

## Executive Board Meeting Minutes

October 7, 2021, at 12:00 noon via Zoom Conference Call

### 1. Open Meeting

- i. Roll call – President Roderick called the meeting to order at 12:01. Those present via Zoom are Sarah Roderick, President; Gary Funk, Vice President; Andi Manes, Secretary; Rick Edwards, Member at Large and Mike Moos, Executive Assistant. Quorum of the Board was present.
- ii. Set the Agenda – President Roderick inquired for items to be added to the agenda. No items were added to the agenda.

### 2. Old Business

- i. Secretary – Mr. Moos indicated the minutes was emailed prior to the meeting for review. ***Motion by Mr. Edwards to Approve the September minutes, as written, seconded by Mr. Funk. Voice Vote with the ayes having it, motion passes.***
- ii. Treasurer – Mr. Moos indicated the treasurer report was emailed prior to the meeting for review. ***Motion by Mr. Funk to approve the September 2021 treasurer' report, seconded by Mr. Edwards. Voice Vote with the Ayes having it, motion passes.***

### 3. Executive Assistant Report

- i. Membership Report – Mr. Moos reported the membership is the same but feels we could find new members within the communities. We are also still waiting to hear from some past members of their interest.
- ii. Chamber Decal – Mr. Moos indicated that all members have been sent their decal with a thank you letter. Project completed.
- iii. Email – Mr. Moos indicated the email now reflects the proper title and to consider this project completed.
- iv. Exec Assistant transition – Mr. Moos is ready to start the transition. Mrs. Manes had indicated she will be handling those responsibilities on a temporary basis and will get together with Mr. Moos.
- v. SACC Equipment storage – President Roderick will contact Village Clerk Bull and Mr. Stratton to gain access to our items and get them moved. Mr. Funk will assist with his truck and Mrs. Manes will inventory.
- vi. Fire & Ale inquiry – