

Tahlequah Area Chamber of Commerce  
Board of Directors Regular Meeting Minutes  
August 26, 2014

1) Meeting was called to order by President Steve Turner at 7:33 am.

A. The roll was called and quorum was met.

In attendance were the following board members:

Isabel Baker, JoAnn Bradley, David Dick, Ed Fite, Stephen Highers, Anna Knight, Matt Meredith, Todd Mutzig, Denver Spears, Angela Tinsley, Steve Turner, Jodeen Worth, Jasen Wright, Stanley Young, Jerry Cook (ex-officio), Stephanie Isaacs (ex-officio).

B. Introduction of guests: President Turner asked the guests to introduce themselves and welcomed them to the meeting. Guests in attendance: Josh Newton, Lereen Neugin, Donna Tinnin, Amanda Pritchett, Nancy Garber, Shannon Grimes, Kaelen Eilenbergem Melissa Harris and Dana Boren-Boer.

2) Isabel Baker motioned to approve the meeting agenda, seconded by David Dick.  
Roll call vote – motion carried without opposition.

3) Stanley Young motioned to approve the minutes for the July 22, 2014 Regular Meeting, seconded by Stephen Highers. Roll call vote – motion carried without opposition.

4) Ed Fite motioned to approve the report from the Treasurer, seconded by JoAnn Bradley. Roll call vote – motion carried without opposition.

5) Membership had 41 renewals, 0 additions and 0 deletions.

6) Chamber Committee Reports:

A. Community Development – No report given.

B. Economic Development – No report given.

C. Tourism Development – No report given.

D. Organization Development – No report given.

E. Membership Development – No report given.

F. Young Professionals Club – Stephen Highers reported YPC met in August for networking. YPC will meet again in September with the location to be determined.

*Jason Nichols arrived at 7:44 am*

- 7) President Turner reported the Executive Committee met on 7/25 to review insurance quotes. The committee selected Shelter Insurance- Waco Howard Agency for Real Property, and Celeste Looney Insurance for the Workers Comp Policy. On 7/28 Drew Haley and President Turner met with County Treasurer Inez Peace to consider waiving the penalties for unpaid property taxes and she was unwilling to do so. On 8/13 President Turner and Anna Knight met with members of the Tourism Council to review options on personnel and salaries. On 8/13 and 8/25, President Turner received updates from the OSBI, State Auditor, and the IRS. The reports stated the investigative phase could be completed in 4-6 weeks. On 8/25 Mandatory Board Training was completed and a make-up session will be scheduled for the 2 board members who were absent. President Turner reported no protests were filed regarding the newly appointed board members. President Turner welcomed Matt Meredith, Todd Mutzig, Jodeen Worth, and NSU ex-officio Jerry Cook.
  
- 8) Dana Boren - Boer reported the Tourism Council voted to hire a student intern to help with their website. The proposal from the Tourism Council is to restructure into a Convention and Visitors Bureau and to adopt a Rules of Operation to align with the Chamber Bylaws. The new director will have the same base salary as the former director and include quarterly and yearly incentives. The Tourism Council would recommend the director be accountable to both the Chamber Board and Tourism Board to enhance the collaboration with the Chamber. The Tourism Council also recommends a permanent seat on the Chamber Board to be held by the current Tourism Board Chairperson and to select and direct all staff for Tourism.
  
- 9) Ed Fite motioned 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), seconded by Stanley Young. Roll call vote – motion carried without opposition.
  
- 10) Ed Fite motioned to approve a recommendation from the Tahlequah Area Tourism Council for hiring a Tourism Director, seconded by JoAnn Bradley. Roll call vote – motion carried without opposition.
  
- 11) Drew Haley reported the Chamber would be receiving about \$8300 as their share of raffle ticket sales from Big Jim’s Motorcycle Rally. There would be more profits available after all open invoices are paid. A follow up meeting is scheduled for Thursday, August 28 at 6 pm.
  
- 12) Stephen Highers reported on open invoices consisting of Chamber loans from private individuals, and past due property taxes. No action was taken as they are addressed individually under items 15 and 16.
  
- 13) Stephen Highers reported he has the application ready for the renewal of the 501C6 status and it will be submitted this week. He stated from the day that he applies the Chamber is considered a 501C6.

