

**Annual Meeting Minutes**

**Tuesday February 4th, 2020 at 12:00pm**

**NDSU Research Extension Center**

**Call to Order:** Katie Shahan called the meeting to order at 12:04 pm.

**Present:** Chris Dragoo (BJ’s Paint & Body), Katie Shahan (Individual Member), Duane Coates (United Methodist Church), Cassidy Blade (Adams County Record), Miami Pekas (Hettinger Public School), McKenzie Stippich (Coyote Country), Ginger Dragoo (Dacotah Bank & Hettinger Movie Theater), Ted Uecker (Uecker Yards & West River Health Services Foundation), Melana Howe (Howe Enterprises), Cindy Ham (Dakota Buttes Visitors Council and West River Health Services), John Rickertsen (NDSU Extension Center & Individual Member), Ryan Jacobson (Hettinger Country Club & RZ Motors), Kat Weinert (Kat Weinert Photography & Lost Creek Cattle Co.), Jackie Christman (JC Farms), Brooke Kessel (Individual Member), James Lindquist (Air Dakota Flite), Collin Blade (Runnings), Matt Shahan (West River Health Services)

**Declaration of Quorum:** Katie Shahan declared a quorum.

**January Board Meeting Minutes: Ted Uecker made a motion to approve the minutes from the January 2019 Annual Meeting. Chris Dragoo 2nd. Motion carried .**

**2019 Financials:** Jasmin noted how the financials look a little different than previous years, as items were categorized and grouped together for financial transparency. Centennial sales are included in the financials for 2019 along with gift certificate sales exceeding $14,000 and redemptions totaling over $22,000. There are new building expenses for the old Movies N’ More building in 2019 for utilities and the deed transfer. Community support section includes items that cycle through the office, and are strictly in and out transactions such as Giving Hearts Day and Jeans for Charity. The Wanzek donation helped support the office in 2019 along with sponsorships in the community and local events such as the Dakota Concert Series. Payroll expenses are less than previous years, as Jasmin was alone in the office for 6 months of the year. The total profit for just the events and programs totals over $20,000! Jasmin is excited about the forward momentum. End of year Checking Account showed a balance of $29,510.36; Savings Account showed a balance of $53,537.32; Centennial Checking showed a balance of $1,417.24; Gift Certificate Checking showed a balance of $19,229.09. **Chris Dragoo made a motion to approve the 2019 financials. Cassidy Blade 2nd. Motion carried.**

**Committee Reports:**

**Marketing Hettinger:** Jasmin noted it was a big year for Marketing Hettinger. $25,000 was received in 2018 to help with the Marketing Hettinger efforts, which was spent throughout 2019. These expenses include a printer that allows for in-house design and printing elevating the marketing for entities, along with a billboard on the west side of Hettinger that includes 8 billboards to be advertised throughout the year. Business Spotlights will continue throughout 2020 to help celebrate the businesses’ accomplishments along with Shop Local advertising. Jasmin noted the Marketing Hettinger budget will absorb into the office, as income will shift from grant income to strictly swag sales income. Katie noted swag in 2019 included t-shirts, travel mugs with a new Hettinger design, baseball caps, and beanies. Katie said 4th of July will be big this year for swag sales, so ideas are welcomed for new items to promote Hettinger. James noted the sign at the end of Main Street that says “Welcome to Hettinger, North Dakota” was installed in 2019, and Jasmin noted that a big thank you to the volunteers and hard work that was put into it was necessary.

**Ag Banquet:** The Ag Banquet was a collaboration between the Adams County Extension, the Adams County Farm Service Agency and the Hettinger Chamber of Commerce to celebrate the community’s ag producers who are the heart of the community. The venue was packed with attendees, John Lopez presented, and Thunder Road put on a successful dance. Brooke Kessel noted the ag producers appreciated being recognized and there was positive feedback on youth involvement in the event, so overall the Ag Banquet was a big success with business support. Ted Uecker noted it’s a positive step toward including the ag community on being a vital part of growing the chamber membership, and he is hoping will get more farmers and ranchers to join the chamber.

**Chamber Banquet:** Cassidy Blade noted that Katie Shahan and she will chair the event this year. Even though the deadline for the Chamber Awards has passed, nominations are still welcomed and a committee will need to meet to choose the awards for the 2019 awards for the 2020 banquet. There are over 60 nominations for the 2019 awards. Chris, Ted, Cassidy, Katie, Kat and Jasmin volunteered to be on the committee to review nominations. Cassidy mentioned there will be another spreadsheet this year for chamber board members to help contact businesses around town and invite them to the banquet, which asks members to contact 10 businesses and invite them to the Banquet on the 29th of February this year. Slope Electric has generously sponsored the Kid’s Corner again with HOSA volunteering to advise. Cassidy contacted Kira Henderson to have Renaissance students volunteer to help set up for the banquet.

