

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

**March 3, 2015**

The regular February meeting of the Tahlequah Chamber of Commerce was postponed due to inclement weather. A special meeting was called for March 3, 2015, with notice given by email to the Tahlequah City Clerk, and the agenda for said meeting posted at the Chamber offices before 7:30 am on February 27, 2015. President Steve Turner called the meeting to order at 7:33 am. In attendance were the following board members:

Isabel Baker, Dana Boren, JoAnn Bradley, Dower Combs, Glen Elliott, Ed Fite, Stephen Highers, Anna Knight, Matt Meredith, Todd Mutzig, Denver Spears, Steve Turner, Jasen Wright, Stanley Young, Stephanie Isaacs, Jerry Cook, and Jason Nichols. Angela Tinsley arrived at 7:40. Absent were Keith Davis, David Dick, and Jodeen Worth.

President Turner welcomed our guest and Anna Knight introduced them from the guest sheet – Lereen Neugin, Green County Abstract and Title; Josh Newton, Tahlequah Daily Press; Marcus Olive, NSU; Shannon Grimes, Grimes Chiropractic; Melissa Harris, CVB Director; and Maci Radebaugh, Taylor Malone, and Helen Lehman all NSU students involved in the Big Event.

JoAnn Bradley motioned to approve the minutes for the January 27, 2015 regular meeting. The motion was seconded by Isabel Baker. The motion passed unanimously.

Treasurer Stephen Highers presented the Chamber's general and tourism financial reports, which included copies of both bank statements. Stephen noted the expenses were routine in the last month and asked for any questions. Glenn Elliot clarified the recent audit prepared by Alan Chapman cost \$3,000 and Stephen Highers confirmed the cost. No other questions were asked; Ed Fite motioned to accept the financials. The motion was seconded by Stanley Young and was passed unanimously.

President Turner advised the Board he met with the Tahlequah City Council and submitted the balance sheet audit for FY14 as required by contract. He also provided the city councilors with copies of the Chamber's bylaws. President Turner reminded the Board of the upcoming State of the Community Address to be held in Richardson Hall at Go Ye Village on March 13 at 11:30. He also invited the Board to attend the Chamber's Legislative Breakfast in Presentation Hall at the Tahlequah High School on March 6 at 7:30 am.

President Turner noted the Chamber and the Tahlequah Industrial Authority Board have worked together for many years and are now formalizing the partnership through a Memorandum of Understanding regarding staffing duties, adding that attorneys for both groups have reviewed the MOU and the TIA Board approved the document.

President Turner also informed the Board he would now like to refocus efforts on Chamber growth and to that end has asked Mindy to compile a listing of former Chamber members and new businesses. In the absence of the Governance Chair, Jodeen Worth, and in accordance with the Bylaws, President Turner announced the Chamber's Nominating Committee members; Jodeen Worth (chair), Anna Knight, Stephanie Isaacs, Glen Elliott, Dana Boren-Boer, Jerrod Vanderheiden, Shannon Grimes, and Xan Bryant. Membership applications to fill 4 upcoming vacancies will be accepted until 5:00 pm on Friday, March 13. Interview will be conducted the week of March 23<sup>rd</sup> and a slate of four candidates will be chosen. This slate will be published prior to April 1. Additional Director Candidates can be formally nominated by petition as stated in the bylaws.

In Membership Development Chair Keith Davis's absence, President Turner presented the Membership Development report noting 25 renewals and one new membership. He expressed the Board's appreciation for all the membership's support. Isabel Baker motioned to approve the new and renewing membership applications. The motion was seconded by JoAnn Bradley and was passed unanimously.

Stephen Highers advised the Board the Finance Committee has started meeting to draft the upcoming budget. CVB Chair, Dana Boren, noted that Melissa Harris, CVB Director, has done a great job. She stated the CVB has started drafting revisions to its Rules of Operation. Melissa noted several upcoming events, including Leadercast Tahlequah on May 8 at Cornerstone Fellowship; the Red Fern Festival April 24 and 25; the Good Food Festival/Home and Garden Show April 10 and 11; the Holiday Inn Express Ribbon Cutting. She asked the Board to like the new Tour Tahlequah Facebook page and noted the CVB meeting minutes were attached to her report.

