

GRANDVIEW CHAMBER OF COMMERCE

BOARD MEETING MINUTES

February 1, 2005

I Preliminary

At 1:01 PM on February 1, 2005, Chamber President Jim Herriman called the meeting to order for the Grandview Chamber of Commerce Board of Directors. This meeting was held at the Grandview City Hall. Present when the meeting was called to order or during portions of the meeting were:

Jim Herriman (KeyBank), President

Marina Ledesma (U.S. Bank), Treasurer

Mike Bradshaw (Benton REA's PowerNET), Secretary

Cookie Shannon (Grandview Float, Parade, Alumni, Junior Miss)

Lucy Dykstra (Grandview Float, Junior Miss)

Rebecca Pezzullo (Grandview Herald)

Kathy Charvet (People For People)

Steve Martin (Wal-Mart Distribution Center)

Norm Childress (City of Grandview)

Lynn Boast

Nicole Walker (Community and Member Affairs Manager)

II Regular Business Items

The board reviewed the minutes for the Chamber Board meeting held on 1-3-05. Board Secretary Mike Bradshaw noted that any corrections that had been forwarded to him would be reflected in the final version of the minutes.

Lynn Boast made a motion to accept the minutes for the Chamber Board meeting held on 1-3-05 as presented, and Norm Childress seconded the motion. The motion carried.

The Treasurer's Report for the month of January of 2005 was presented. The report showed the beginning savings account balance at U.S. Bank was \$2,489.75 as of 1-26-05, and the ending savings account balance was \$2,290.38 as of 1-28-05. The beginning balance for the community checking account with U.S. Bank was at \$964.96 as of 1-2-05, and the ending checking account balance was \$93.87 as of 1-28-05. The beginning balance for the tourism checking account with U.S. Bank was \$80.55 as of 1-3-05, and the ending tourism checking account balance was \$80.55 as of 1-28-05. A list of disbursement checks and bank account deposits for the month of January of 2005 was also presented.

Mike Bradshaw made a motion to accept the Treasurer's Financial Reports for the month of December of 2004, and Steve Martin seconded the motion. The motion carried.

III Unfinished Business

Annual Grandview Chamber Auction to be Held on March 18, 2005

The Board directed that the Grandview Chamber Annual Auction tickets be numbered for control purposes. Steve Martin said that he visited the Grandview High School and counted only twelve tables at that location, so arrangements will be made to bring in more tables. Steve coordinated with Kelly Barth from the High School about the food preparation. The dinner will be a plated event and will include chicken and a crosscut roll, with a green salad with a choice of three different dressings, and will include a desert bar. Steve is planning for the servers to wear black and white, and all 25 tables will be decorated by various businesses.

The Board discussed the idea of auctioning off a car as part of the auction event. The location of the items to be auctioned was discussed. Steve said that \$150 worth of gravel has already been donated for the auction from Alba's Excavating. It was noted that Norm Childress had to leave at 1:31 PM. The Board had further discussions with regard to ideas involving a car to be auctioned off, and also discussed the idea of having a raffle for a car or a motorcycle. It was announced that the Better Business Bureau is going to donate two tickets to a Mariner's game.

Final Acceptance of New Membership Dues

At the board meeting held on 1-3-05, the Board decided that a committee of Chamber board members should be formed to consider what changes, if any, should be made to the member dues structure, to consider when the new structure should be implemented, and to consider what kind of possible bonus structure should be implemented for the chamber employees. The committee was instructed to bring back recommendations to the full Chamber board for review and consideration. The following Chamber board members volunteered to participate on the Chamber member dues committee: Jim Herriman, Steve Martin, Lynn Boast, Derek Wood, Nicole Walker, and Mike Bradshaw.

Mike Bradshaw said that the Chamber Member Dues Committee met on 1-24-05, and that the committee has the following recommendations:

- That a \$5.00 discount incentive be added to the yearly dues rate, and that the \$5.00 amount is to be waived for those members that pay their annual dues in a timely manner.
- The yearly rate for Grandview Chamber member dues rates are to be changed as follows for each of the member categories (each new rate includes the \$5.00 incentive charge):
 - Individuals and Nonprofit to be changed from \$30.00 to \$35.00.
 - Small Business – under 4 employees to be changed from \$60.00 to \$75.00.
 - Business with 4 – 6 employees to be changed from \$95.00 to \$115.00.
 - Business with 7 – 12 employees to be changed from \$130.00 to \$155.00.
 - Business with over employees to be changed from \$215.00 to \$255.00.
- The effective date for the new Grandview Chamber member dues structure is January 1, 2005.
- That all Grandview Chamber member dues are to be billed and collected in the

month of January of each calendar year, and that bills are to be sent out to the Chamber members in February this year with a prorated amount on the bill for the 2005 member dues in order to get all of the members on the new January to January billing annual cycle.

Mike reported to the Board that the committee had reviewed the current dues structure to become a member of the Grandview Chamber of Commerce, and he said that the committee also reviewed the dues structures for other chambers and that these included the chambers located in the cities of Sunnyside, Prosser, and West Richland. Mike said that the committee recommends that the bonus structure issue for Chamber employees should be tabled until a later date.