- 14) Stanley Young motioned to approve a Monthly Electronic Transfer to pay Real Property Insurance Premiums to Shelter Insurance – Waco Howard Agency noting that this is an Exception to Bylaws: Article V, Section 6, seconded by Ed Fite. Roll call vote – motion carried without opposition.
- 15) Ed Fite motioned to pay the past due Property Taxes for 2011, 2012, and 2013, seconded by Isabel Baker. Roll call vote – motion carried without opposition.
- 16) JoAnn Bradley motioned to approve payment on Chamber loans to private individuals, seconded by Denver Spears. Roll call vote – motion carried without opposition.
- 17) Ed Fite motioned to contract 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-2's, and that this action includes electronic transfers from the Chamber and Tourism accounts and electronic disbursement of monthly payroll noting the Exception to Bylaws: Article V, Section 6, seconded by David Dick. Roll call vote – motion carried without opposition.
- 18) Presented Turner presented for approval the 2014-2015 Board of Directors, Appointments of Vice Presidents, President-Elect and Secretary as follows:
- Dr. Steve Turner – President
  - Stanley Young – Past President
  - Glen Elliott - President-Elect
  - Stephen Highers - Treasurer
  - Anna Knight – Secretary
  - Ed Fite – Vice President Tourism Development
  - Keith Davis – Vice President Membership Development
  - Angela Tinsley – Vice President Community Development
  - Jasen Wright – Vice President Economic Development
  - Jodeen Worth – Vice President Organizational Development
  - Isabel Baker – Director
  - JoAnn Bradley – Director
  - David Dick – Director
  - Matt Meredith – Director
  - Todd Mutzig – Director
  - Denver Spears – Director
  - Stephanie Isaacs – ex officio Cherokee Nation
  - Jason Nichols – ex officio City of Tahlequah
  - Jerry Cook – ex officio Northeastern State University

Isabel Baker motioned to approve the 2014-2015 Board of Directors, Appointments of Vice Presidents, President-Elect and Secretary, seconded by JoAnn Bradley. Roll call vote – motion carried without opposition.

- 19) Jodeen Worth, VP of Organizational Development was tasked with forming a committee to review Tahlequah Area Chamber of Commerce Bylaws and Policies and Personnel Manual. Jodeen would designate volunteers for the committee and no motion was necessary to form the committee.
- 20) Stanley Young motioned to accept the recommendation from the Audit Committee of hiring Alan Chapman to conduct the Chamber Annual Audit (Balance Sheet Only), seconded by Isabel Baker. Roll call vote – motion carried without opposition.
- 21) Angela Tinsley, VP of Community Development was tasked with forming a committee to develop plans for Chamber activities and events. Angela would designate volunteers for the committee and no motion was necessary to form the committee.
- 22) Isabel Baker motioned to approve the 2015 Regular Meeting Schedule as presented, seconded by Angela Tinsley. Roll call vote – motion carried without opposition.
- 23) Stephen Highers reported Leadership Tahlequah currently had 11 applicants, and the class has a limit of 20 members.
- 24) JoAnn Bradley motioned to approve the creation of a committee led by Stephanie Isaacs and Jerry Cook to complete the Bi-annual Chamber Guide, seconded by Isabel Baker. Roll call vote – motion carried without opposition.
- 25) Isabel Baker motioned to approve the management of the Chamber Website be handled locally pending the contract expiration with the current administrator, seconded by Stephen Highers. Roll call vote – motion carried without opposition.
- 26) JoAnn Bradley thanked Drew Haley for his work on Big Jim’s Motorcycle Rally. Stephanie Isaacs announced this weekend is the Cherokee National Holiday. Ed Fite announced Illinois River Clean-Up scheduled for September 7. Stanley Young announced the NORA Membership Meeting scheduled for September 10.
- 27) JoAnn Bradley motioned to adjourn, seconded by Angela Tinsley. Roll call vote – motion carried without opposition. Meeting adjourned at 8:51 am.

I attest to these minutes being and accurate accounting of the regular meeting held on August 26, 2014.

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Steve Turner  
President of Tahlequah Chamber of Commerce