**Cottage Grove Chamber of Commerce**

**Board Meeting Minutes**

**February 18, 2015 at Broom Appraisal**

**Members present:** Steve S, Mike M, Kyle B, Kami H, and Dave N

**Meeting called to order at:** 12:10 pm

**Approval of January minutes:** Motion by Kami and 2nd by Kyle, motion carried.

**Financials:** After lengthy investigation by Lloyd and Mike we are considering accounts reconciled for 2014 and leaving balances as is. We are up approximately 8K from last year. A motion was make by Steve to consolidate the golf funds into a scholarship account, 2nd by Mike, motion carried.

**Membership Updates:** Currently we have 89 members for the 2015 year with around 78 companies. It looks like only around 5 didn’t renew from last year.

**Board Positions:** Discussion to table to March. Motion made by Kyle and 2nd by Steve, motion carried.

**Marketing Committee:** The marketing committee brought to the board 2 new designs based upon discussion from the January Member meeting. The board discussed how the members should have a say and it was decided to present the old red logo vs the new graphed blue logo to the members for a vote during the February member meeting. Kami made a motion and Steve 2nd it, motion carried. The marketing committee also requested a $350 budget for the implementation of the new logo. Motion to approve budget was make by Steve and 2nd by Kami, motion carried.

**On-Boarding Process:** Discussed new way to streamline application pick up. See attached flow chart for discussed new process.

**STEM Outreach Team:** Discussed naming this a Community Outreach Fund and Community Outreach Team committee. We need to create a separate checking account. The committee will take proposals from the community, etc and bring them to the board for approval. From there the board will distribute the funds appropriately. This is meant to be more of a community outreach and Steve W. will chair the committee. Motion to approve this committee and fund made by Kyle and 2nd by Kami, motion carried.

**Committee Updates:**  Golf outing is 05/28/2015. They assume they are going to generate more revenue due to an increase in golf fees. They are also discussing the idea of putting the chamber logo on a golf glove. Family Fun Night is 07/10/2015. Ambassadors- Are planning to do 6 businesses after 5 (3 at a restaurant and 3 at businesses) A “pub crawl” was discussed as an option for a fall event. Kyle said he would chair this with Mike on the committee as well.

**Online Application:** Discussed getting an online application with online pay ready to go. We discussed raising annual membership dues. Discussed the options of a 1 year vs a 3 year membership with an early pay discount. Discussed how proration should not be for renewal members only New members. This application process needs to be discussed in more detail at a future meeting and will need a motion to approve process.

**Adjourned:** Motion to approve adjourning of meeting at 2:10pm was made by Kyle and 2nd by Mike.

**Next Meeting:** March 18th at the Oaks.

To do items: Who is making the new checking account?

**On-Boarding Process 2015**

Mike will pick up the mail and deliver all applications, both renewal and new, to Dr. Dave. Mike will keep checks and have a box for Lloyd to pick up. Mike will update the master list of committees and inform the committee chair of the new interest.

Lloyd will pick up checks from Mike, deposit funds and update the member paid list.

Dr. Dave will scan and email the application to Amanda to update the master list and to Melody to update the website.

Ambassador Committee will welcome the new members according to their process and protocol.