

Board Meeting Minutes

December 15th, 2020

Via Zoom

**Call to Order & Declaration of Quorum:** Chris Dragoo called the meeting to order at 12:04pm and declared a quorum.

**Present:** Cassidy Blade, Katrina Poss, Kat Weinert, Ginger Dragoo, Chris Dragoo, Jennifer Jahner, and McKenzie Sigvaldsen.

**Guests:** Jessalyn Bachler

**November 2020 Board Meeting Minutes: Katrina Poss made a motion to approve the November 2020 board meeting minutes. Cassidy Blade 2nd. Motion carried.**

**Financials:** McKenzie Sigvaldsen detailed income and expenses as expressed on the financial statements provided to the board. Chamber Main Checking showed a balance of $3,743.05; Chamber Savings showed a balance of $39,947.85; Centennial Sales showed a balance of $ 2,645.89, and Gift Certificate Checking showed a balance of $18,053.09. **Cassidy Blade made a motion to approve the financials as written. Kat Weinert 2nd. Motion carried.**

**Committee Reports:**

**Wake-Up Santa:** McKenzie Sigvaldsen discussed the final items for the Wake-Up Santa Celebration including Jingle Jams, Zoom with Santa, and the Chamber Bucks drawing. McKenzie will bring a financial report to the next board meeting.

**Ag Banquet:** Kat Weinert explained the transition from an Ag Banquet to Ag Appreciation Week in lieu of COVID restrictions. Ag Appreciation Week includes producer spotlights on the radio and recognition of awards for producers. The week will also include the school writing thank-you’s to the producers as well as an essay to be published in the Adams County Record for why agriculture is important. A movie will also be shown if state guidelines allow. The Ag Banquet committee will meet later this week to discuss more options, and will bring ideas and more detail to the next board meeting. Ag Appreciation Week is scheduled for January 11th-15th, 2021.

 **Chamber Banquet:** Cassidy Blade updated the board on Chamber Banquet items that need to be completed in December. Cassidy called the city to reserve the Armory for February 27th, 2021, and the city confirmed rental fees will not be charged until the date of the event in case COVID restrictions do not allow in-person gatherings. Cassidy explained the nomination form for the Chamber Banquet is traditionally included in the dues letter mailed out in the beginning of the year; however, if the board is not ready to make a decision at this meeting, an early meeting in January would be needed to decide on traditional or non-traditional nomination forms. Cassidy will book the Armory and the child-care room with a tentative board meeting scheduled for the first week of January yielding a final decision.

**Old Business:**

**New Building:** McKenzie noted the trim work on the exterior of The Rural Collective needs to be completed in the spring of 2021. The smart-board screen is fixed and installed. Pens, signage, office supplies and canvases purchased with grant funding are ordered, arrived, and installed. David Parrill will install the front cabinet in late December to house the smart board technology. The handicap parking will be completed in December if weather permits. Once the final installation is completed, the grant can be closed and reimbursed. McKenzie detailed the Membership Structure proposal (see attached) including the breakdown between a day pass, business membership, individual membership, etc. McKenzie explained the proposed membership structure compared to other communities’ comparable facilities and membership structures. Break-even costs yield a conservative $450/month in order to re-coup utilities and other expenses. **Kat Weinert made a motion to approve The Rural Collective membership structure. Cassidy Blade 2nd. Motion carried.** McKenzie invited suggestions from board members to assist with drafting the membership agreement. Suggestions included liability detail on theft and damage, responsible parties per key card, one member per key card, one-day usage booking requiring a 7-day notice, food and drink responsibilities, technology damage due to food, curfew for youth at 9:00pm during the week and 10:00pm on the weekend, adult leader for youth groups, and capacity detail. McKenzie explained the office will bring a draft of the membership agreement to the next board meeting, and additional suggestions are welcomed from the board members via email or phone after the meeting.

 **New Board Member Search:** Jessalyn Bachler attended the board meeting after expressing interest in the open board member position. She currently works for the Adams County Soil Conservation District and has experience on Chamber boards previously. She explained excitement for the opportunity to sit in on a meeting to see what the Hettinger Chamber entails. The office staff will contact Jessalyn in the upcoming week to gauge her interest in formally joining the board. After Jessalyn left the meeting and the board discussed the positives on Jessalyn joining the board, **Kat Weinert made a motion to approve Jessalyn Bachler as a director on the Hettinger Area Chamber of Commerce contingent upon her expressed interest in the upcoming conversation with the office staff. Jennifer Jahner 2nd. Motion carried.**

**New Business:**

**Budget Meeting Date & Budgets:** McKenzie explained a separate budget meeting apart from the regular board meeting is required according to the by-laws. The board decided to meet January 12th, 2021 at 12:00 pm, location to be determined. McKenzie will email the budgets to each committee heads in the next couple weeks to allow board members time to construct and edit proposed budgets for 2021.

**Contract Approval:** McKenzie emailed the proposed contracts for the office positions to the board for approval and/or discussion. The contracts were edited and reviewed by the President and Vice President of the Chamber and the ACDC boards. **Ginger Dragoo made a motion to approve the Executive Director contract for 2021. Kat Weinert 2nd. Cassidy Blade abstain. Motion carried. Kat Weinert made a motion to approve the Community Promotions Office Coordinator contract for 2021. Katrina Poss 2nd. Motion carried.**

**Savings Transfer:** McKenzie explained grant funding remitted versus grant funding reimbursements approved and funded. With the end of the year approaching, McKenzie explained a temporary transfer may need to be completed to assist with cash flow due to grant funding reimbursement timing, much like what was completed in 2018. **Cassidy Blade made a motion to transfer $10,000 from the savings account to the Main Checking account to be transferred back when grant funding reimbursements are received. Kat Weinert 2nd. Motion carried.**

**Next Meeting:**

**Date:** January 5th, 2021 at 12:00 pm

**Location:** TBD

**Meeting adjourned: Cassidy Blade made a motion to adjourn the meeting. Kat Weinert 2nd. Motion carried.**