

**Tahlequah Area Chamber of Commerce**  
**Board of Directors Regular Meeting Minutes**

**January 24, 2017**

The Regular January meeting was held on January 24, 2017 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 January 20, 2017. Todd Mutzig called the meeting to order at 7:32am. In attendance were the following Board Directors:

Isabel Baker, Jim Berry (arrived at 7:35), JoAnn Bradley, Erin Feller, Suzanne Myers, Angie Taylor, Angela Tinsley, Steve Turner, Jodeen Worth, Todd Mutzig, Jerry Cook, Stephen Highers, Anna Knight, and Glen Elliott. Absent were Dower Combs, Mike Crawley, Freddie Ferrell, Russell Sain, Michael Stopp, Kin Thompson, Bayly Wright and Jerry Cook. Also present were Laura Doss, Ginny Maiden, Alicia McDowell, Rusty Clark, and Thomas Gardner.

Angie Taylor asked that the minutes reflect the correct date of December 20, 2016 rather than 2017 that was printed on the copy handed to Board Members. Steve Turner motioned to approve the minutes from the December 20, 2016 regular meeting with the suggested correction. Isabel Baker seconded the motion. There were eight affirmative votes and one abstention. Motion passes

Jim Berry arrived at 7:35.

Angie Taylor presented the Treasurer's report. Angie reported that membership dues were at 40% but that financially TACC is at the same level as it was last December. The leadership class billing is finished. Angie reported that the Christmas Parade netted \$1500 more than the budgeted amount. Leadercast is still in the budget but it is not scheduled to happen. There will be a budget modification month to reallocate funds. Additional revenue came in the form of advertising for the newsletter. Expenses are on track as well as are the fees for the audit and the 990 form. Angie stressed the importance the timing of our fundraisers. A fall fundraiser is very important to cover the expenses incurred in December. Kelly Robertson is working on a desk manual containing the procedures that she does. Angie is also working on procedures for the incoming board Treasurer. Isabel Baker motioned to approve the Treasurers Report. JoAnn Bradley seconded the motion. The motion passed unanimously.

Laura Doss presented the Membership report. There were six new members and thirty-three renewals. Laura is now able to provide the Board with a copy of the ledger with the name and membership category of the new businesses and renewals. Erin Feller motioned to approve the Membership report. Angie Taylor seconded this motion. Motion passed unanimously.

Todd Mutzig gave his President's Report. Todd asked all committee chairs to give a 6 month update. Todd would like to see how we are meeting the goals of our strategic plan and to see what still needs to be done to reach our goals. Todd stressed the goal of leaving the Chamber better than when we got here. Membership is a key to obtaining our goals. The Chamber has a good team in place with everyone in the main office working together effectively. Todd would like to have a more open meeting style. Still by the book but more open for conversation and dialog.

Governance chair Anna Knight reported to the board that the governance committee is working on board vacancies. Colleen Thornton resigned from the Board. The governance committee will be asking that the Board

accept their choice of Rusty Clark to fill the open vacancy left by Matt Meredith. A vote will be held further in the meeting. Anna also told the board that she is helping to work on the staffing plan for the Chamber so that accurate job descriptions can be made and a search to fill the open Tourism position can begin.

No Audit Committee report given.

Finance Committee chair Angie Taylor reported that the committee plans on meeting early February. Items to address are: reviewing membership dues, risk management plan, conflicts of interest, and a budget modification for next month. Angie would like to work with the new incoming treasurer so that a smooth transition can occur when her term ends in June.

CVB report was given by Laura Doss. Laura reported that Thomas Gardner, intern for the CVB has taken the strategic plan that was developed by the CVB committee and is working on defined tasks. Thomas is working on the Bike Summit that is scheduled in May as well as the Jenny Finch Softball camp scheduled for October. Kelly Robertson is handling the accounting functions for the CVB as well as the Chamber with the assistance of Angie and Ginny. Items that the CVB is working on: Mobile Visitors Center, a remodel of the Chamber lobby, staffing plan, and iPad used to data mine for email addresses and use as a card swipe for credit cards. The CVB is working on a budget to forward to the city.

Isabel asked that a letter be sent to all retired teachers to encourage membership in the Chamber. There are 600-700 retired teachers in Cherokee county. 150 of those retired just this last spring. Retired teachers are a source of new volunteers and we need their support.

JoAnn Bradley is working on a list of volunteers and groups that need volunteers. Laura has spoken to many non-profits and they have said there is a shortage of volunteers. On the flip side, Laura hears from many individuals that are looking for places to volunteer. Laura hopes this can become a coordinated effort.

TYPE committee chair Erin Feller reported to the group about all the events happening with TYPE. The TYPE website is now on the Chamber website. Upcoming events sponsored by TYPE are:

- February 2—Candidate Forum 6pm at the Amory
- February 24—Executive Breakfast 8am at NeoHealth
- February 28—Monthly Mixer 6pm at Zero Hour
- March 9—Monthly Mixer “Wines of Winter”
- April 19—Monthly Mixer at Buffalo Wild Wings “Give Back Night”

TYPE’s economic development team is working on “listening lunches” which will be a roundtable with 2-3 business owners offering tips for potential new business owners. The leadership team is working on a Leadership Book Club.

No Membership Development report given.

Alicia McDowell addressed the board and announced the dates of the Legislative Focus series that kicks off February 3<sup>rd</sup>. She announced that the 5after5 dates are set up until 2018. Dates for the Women’s Breakfast are set for 2017 as well.

Community Development co-chairs Suzanne Myers and Angela Tinsley reported that they are working on events and will have dates at the next meeting.

Steve Turner left at 8:45

Laura Doss gave the Economic Development report. An Economic Development committee is scheduled for January 31, 2016. One focus of the economic development committee is assisting with input on the City of Tahlequah's Master Plan. Another focus will be to help design marketing materials for businesses that contact the Chamber asking for information about locating a business in Tahlequah.

Agenda items under Unfinished Business and General Orders was moved up so that a quorum could be maintained.

In Agenda item 9a Jim Berry motioned to approve the Spotlight Business of the Month. February Spotlight Business of the Month is Kids Zone. Isabel seconded this motion. Motion passed unanimously.

In item 9b Jim Berry motioned to accept the resignation of Colleen Thornton from the TACC Board of Directors. Angela Tinsley seconded this motion. Motion passed unanimously.

In item 9c Isabel Baker motioned to accept the appointment of Rusty Clark as a regular voting director replacing the board seat vacated by Matt Meredith. JoAnn Bradley seconded this motion. Motion passed unanimously.

No Media and Promotions report given.

Leadership Steering chair Stephen Highers reported. This month was County Government Day and Rusty Clark served as leader. Rusty reported that one of the main points that the leadership students learned was the value of shopping local and keeping your tax dollars in the county. It is important to taking ownership of your community. The class is coming to a consensus on their class project. The Leadership Reunion lunch is February 16<sup>th</sup> at the American Legion Hut.

Executive Director Laura Doss stressed the importance of shopping downtown during the block closure due to the Masters Hardware building. The date scheduled for the State of the Community Luncheon is March 3<sup>rd</sup> at Go Ye Village.

In announcements Stephen Highers announced that the first public forum for the City's Master Plan will be held on February 9<sup>th</sup>. Isabel Baker reminded the Board of the Hospital Gala on February 10<sup>th</sup>.

No further business before the Board, Angie Taylor motioned to adjourn the meeting at 9:00am. Isabel Baker seconded the motion. The motion passed unanimously.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Jodeen Worth, Secretary