



## Executive Board Minutes

October 2, 2019 at 11:30 am  
Sherman Public Library

### 1. Open Meeting

#### a. Roll Call

- i. Present: Darlene Kmett, Vice President, Andrew Alton, Treasurer; Quinn Allen, Member at Large. A quorum was present. Because this was the first meeting for Mrs. Kmett, Mr. Moos offered to run the meeting, with the meeting starting at 11:30.
- ii. Staff/Public: Mike Moos, SACC Executive Assistant.

#### b. Set the Agenda – UCB signatures was added to the agenda.

### 2. Old Business

#### a. Secretary

- i. Approval of Minutes. ***Mr. Alton made the motion to approve the August 30, 2019 minutes, seconded by Mr. Allen. Voice vote with the Ayes having it. Motion Passed.***

#### b. Treasurer

- i. Treasurer Alton discussed account balances and transactions. The following balances were reported:

Operating Account	Community Account
\$15,850.85	\$19,395.72

#### c. Executive Assistant

- i. Membership - Mr. Moos reported we are at 47 members, of which 3 are new. We are still missing 10 members from last year. All these entities have been contacted and most have their paperwork being processed. A letter will be going out to those that have not communicated their intent to renew their membership.
- ii. Newsletter – was published last week and emailed to all members. It is also on the website.
- iii. To Do List – Mr. Moos has developed a monthly To-Do-List to remind the Board of items that need to be accomplished or planned for. This will assist in reminding future boards/members of their responsibilities.
- iv. Static Sticker – We are low on these items and it was agreed to re-order Static Stickers for members when they become a member.

- v. Facebook Inquiry – Mr. Moos was looking for suggestions/direction from a question we had received on our FB page. Suggestions were provided and Mr. Moos indicated he will respond back to the inquiry.

d. Events

- i. **Queen of Hearts**; Mr. Alton indicated it is running well and we will break even soon, hopefully exceeding that mark. Mr. Moos indicated that volunteers are still needed and to use the link to sign up. He will email the link to the Board members.
- ii. **Golf Outing**; Mr. Moos indicated the golf outing was canceled for this year and will be held next spring.
- iii. **Annual Review**; Mr. Moos indicated it will be held at UCB Community Center. Darlene will send the contract to Mike. The Board wanted fancy snacks and a bar, no meal. Mr. Moos will solicit interest from our local resources. Mr. Alton, President Bull and Mr. Moos will develop the annual report. Business of the Year award was discussed and agreed that nominations and election will be made this month.
- iv. **Tree Lighting Ceremony**; this is a village event, and the Chamber has assisted with volunteers. It would also be a great opportunity for local businesses to get involved in.
- v. **Small Business Saturday**; Darlene will research as UCB did a large event related to the day. We might try to incorporate the Chamber and others into such event.
- vi. **Village Children Xmas Event**; This is a village event that we have assisted with volunteers. The Village provides all the items needed.
- vii. **Member Benefit Breakfast**; We need to plan now if we expect to get a good speaker. It will be discussed at a special planning meeting.
- viii. **Easter**; Mrs. Roderick will be project lead on this, future reports to come.

3. **New Business** – nothing was added.

4. **Items added to the Agenda**

- a. UCB Signature Cards – Vice-President Kmett brought to the Boards attention that a motion was needed regarding change in those authorized to sign on our accounts. In addition, all persons so authorized need to come in and resign signature authority cards. ***Mr. Alton made the motion to remove Mr. Dave Stake from having signature authority on SACC accounts, seconded by Mr. Allen. Voice Vote with the Ayes having it. Motion Passed.***

**5. Adjourn**

- a. Motion to Adjourn made by Mr. Allen, seconded by Mr. Alton. Voice vote with the Ayes having it. Motion Passed and meeting adjourned at 12:40 pm.* The next regular scheduled meeting was for November 6<sup>th</sup> and it has been moved to the Annual Meeting scheduled for November 7, 2019 at UCB Community Center.

*Minutes respectively submitted by Mike Moos, Executive Assistant*