Agreement for the Taste of Tahlequah not to exceed the amount of \$1400. Coleen Thornton seconded this motion. The motion passed unanimously.

Isabel reminded everyone that the Cherokee National Holiday is during Labor Day weekend and please come out and enjoy.

JoAnn Bradley made a motion at 8:50am to adjourn the meeting. Chad Eagleton seconded the motion. The motion passed unanimously. After the meeting the Board of Directors went to the Armory for the mandatory board training that was conducted by Katie Spaulding from the Oklahoma Center for Nonprofits. Glen Elliott called an emergency meeting of the Executive Committee immediately after the close of the board meeting.

Signed: _____

Date: _____

Jodeen Worth, TACC Secretary