Lynn Boast made a motion to accept the changes to the member dues structure, including the \$5.00 discount incentive for prompt payment, for the Grandview Chamber of Commerce as recommended by the Chamber Member Dues Committee. Lucy Dykstra seconded the motion. The motion carried.

Hiring of New Employees & Wages

Nicole announced that she will be gone on vacation for two weeks starting on Saturday, 2-5-05, through 2-17-05, and that she will not be able to attend the Chamber General Membership meeting to be held on 2-8-05. Nicole said that the speaker for the general meeting will be Ellen Bently, who will be making a presentation on the Scottish fest held in Prosser every year. Nicole said that the lunch RSVP announcement for the general meeting will be sent out today, and that the lunches will need to be picked up at Subway at 12:30 PM on the day of the meeting. Nicole mentioned that eventually there will be someone from People-to-People to help at the Chamber office, and she said that the goal is to have one person working at the office for 10-15 hours per week at \$10.00 per hour, and to have a second person working at the office for around 20 hours per week at \$8.00 per hour.

At 1:48 PM the Board convened an executive session to discuss the applications obtained by Steve Martin from Wal-Mart for the position of Community and Member Affairs Manager for the Grandview Chamber.

At 1:54 PM the Board re-convened the regular board meeting.

Cookie Shannon made a motion to hire Nicole Walker as the Grandview Chamber Community and Member Affairs Manager, and Steve Martin seconded the motion. The motion carried.

At this point Steve mentioned that he has three applications to be reviewed for Chamber office clerical position, and Mike Bradshaw suggested that Nicole should review the applications and conduct interviews and then provide the Chamber Board with her recommendation.

IV New Business

Agenda Items for the General Membership Meeting

Jim discussed a “Grandview loop” concept which will consist of showcasing the various businesses in Grandview with regard to advertising, including bill boards, radio, and TV.

The Board then discussed the Chamber theme for the 2005 calendar year. There was a consensus of the Board to accept the theme of “Watch us Thrive in 2005!” suggested by Cookie Shannon. Jim said that he is going to bring the tickets to the general membership meeting for the prize raffle. Nicole mentioned that she is going to set up a binder to help organize and track the float expenses.

Announcement Regarding Link for the Yakima Valley Fair and Rodeo to the Grandview Chamber Website

Mike announced that, in order to promote and coordinate the Grandview Chamber events and the Grandview Parade with the Yakima Valley Fair and Rodeo (YVF&R), a link button is going to be added to the Grandview Chamber web site that will connect to a YVF&R web page. The YVF&R web page will be set up to provide all kinds of information and schedules as to the events that will be taking place at the fair. The YVF&R event will be held at Country Park in Grandview from August 10th through August 14th, 2005. There were no questions or comments on this issue.

Report from the Financial Review Committee

At the Chamber board meeting held on 1-3-05, the board decided that a Financial Review Committee needed to review the Chamber financial records for the period from 1-1-04 through 12-31-04. It was also decided that Marina Ledesma, Derek Wood, and Mike Bradshaw would serve on the financial review committee, and that the committee members would work with Nicole Walker to set up a date, time, and place for the financial records to be reviewed. The board also instructed that after the completion of the financial review the committee would be asked to report back to the full Chamber board at a later date as to the results of the financial review.

As a member of the Financial Review Committee, Mike Bradshaw reported the following findings:

- A reconciliation of the bank statement to the check register should be completed on a monthly basis.
- The telephone bills should be reviewed in closer detail to see if some of the services charged on the phone bills can be eliminated to save money.
- It was recommended that another financial review should be performed in two the three months.
- It was recommended that the bank account services needed by the Chamber should be put out for bid every two to three years.

There were no comments or questions from the Board for the Financial Review Committee.

Coverage of Office During Nicole's Absence from Feb. 6-17, 2005

Jim said that he will check periodically on the Chamber office while Nicole is gone.

Office Report

Nicole said that she has a safe for a Chamber petty cash box, and that she and Jim each have a key. Nicole said that she is going to create an employee reimbursement form to be completed when employees need to be reimbursed from petty cash for expenditures. Nicole reported that some electrical work should be scheduled for the Chamber office because whenever the copy machine is used it trips the breaker. It was the consensus of the board that Nicole should contact an electrician and have the problem looked at. Jim Herriman mentioned that there is going to be a Cinco de Mayo celebration in Grandview.

V Meeting Dates, Announcements, Schedules, and Miscellaneous

The next Chamber general membership meeting will be held on Tuesday, February 8, 2005, at 1 P.M at the Bethany Presbyterian Church in Grandview.

The next Grandview Chamber board meeting will be held on Monday, March 7, 2005 at 1:00 PM at the Grandview City Hall building.

In March, the Grandview Chamber general meeting will be held on Tuesday, March 8, 2005 at 1:00 PM at the Bethany Presbyterian Church in Grandview.

VI Adjourn

The meeting was adjourned at 2:29 PM.

MICHAEL J. BRADSHAW, SECRETARY