Stephen Highers described a request from the CVB to reallocate funds within budgeted line items. \$200.00 from 7180 Professional Services to 6130 Office Supplies for the purpose of purchasing paint and miscellaneous supplies; \$1,500.00 from 5400 Administration/Salary to 8100 Equipment for the purchase of a new computer and software; \$5,000.00 from 5400 Administration/Salary to 7100 Advertising to sponsor the Red Fern Festival 2015; and \$4,600.00 from 5400 Administration/Salary to 7130 Special Events to host Leadercast 2015. Stanley Young motioned to reallocate the funds between budgeted line items as described. The motion was seconded by Glenn Elliott and was passed unanimously.

Community Development Chair, Angela Tinsley, reminded the Board about the upcoming State of the Community Address and the Legislative Breakfasts. Economic Development Chair, Jasen Wright, advised the Board the newly formed Economic Development Committee held its first meeting and had a very good discussion concerning roadblocks to economic growth and resource partners such as Grand River Dam Authority.

President Turner introduced Taylor Malone as the NSU Student Spokesperson for the Big Event. Taylor introduced Maci as the Big Event Co-Chair. The Big Event will occur March 28. This is the largest community project for NSU whereby students help local residents and businesses with chores. Taylor asked the Board for support by participating in job requests, noting 700 students are expected. She encouraged the Board to check out the Big Event on NSU's website. Isabel Baker asked how else the Chamber could support such wonderful community event and motioned to donate \$500 to the Big Event to help purchase equipment and supplies in exchange for sponsorship recognition on t-shirts and the website. The motion was seconded by Stanley Young seconded and was passed unanimously.

President Turner referred the Board to their meeting packet to review the Memorandum of Understanding between the Chamber and the Tahlequah Industrial Authority. The MOU is an agreement to share the management services of the Chamber's Executive Director. The Chamber and TIA estimate the Chamber Executive Director will devote approximately 1/3 of his/her time as the TIA Director and in consideration thereof, TIA agrees to compensate the Chamber \$25,008 per fiscal year to be paid in monthly increments and to be used for the Chamber Executive Director salary and benefits. This agreement will remain in effect until modified by written mutual consent with any renegotiation completed no later than April 1 each year. Ed Fite motioned to approve the Memorandum of Understanding between the Board and TIA as written. The motion was seconded by Isabel Baker and passed unanimously.

Isabel Baker motioned to move into Executive Session Pursuant to Title 250.S. Section 307 (B) (2) to discuss the hiring of an Executive Director for the Tahlequah Chamber of Commerce. JoAnn Bradley seconded the motion and it passed unanimously. President Turner asked the guests to leave the room.

Guests were invited back into the room where JoAnn Bradley motioned to reconvene in public session. The motion was seconded by Isabel Baker and was passed unanimously. President Turner noted no action was taken during the Executive Session. Denver Spears motioned to hire Bree Long for the position of Executive Director for the Tahlequah Area Chamber of Commerce at an annual salary of \$62,000. Additionally Ms. Long is eligible to receive up to a 3% match for the Chamber sponsored Simple IRA, health insurance, and an annual bonus of a minimum of 2% of the approved salary. Her first day of employment begins April 1, 2015. Isabel Baker seconded the motion and it passed unanimously.

Stephen Highers noted the Leadership Tahlequah Class would be visiting the UKB and the Utilities this month. He thanked Jasen Wright for making the arrangements. Stephen advised the Board that several members plan to attend a two day workshop on Standards of Excellence from the Oklahoma Center for Nonprofits. Stephen further noted that a discounted rate was available to members of the Oklahoma Center for Nonprofits; the membership fee is \$100 and

would save the Chamber \$400 in discounted workshop fees. Stephen motioned for the Chamber to join the Oklahoma Center for Nonprofits and pay the \$100 membership fee. The motion was seconded by Ed Fite and passed unanimously.

President Turner advised the Board that a hearing has been scheduled by the Oklahoma Tax Commission for March 12 regarding the Chamber’s unpaid \$12,414.23 tax liability, plus penalties. Under guidance from JD Carey, President Turner suggested the Board pay the taxes due and request a waiver on the penalties and interest using available Chamber funds and the BancFirst Line of Credit. Stanley made the motion as described. The motion was seconded by Stephen Highers and passed unanimously.

There being no further business before the Board, JoAnn Bradley motioned to adjourn at 8:33 am. Angela Tinsley seconded the motion and it passed unanimously.

Signed: \_\_\_\_\_  
Anna Knight, TACC Secretary

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

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