

Tahlequah Area Chamber of Commerce
Board of Directors Regular Meeting Minutes
November 24, 2015

The regular November meeting of the Tahlequah Area Chamber of Commerce was held on Tuesday November 24, 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 November 20, 2015. President Glen Elliott called the meeting to order at 7:30am. In attendance were the following board directors:

JoAnn Bradley, Dower Combs (arrived at 7:32), Mike Crawley, Chad Eagleton, Anna Knight, Matt Meredith, Todd Mutzig (arrived at 7:32), Angie Taylor, Coleen Thornton, Donna Tinnin, Angela Tinsley, Steve Turner, Jodeen Worth, Stanley Young, Glen Elliott, Jerry Cook, and Jim Berry. Also present were Executive Director Bree Long, CVB Director Melissa Harris, Dillin Springwater, Lori Kimble, Alan Chapman, LaShay Sims, and Hunter Lane.

Steve Turner Motioned to approve the minutes for the October 27, 2015 regular meeting. The motion was seconded by Matt Meredith. The motion passed unanimously.

Angie Taylor, Treasurer, presented the financial reports. JoAnn Bradley motioned to approve the Treasurer's report. Discussion on the A/R Aging Summery Report occurred. The motion to approve the Treasurer's report was seconded by Mike Crawley. The motion passed unanimously.

Glen Elliott presented the President's report. The Executive committee met with CVB chair Donna Tinnin and CVB director Melissa Harris. The CVB is exploring the opportunity for the CVB to becoming a separate entity from the chamber. The two committees will meet again in January for further discussion on this matter.

Bree Long presented the Executive Director's Report. The Christmas Parade is Saturday December 5th at 6pm. Gary Chapman, Bank of Cherokee County, will be the Grand Marshall of the Christmas Parade.

Membership applications and renewals for November 2015 were presented. JoAnn Bradley motioned to approve the membership applications and renewals. Chad Eagleton seconded the motion. Motion passed unanimously.

Anna Knight, chair of the Governance Committee, has scheduled a meeting of the committee on December 9, 2015 from 11-1 to work on the dates for the director's election and to look at changes to the bylaws and the policy and procedure manual.

Angie Taylor, chair of the finance committee, reported on their last meeting. They focused on a risk management plan. Corbin Jarvis will be helping with this along with Chad Eagleton. Discussion on the purchasing card included changes in the policy manual and other implementation. They also looked at the Membership Investment Schedule for the chamber. They looked at other Chambers of Commerce's fee schedule. It was the committee's recommendation to not increase fees at this time.

Donna Tinnin, CVB Chair, talked about the CVB retreat and the upcoming visitors guide. Melissa Harris, CVB director has been working on partnerships and relationships.

YPC reported that the next Second Tuesday event will be held Tuesday December 8th at 6pm at Napoli's.

Matt Meredith, Membership Development chair, informed the board about the recent ambassador lunch held at Charlie's Chicken. He also talked about the recent ribbon cuttings. Matt informed the board that the committee is trying to talk to the new businesses that are opening.

Angela Tinsley, Community Development chair, told the board that the committee has decided to shelve the Taste of Tahlequah for the time being. They will be developing a Business Expo for February 2017. Talk was held about Leadercast.

Jasen Wright's report was presented by Bree Long. The date for the last phase of the Visioning and Planning group will be March 24th.

In item 8A, Mike Crawley motioned to accept the 2016 Board Meeting Calendar as presented. JoAnn Bradley seconded this motion. The motion passed unanimously.

In item 8B, Steve Turner motioned to approve the budget modification to the 2015-2016 Chamber Budget. Matt Meredith seconded this motion. All voted yes with the exception of Colleen Thornton who abstained. Motion carried.

In item 8C, Steve Turner motioned to approve the budget modification to the 2015-2016 CVB Budget. Todd Mutzig seconded this motion. The motion passed unanimously.

In item 8D, Stanley Young motioned to approve a contract for TACC roof repair. Bid enclosed in board packet from Standard Roofing Company for repair of the flat roof on the SW corner of the building in the amount of \$18,000. The flat roof is in bad shape and needs attention soon. Steve Turner had previously advertised for bids. Only 2 bids were received. Angela Tinsley seconded the motion. The motion passed unanimously.

In item 8E, Steve Turner motioned to approve utilizing the Bancfirst Line of Credit for roof repair. This is to help with the repair of critical maintenance items for the TACC building. Mike Crawley seconded this motion. The motion passed unanimously.

In item 8F, Anna Knight motioned to approve entering into a contract with Chamber Master Software. For a 3 year agreement, Chamber Master would charge a \$300 setup fee. Angie Taylor seconded this motion. The motion passed unanimously.

In item 8G, the audit report for period ending 6-30-2015 was presented by Dillin Springwater and Alan Chapman. Alan Chapman said it was encouraging to witness the transformation. Steve Turner motioned to accept the audit report for period ending 6-30-2015. Stanley Young seconded the motion. Motion passed unanimously.

In item 8H, Angela Tinsley motion to enter into Executive Session to discuss the employment evaluation of Bree Long. JoAnn Bradley seconded the motion. Motion passed unanimously.

Entered into executive session at 8:30am.

In item 8I, Steve Turner motioned to reconvene to public session at 8:40am. Coleen Thornton seconded this motion. Motion passed unanimously.

In item 8J, no action was taken.

In announcements, Steve Turner reported that on December 3rd there will be a hearing in regard to Kate Kelly in reference to dismissing the counterclaim that TACC has filed against her.

Todd Mutzig suggested that everyone "Shop Small" this holiday season and help support small businesses in Tahlequah.

Todd also mentioned the application submitted to "Make A Difference" about the recent My Tahlequah event.

It was voted unanimously to adjourn the meeting at 8:49 am.

Signed: _____ Date: _____

Jodeen Worth, TACC Secretary