

GRANDVIEW CHAMBER OF COMMERCE

EMERGENCY BOARD MEETING MINUTES

December 22, 2004

I Preliminary

At 1:15 PM on December 22, 2004, Chamber President Jim Herriman (with Key Bank) called the meeting to order for the Grandview Chamber of Commerce Board of Directors. This meeting was held at the Grandview City Hall building. Jim stated that hiring a new Office Manager would be the only item on the agenda at this meeting.

Present when the meeting was called to order or during portions of the meeting were:

Derek Wood (Budget Car Sales), Vice President

Jim Herriman (Key Bank)

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)

Lynda Jo Gross (Grandview Herald)

Rita Morales (Grandview High School Representative)

Norm Childress (City of Gandview)

Allison Mantrel (Wal-Mart Distribution Center)

II Grandview Chamber Office Manager Position

President Jim Herriman announced that Brenda Baker's last day as the Grandview Chamber Office Manager is December 30, 2004. Brenda is resigning due to personal reasons and is moving out of the Grandview area, and Jim scheduled this emergency board meeting to get a consensus from the board as to how to proceed with regard to finding a new office manager. Steve Martin asked Allison Mantrel from the personnel department at the Wal-Mart Distribution Center to attend the emergency board meeting, and Allison said that she is willing to utilize her skills to help the Chamber Board screen the applicants for the Chamber office manager position.

A number of issues were discussed by the Board, and these issues included the following:

- Review of Position Description, including minimum qualifications, for Office Manager position
- One of the priorities for the Office Manager position should be recruiting new Chamber members, and this should be reflected in the job description for the position
- Consideration to hire Nicole Walker as a temporary Office Manager
- Consideration to utilize Allison Mantrel from Wal-Mart to screen applicants
- Hours to be worked per week
- Hourly wage rate to be paid and different ideas as to possible bonus calculations
- It was suggested that the member dues structure for the Grandview Chamber should be reviewed
- Hiring someone who is local to the Grandview area should be a priority
- Creation of a leave policy

- Looking at referrals first in order to avoid the cost of placing an ad for the position
- Check signing procedures
- Using of the Washington State Work Source Department and other ideas to get the word out were discussed
- Using a formal letter of offer when hiring, that would include such items as the rate of pay and description of any other compensation, the work schedule, leave of absence procedures, job expectations
- Providing incentives to keep the same person in the position for at least one year

It was the consensus of the board that Jim should see if he can work something out with Nicole Walker to perform Office Manager services on a temporary basis, to proceed with utilizing the services offered by Allison Mantrel to screen the applications for the Office Manager position, that it would be best to try to hire someone who is local to the Grandview area, and that the final applicants should be brought back to the board for review..

IV Adjourn

The meeting was adjourned at 2:10 PM.

MICHAEL J. BRADSHAW, SECRETARY