

TAHLEQUAH AREA CHAMBER OF COMMERCE BOARD OF DIRECTORS
REGULAR MEETING
AGENDA

August 26, 2014 – 7:30 am
123 E Delaware Street

- 1. Meeting Convened, Steve Turner Presiding**
 - A. Roll Call
 - B. Recognition of Special Guests
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - A. Regular Meeting July 22, 2014
- 4. Approval of the Treasurer Report**
- 5. Approval of Chamber Membership Addition and Deletions**
- 6. Chamber Committee Reports**
 - A. Community Development
 - B. Economic Development
 - C. Tourism Development
 - D. Organization Development
 - E. Membership Development
 - F. Young Professionals Club
- 7. Report of the Chamber President**
- 8. Report of the Tourism Council by Tourism Council Chair Dana Boren**
- 9. Discussion and Possible Action Regarding a recommendation from Tahlequah Area Tourism Council to pay Kate Kelly for 100 hours of unused vacation time (40 hour carryover from 2013 and 60 hours for the period of January-June 2014).**
- 10. Discussion and Possible Action Regarding a recommendation from the Tahlequah Area Tourism Council for hiring a Tourism Director.**
- 11. Report of the Executive Director**
- 12. Discussion and Possible Action Regarding the Routine Payments of Bills.**
- 13. Update on renewal of 501C6 status, Stephen Highers**
- 14. Discussion and Possible Action Regarding a Monthly Electronic Transfer to pay Real Property Insurance Premiums to Shelter Insurance – Waco Howard Agency (Exception to Bylaws: Article V, Section 6).**
- 15. Discussion and Possible Action Regarding Payment of Past Due Property Taxes for 2011, 2012, and 2013.**
- 16. Discussion and Possible Action Regarding Payment on Chamber Loans to a private individuals.**
- 17. Discussion and Possible Action Regarding Contracting with the Non-Profit Resource Center to complete monthly payroll, remit taxes to the State of Oklahoma and the Internal Revenue Service, and complete W-2s. This action includes electronic transfers from the Chamber and Tourism accounts and electronic disbursement of monthly payroll (Exception to Bylaws: Article V, Section 6).**
- 18. Discussion and Possible Action Regarding Approval of the 2014-2015 Board of Directors, Appointments of Vice Presidents, President-Elect and Secretary.**
- 19. Discussion and Possible Action Regarding tasking the VP of Organizational Development to form a Committee to review Tahlequah Area Chamber of Commerce’s Bylaws and Policies and Personnel Manual.**
- 20. Discussion and Possible Action Regarding the Hiring of a Qualified External Consultant to Conduct the Annual Audit (Balance Sheet Only), David Dick.**
- 21. Discussion and Possible Action Regarding tasking the VP of Community Development to form a committee to develop plans for Chamber activities like the 2014 Annual Meeting of Chamber Member and other Chamber special events.**
- 22. Discussion and Possible Action Regarding the 2015 Regular Meeting Schedule.**
- 23. Update on the 2015 Leadership Tahlequah Class, Stephen Highers.**

- 24. Discussion and Possible Action relating to the creation of a committee to complete the Bi-annual Chamber Guide.**
- 25. Discussion and Possible Action Regarding the Chamber Website Management.**
- 26. Announcements**
- 27. Adjourn**