 **Helping Hettinger Day:** Jasmin noted planning is beginning soon, as Helping Hettinger Day is on May 17th this year. Weather was a challenge in 2019, as rain postponed the initial date. Over 30 projects were completed in 2019! Jasmin states there will be grant funds available for projects that need a financial boost and want to be completed in 2020, and applications will be available soon. Volunteers are more than welcome for 2020. Jasmin noted Helping Hettinger Day won 2 state-wide awards in 2019.

 **4th of July:** Katie and McKenzie were heads of the committee in 2019, which noted a big success for the year. The band attracted a big crowd, and utilized the fair ground building that the chamber donated $30,000 to. Inflatables were a big success and were able to be purchased locally in Faith, SD. Attendance in the parade was successful in addition to the noon meal. 2020 plans are starting soon, and volunteers are welcomed. There is a contingency fund set up for the 4th of July budget to help fund other events the community wants to put on.

 **Rodeo:** Jasmin stated Rodeo was a good year in 2019, even though not the best attendance due to weather. The volleyball tournament went very well in 2019 and ran late, which went into the start of the dance. Concessions will be adjusted to run smoother in 2020. Logistically, the rodeo was a success and went well in 2019. Jackie stated there may be extra barriers set up in 2020 to help stop people from sneaking into the dance. The hiring of a rodeo secretary was a critical part of the success of the rodeo in the office, because they’re extremely knowledgeable and help items run smoothly. Permanent grand stands will be installed in 2020, which may help more attract more people to attending the rodeo events.

 **Pitchfork Fondue:** Jasmin stated the Pitchfork Fondue was a record-breaking year, with over 300 tickets sold! Space constraints may be an issue going forward, but a tiered-entry time may be implemented to help with seating restrictions and lines. If the weather is good, the Southwest Grain picnic tables may be used to help create dining space outside. Jasmin sent a huge thank you to Mike Marion for selling tickets, which is a critical element that makes this event a success year after year. Members discussed the possibility of kid’s entertainment at the Pitchfork Fondue to help families stay at the event longer.

 **Wake Up Santa/Christmas Promotions:** McKenzie said it was a huge success in 2019, and she will be passing off the torch for 2020 and creating a how-to binder for whomever takes it on. Sponsors are always critical to the success of the events. Weather postponed the parade and other events due to ice creating safety concerns in the community. Even though the parade was moved from Friday to Monday, many people participated in the parade and put on events throughout December. The tree was able to be purchased locally in Hettinger, and it will be purchased locally for the foreseeable future.

 **Event Dates:** Set for 2020

 **Director’s Annual Report:** Jasmin recommended members go through the Annual Report to see the accomplishments in 2019. It was a huge year for the organizations, and 2019 needs to be celebrated in the community. It’s available online along with copies in the office. Moving forward, Jasmin noted 2020 priorities and highlights including: focusing on strengthening chamber-business relationships & support by continuing chamber sit-ins and providing consistency in the office; continuing to support businesses with professional development events such as business planning classes, google drive classes, and lunch & learns (for which attendance has outgrown the space); business succession planning; increased attendance at events as well as empowering the community with supporting the events; the new building construction to be completed in the spring of 2020 along with structuring the membership; youth engagement and workforce development with Adulting 101, Youth Wired, internship/apprenticeship funding, and resume/cover letter classes; board member and staff well-being with preventing burn-out; reaching out to community volunteers with volunteer skill inventory and program/event inventory; celebrating accomplishments, events, grants, and even small victories. There is an exciting 2020 planned! ACDC’s annual meeting is February 19th.

**Old Business:**

 **New Building:** Construction has begun on the new building and will be completed in spring of 2020.

 **New Board Members:** Kat Weinert attended the last board meeting, and was elected to the board. There are still three board member positions open. Jacki Christman and Ginger Dragoo both expressed interest in becoming chamber board members. **Colling Blade nominated Jacki Christman to be elected to the board. Ted Uecker 2nd. Motion carried. Cassidy Blade made a motion to nominate Ginger Dragoo to be elected to the board. James Lindquist 2nd. Chris Dragoo abstained. Motion carried.**

 **Elections:**

 **President:** **Cassidy Blade nominated Chris Dragoo as President for the Hettinger Area Chamber of Commerce. Chris Dragoo accepted. Ted Uecker 2nd. Ginger Dragoo abstained. Motion carried.**

 **Vice President:** **Chris Dragoo made motion to elect Katie Shahan as the Vice President for the Hettinger Area Chamber of Commerce. Katie Shahan accepted. Cassidy Blade 2nd. Motion carried.**

