

**Tahlequah Area Chamber of Commerce**  
**Board of Directors Regular Meeting Minutes**  
**September 22, 2015**

The regular September meeting of the Tahlequah Area Chamber of Commerce was held on Tuesday September 22, 2015, 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 September 18, 2015. The meeting was held at the Armory Building at 100 N. Water Street. The meeting was held in conjunction with the yearly Annual Meeting. President Glen Elliott called the meeting to order at 7:32 am. In attendance were the following board directors: Isabel Baker, JoAnn Bradley, Mike Crawley, Chad Eagleton, Erin Feller, Anna Knight, Matt Meredith, Todd Mutzig, Angie Taylor, Coleen Thornton, Donna Tinnin, Angela Tinsley, Jodeen Worth, Jasen Wright, Stanley Young, Glen Elliott, and Stephen Highers. Also present were Executive Director Bree Long, CVB Director Melissa Harris, LaShay Sims, and guests: Laura Vance, Hunter Lane, Bob Ed and Julie Culver, Nancy Dyson, and Justin Guile.

With this being the Annual Meeting, each board member introduced themselves and told what their responsibilities were with the Board. President Glen Elliott took this time to welcome the visitors and use this opportunity to inform chamber members of the responsibilities, goals, and accomplishments of the Chamber and to answer any question that people have. He also extended an invitation to the visitors to volunteer and help with chamber activities. The Annual Report was presented to the Board and chamber members. Glen spoke about the progress of the Chamber and to introduce the employees of the Chamber.

Mike Crawley motioned to approve the minutes of the August 25, 2015. The motion was seconded by Stanley Young. The motion passed unanimously.

Angie Taylor, Treasurer, presented the financial reports. The yearly audit is currently underway. A print out of the Budget vs actual is included in the board packets. Angie wanted to stress that this is a work in progress. Angie reported that LaShay Sims, the new executive secretary, is making great progress learning the office procedure with regard to payments and QuickBooks. There being no questions, JoAnn Bradley motioned to accept the financial reports. Coleen Thornton seconded the motion and it passed unanimously.

Glen Elliott's president's report included information about the roof project. No decisions were made, information only. Glen will supervise a small repair of the chamber bathroom with volunteers. Thank you to Cherokee Nation for the loan of new artwork. Members of the board were asked to help hang the artwork.

Bree Long, Executive Director, reported her board participation, her work with the Tahlequah Industrial Trust, and information on the Visioning and Planning Recap Session. Bree introduced LaShay Sims, our new executive secretary who started work September 9<sup>th</sup>. Bree spoke about attending session 2 of 4 for the Oklahoma Chamber of Commerce Executive certification. Leadership 19 is full and the first session was held Sept. 17<sup>th</sup>.

The Membership Report was presented to the Board for approval. With no questions, Stanley Young motioned to accept the membership report as given. Matt Meredith seconded the motion and it passed unanimously.

Governance Chair Anna Knight presented her committee members and the 2015-2016 calendar of the Governance Committee.

Audit Committee chair Mike Crawley presented his committee members and talked about the committee's responsibilities.

Finance Committee chair Angie Taylor presented her committee members and talked about her responsibilities such as looking at the membership investment schedule, risk management, review arrangements with 3<sup>rd</sup> parties, punctual and accurate filing of federal and state reports, and developing a budget for the new fiscal year.

CBV Chair Donna Tinnin spoke about the 1987 hotel motel tax and how the CVB is funded. Melissa Harris, CVB Director, spoke about the information in the Annual Report. The CVB is strengthening the Tour Tahlequah brand. The CVB goal is "heads in beds". CVB has consistently prepared over 500-750 welcome bags per month.

YPC Chair Erin Feller presented her list of committee members. They have established three committees which are Live, Work and Play. She talked of the activities of the YPC and their upcoming schedule of events.

Membership Committee chair Matt Meredith presented his committee members had talked about the membership drive which will be held October 1-31, 2015. Ambassadors are also involved with the membership drive. He talked about the Ambassadors and how important they are to the membership committee with their commitment to ribbon cuttings and other activities.

Community Development chair Angela Tinsley introduced her committee members and talked about the events that the Community Development team coordinates. She talked about the most current project, Taste of Tahlequah on scheduled for October 13<sup>th</sup>.

Economic Development chair Jasen Wright introduced his committee members. He spoke about the Vision and Planning Session hosted by GRDA. He talked about how 4 other committees were formed from this planning session: infrastructure, cleanup and beautification, tourism and education excellence. A recap session is scheduled for Sept. 30<sup>th</sup> at the Armory. Todd Mutzig is the chair of the cleanup and beautification committee. They have branded this committee "My Tahlequah". Todd spoke of the amount of people volunteering to help, donations received, and all the stakeholders that are involved. He talked about the three pronged approach. First, a kickoff Cleanup Day is scheduled for October 24<sup>th</sup> with approximately 400-700 volunteers scheduled for project all over Tahlequah. Secondly, visit with civic groups and other organizations to revitalize the adopt a street program and begin an adopt a creek program. Thirdly, an Education Program designed to encourage youth and to get clean up and recycling programs into the school system making this part of their culture and developing community pride.

There being no other business, Stanley Young motioned for adjournment of the meeting at 8:26 am. Mike Crawley seconded the motion and it approved unanimously.

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

Jodeen Worth, TACC Secretary