

## December Board of Directors Meeting Minutes

**Attending Members:** Ashlie Guyberson (P), Joe Daniel (V.P), Shayla Shembarger (Treasurer), Stacy Loar-Porter (Secretary), Phil Freeman, Sandi Kopach (left 1:45), Tom Norbey, Tiffany Moore (left 12:46), Lauren Potts. Guest: Chas Potts.

**Meeting Date:** Tuesday, December 17, 2019

**Meeting Time:** 12:30 pm

**Meeting Location:** Village of Stevensville

### Meeting Topics:

#### 1. Secretary's Report

- Review & Approval of previous minutes – Reviewed November meeting minutes. Motion to approve by Sandi, Second by Phil.
- Executive Committee met with Attorney Brian McMahon. He provided all the updated bylaws and policies. Stacy will place them on the shared drive for access by the executive board.
- We have received membership dues in the mail, Stacy gave them to Shayla.

#### 2. Treasurers Report

- November Treasurer report, balance as of 12/17 \$17,651.14 Motion to approve by Stacy, seconded by Tom.
- Membership invoices were sent out by email. A reminder will go out for unpaid soon. Then those that still remain unpaid will be sent a paper copy.

#### 3. Status Updates

- RFP- Is on hold for the moment. The RFP is all ready to go, but we will wait until Ashlie returns to confirm due dates and those it is being sent to.
- Town Hall Letter- The letter will be sent out in Q1.
- Board Members in 2020- Three seats are expiring (Phil, Sandi & Lauren). Joe also announced that after reviewing his current commitments and his goal to focus more on work and family, he is choosing to step down for the board effective after the annual meeting. Stacy will send out the term list to everyone for future reference.

#### 4. Annual Dinner

- Venue- All set
- Invitations- Paper invites went out in the mail. Consent Contact email will go out: 12/18. Sandi stated she found out head count has to be to SLP by 1/13. Reminder emails will be sent out via CC 1/2, 1/6, 1/8 and last chance 1/10. Joe will get the registration link on the website.
- Food/Drinks- Sandi is meeting with SLP planner, she will pick 2 sides. Dessert is not included in the meal. The following people will reach out to local businesses for a possible dessert sponsorship and/or cost. Goal is to have dessert set the first of January.

- Tom – Martin's
- Shayla- Red Coach
- Chas- Full Circle
- Swag- Lauren presented the glass options, the most popular one was the Kettle One design and the cost fits the budget. Approval of Kettle One glass from Scott Berry Promotions- Tom moved, seconded by Shayla. Lauren will work with Scott on placement and fonts.
- Award Winners – There was discussion on awards and who the recipients will be. Lauren will contact Competitive Edge with the information necessary to get the awards ordered.
- Sponsors- Lakeland is a sponsor. We heard from one potential sponsor, information was sent back, but we have not heard from them at this time.
- Table Center Pieces- Lauren and Sandi will work on centerpieces for the tables.
- Presentation- Phil will work on the PowerPoint for the presentation and put the bullet points together. Speakers will be Phil, Shayla, Joe, Ashlie and Lauren. Awards will be presented by Tom (Community Spirit) and Sandi (Business).

## 5. Open Forum

- Scholarship-Stacy reminded board the scholarship committee will need to form soon to verify application is still valid, set dates and communicate the opportunity to the local seniors. The committee will be; Sandi, Tom, Lauren and Shayla.
- Earth Day- Tom announced that he part of local group of municipal volunteers that are setting up Earth Day events. This year will be the 50<sup>th</sup> Annual Earth Day. He will communicate ways the chamber can be involved after his initial meeting in January.
- Polar Plunge- Chas presented a sponsorship opportunity. The Annual Polar Plunge will be held 2/1 at Watermark Brewery. The event benefits Special Olympics Michigan. They are looking for teams, volunteers and sponsors. There was discussion on how the chamber could encourage other chambers to sponsor. The board consensus was to challenge Southwest Michigan Regional Chamber to be a \$250 sponsor and Lakeshore would match to make a us a combined \$500 sponsor of the event.

Meeting Adjourned at 2:00 pm.