 **Committee Chairs:**

 Ag Banquet: Kat Weinert; Chamber Banquet: Cassidy Blade & Katie Shahan; Helping Hettinger Day: Jasmin Fosheim & Student Director (Committee: Cassidy Blade, Kat Weinert, Katie Shahan); 4th of July: Chris Dragoo & Ginger Dragoo (all board members on committee); Rodeo: Jacki Christman (Chris Dragoo & Collin Blade on committee); Pitchfork Fondue: Mike Marion; Wake Up Santa/Christmas Promotions: James Lindquist & Ted Uecker

 **Number of Board Member Positions:** There are currently 9 board member positions available with 1 student member. There has been interest in the middle of 2019 for additional board members to be elected to the board, so the board has discussed expanding the number of positions from 9 to 12. Ted mentioned 12 may be too many people for a board, and decisions may be more difficult with additional people. John Rickertsen mentioned the board was once too big, so the number was decreased to 9 because of difficulty reaching a quorum. The members collectively decided to keep the board at 9 members with 1 student member.

 **Number of General Membership Meetings:** The current by-laws state that 3 general membership meetings are needed per year, which is tough for the office to promote businesses to attend and reach a quorum. The board has discussed decreasing the number to 2, or even 1 a year. **Ted Uecker motioned to change the number of general membership meetings from three per year to a minimum of one per year which can be included as the annual meeting. John Rickertsen 2nd. Motion carried.**

 **Changing of Membership Dues/Sponsorship System:** Jasmin noted a lot of chambers are moving from a dues and sponsorship system to a tiered system. This would create a set amount “per package” to include all events into package system. This also helps with budgeting for the chamber. This is new and innovative, and businesses may or may not like it (along with any change). This would also be intensive on making sure the profits aren’t shifting too much. Katie mentioned the sponsorship letters for the 4th of July took an entire day to stuff and mail envelopes, plus postage costs. Jacki asked how the “major sponsorship” criteria would work in the tiered sponsorship. Jasmin noted the “major sponsors” would be businesses buying the big packages. Ginger mentioned letting businesses pick the package amount, and choosing how much dollars want to go to each event. The goal of changing the membership/dues system isn’t to bring in more dollars, but rather to increase efficiency in the office and decrease advertising/postage costs. Discussion among the board yielded the consensus to keep the dues the same structure for 2020, but to research it throughout 2020. McKenzie and Jasmin will do information gathering on different dues structures to present to the board through 2020.

 **By-Laws Update:** Jasmin noted a need to update the by-laws to reflect the changes in the office. A small committee would need to be formed to draft the by-law update to be viewed at the next general membership meeting with final edits approved at the 2021 annual meeting. **Kat Weinert made a motion to form a committee to update the by-laws and be voted on at the next general membership meeting. Chris Dragoo 2nd. Motion carried.**

**New Business:**

**Signature Cards:**

**Ted Uecker moved to approve the addition of Chris Dragoo (President), Katie Shahan (Board Member), Jasmin Fosheim (Executive Director), and McKenzie Stippich (Office Coordinator) and removal of all others to the following signature cards at Dakota Western Bank:**

1. **General Checking: Account # 339883501**
2. **Savings: Account # 339883510**
3. **Gift Certificates: Account # 339883503**
4. **Centennial Sales: Account # 339883502**
5. **Community Promotions Office: Account # 321721701**
6. **Payroll Account: Account # 3100000411**
	* + 1. **Haley Evans will stay this account.**
			2. **Powers granted on this account have historically been limited to the executive director, executive coordinator, and Haley “Haley Evans as manager of the Payroll Account”**

**Powers Granted:**

1. **Exercise all of the powers listed in this resolution**
2. **Open any deposit or share accounts in the name of the Corporation**
3. **Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution**
4. **Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness**
5. **Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment**
6. **Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution**

**Duane Coates 2nd. Motion carried.**

**Credit Cards:**

**Duane Coates moved to approve the addition of Chris Dragoo (President/Board Member), Jasmin Fosheim (Executive Director), and McKenzie Stippich (Office Coordinator) and removal of all others to the Chamber of Commerce/ACDC credit card account signature card at Dacotah Bank and Dakota Plains Federal Credit Union with the powers noted above. Cassidy Blade 2nd. Motion carried.**

**Next Board Meeting:**

Date: March 10th, 2020 at 12:00pm

Location: CPO

**Next General Membership Meeting:** Date TBD, Location TBD

**Meeting adjourned:** **Colling Blade made a motion to adjourn the meeting. Ted Uecker 2nd. Motion carried.**