

**Tahlequah Area Chamber of Commerce  
Board of Directors Regular Meeting Minutes  
January 26<sup>th</sup>, 2016**

The regular January meeting of the Tahlequah Area Chamber of Commerce was held on Tuesday January 26<sup>th</sup>, 2016, 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 22, 2016. President Glen Elliott called the meeting to order at 7:30am. In attendance were the following board directors:

Isabel Baker, JoAnn Bradley, Dower Combs, Todd Mutzig (arrived at 7:32), Chad Eagleton, Erin Feller, Anna Knight, Matt Meredith, Todd Mutzig, Angie Taylor, Coleen Thornton (arrived at 7:32), Donna Tinnin, Angela Tinsley, Steve Turner, Jodeen Worth, Jasen Wright, Stanley Young, Glen Elliott, Stephanie Isaacs, Stephen Highers, and Jim Berry. Absent were Mike Crawley and Jerry Cook. Also present were Executive Director Bree Long, CVB Director Melissa Harris, LaShay Sims, Melanie Bishop, Doug Wu, Laura Doss, and JD Carey.

Steve Turner motioned to approve the minutes from the December 15, 2016 regular meeting. The motion was seconded by Stanley Young. The motion passed unanimously.

Stanley Young motioned to approve the minutes from the January 19, 2016 special meeting. The motion was seconded by Matt Meredith. JoAnn Bradley abstained from the vote. All others voted yes. The motion passed.

Angie Taylor, Treasurer, presented the financial reports. Isabel Baker motioned to approve the Treasurer's report. The motion was seconded by JoAnn Bradley. The motion passed unanimously.

Glen Elliott presented the President's report. Glen reported on the roof repair. The new repair held well with the 15" of rain the Chamber received in December. There is however a leak in a dormer in another area. This will be addressed soon. \$18,000 has been withdrawn from the BancFirst line of credit. Estimated payback is \$750 per month for 2 years unless larger payments can be made during this time. Glen will have a crew put up an enclosure for the dumpster per the city's ordinance. The cost is \$1,300 with Main Street paying \$300 of this cost. Glen reported that at an executive directors committee meeting, Jason Nichols present the idea of the moving the Chamber offices to the Armory Building. The executive committee felt that the existing building was a good location for the Chamber and chose not to explore the option. Glen told the board that if anyone was interested in exploring the opportunity to feel free to do that and report back to him at the next regular meeting. Glen wanted to thank Bree for her service to the Chamber. She was the right person at the right time and the Chamber is grateful for all that she has done. Laura Doss will begin her duties as Interim Executive Director on February 1st

Bree Long presented the Executive Director's Report. Bree updated the board on Leadership 19 activities. LaShay Sims gave a quick presentation about Chamber Master and the benefits it provides for the Chamber. It will make a major impact on the Chamber and its membership. March 10, 2016 is the date for the State of the Community Luncheon. The Chamber banquet date has been set for June 28<sup>th</sup>, 2016.

Membership applications and renewals for January 2015 were presented. Coleen Thornton motioned to approve the membership applications and renewals. Stanley Young seconded the motion. Motion passed unanimously.

Anna Knight, Governance Committee chair, reported on the annual bylaw and policy review. A vote on the changes will be taken later in the meeting. Anna also announced the Annual Board Elections and announced the nominating committee for the 2016 Board of Directors election.

There was no Audit Committee report.

Angie Taylor, Finance Committee chair, talked about finishing up the Risk Management Plan with Corbin Jarvis. The committee is addressing reviewing Third Party arrangements for conflict of interest. The Finance Committee is gearing up to look at the Budget.

Donna Tinnin, CVB chair, talked about the promotional video that is finished and on the TourTahlequah.com website. Donna spoke about the bids Melissa is working on for prospective conventions and groups in Tahlequah. Donna also talked about the Antique Agricultural Festival set for October 7-9th, 2016 at the Murrell Home. Melissa Harris spoke about the stand alone

visitor's guide that she is working on. Melissa and other CVB members will spend a day at the Boat Sport and Travel show in Tulsa at the GTAA booth.

Erin Feller, YPC chair, had no formal report. Upcoming meeting dates are: February 9<sup>th</sup> and March 10<sup>th</sup>, 2016.

Matt Meredith, Membership Development chair, reported on the work of the ambassadors. The ambassadors will announcing a monthly Spotlight Business. This month's Spotlight Business is El Zarape. On February 25<sup>th</sup> at 5:30pm a special meeting of the board will be held at the chamber board room to work on delinquent memberships and past members for a membership drive. We will match existing board members with past members.

Angela Tinsley, Community Development chair, talked about progress of developing sponsorship packages. It has been decided to not host Leadercast this year. Legislative Focus begins February 5<sup>th</sup> at Go Ye Village. The Chamber Banquet is now scheduled for June 28<sup>th</sup>. Angela would like to change date of June's regular board meeting to June 21<sup>st</sup>. This will come to the board to vote on next month.

Jasen Wright, Economic Development chair, talked about the Vision and Planning meeting with GRDA on March 24<sup>th</sup>. They are expecting more than 200 people for this event.

In Item 8A, Angela Tinsley motioned to accept the budget modification to the 2015-2016 Chamber Banquet. This modification will increase the amount of money to be spent on advertising for the Executive Director Job search and removes the Leadercast budget items. Isabel seconded this motion. The motion passed unanimously.

In Item 8B Steve Turner motioned to accept the updated Bylaws, making sure that section 8 matches Section H in the Policies. Stanley Young seconded the motion. The motion passed unanimously.

In Item 8B, after much discussion about several updates proposed to the Chamber Policies and in reference to the change to the political or social issues on page 15 of the Policies, Anna Knight motioned to approve the recommended changes to the Policies except for the political and social issue. Coleen seconded this motion. The motion passed unanimously.

In Item 8C, Steve Turner motioned to accept the Memorandum of Understanding between the Tahlequah Area Chamber of Commerce and the Tahlequah Industrial Authority. Isabel Baker seconded this motion. The motion passed unanimously.

In Item 8E, Glen Elliott announced the members of the President's Hiring Committee for the Executive Director search. These members are: Glen Elliott, Todd Mutzig, Stephanie Isaacs, Isabel Baker, Josh Hutchins, and Sara Combs. JoAnn Bradley motioned to accept the President's Hiring Committee. Angela Tinsley seconded this motion. The motion passed unanimously.

In Item 8F, Angela Tinsley motioned to enter into Executive Session Pursuant to Title 25 O.S. Section 307 (B)(2) at 8:43am. Coleen Thornton seconded this motion. The motion passed unanimously.

In Item 8G, Steve Turner motioned to exit out of Executive Session at 9:06am. Chad Eagleton seconded this motion. The motion passed unanimously.

In Item 8H, Coleen Thornton motioned to increase LaShay Simm's hourly wage from \$11 per hour to \$12 per hour and increase her working hours from 35 hours per week to up to 40 hours per week effective January 25, 2016 and the CVB recommendation to increase Melissa Harris's salary from \$38,500 per year to \$40,500 with the increase to be split as \$1,000 salary increase and \$1,000 for 401K benefits effective January 1, 2016. Matt Meredith seconded this motion. The motion passed unanimously.

Steve Turner left at 9:13

In Item 8D, Stanley Young motioned to give the executive committee permission to approve the new Executive Director Job description. Chad Eagleton seconded this motion. The motion passed unanimously. A copy of this job description will be sent out to each board member.

Matt Meredith motioned to adjourn the meeting at 9:18am. Chad Eagleton seconded this motion. The motion passed unanimously.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jodeen Worth, TACC Secretary