

January 12th, 2022 Special Meeting Minutes

6:30pm via Zoom & The Community Promotions Office Board Room

**Call to Order:** Trevor Wolff called the meeting to order at 6:33pm and declared a quorum.

**Present:** In person: Trevor Wolff, Dorothy Becker, Kevin Pagel, Anna Havelka, Jasmin Fosheim, and McKenzie Sigvaldsen. Via Zoom: Matt Shahan, Josh Ranum, and Nicole Sott.

**Agenda:** Jasmin added “Lunch & Learn” under new business.

Motion to Approve: Anna Havelka 2nd: Kevin Pagel

**New Business**

**Crosby Trip Reimbursement:** Jasmin noted that at the previous board meeting, the board members requested an invoice/expense detail from the trip Crosby for Community Impressions, which totaled $125 plus mileage. **Kevin Pagel made a motion to reimburse Jasmin for her trip to Crosby for the hotel invoice and mileage. Dorothy Becker 2nd. Motion carried.**

**Lunch & Learn:** Jasmin noted the next Lunch & Learn is scheduled for January 25th, and explained Firstlink will be presenting on mental health first aid for business. Jasmin detailed the Chamber of Commerce plans for sponsoring local area businesses and individuals to attend, and asked about the development corporation’s interest on sponsoring attendees. **Anna Havelka motion to pay half of the cost of the January 25th, 2022 Lunch & Learn. Matt Shahan 2nd. Motion carried.**

**Old Business:**

**RCDI:** $750 for 2022. Jasmin recapped the RCDI Membership benefits, which the Chamber and ACDC participated in 2021. She noted that continuing the membership in 2022 would total $750 for both organizations. **Josh Ranum made a motion to approve $375 for the 2022 RCDI Membership. Nicole Sott 2nd. Motion carried.**

**CPO Position Update:** Jasmin noted 5 applications for the part-time position and 1 application for the full-time position. She shared that the interviews had been conducted over the last week. Jasmin explained different options and possibilities regarding the Temporary Office Coordinator position as well as the financial impact on the ACDC (see attached). Jasmin explained pros and cons of each applicant and described their interviews, detailed possible office hours, and noted applicants are available to start mid-January. **Josh Ranum made a motion to approve up to 30 hours for the 3 temporary part-time positions at the hourly rates as stated on the breakdown (see attached). Dorothy Becker 2nd. Motion carried.**

**Motion to Adjourn: Anna Havelka 2nd: Kevin Pagel**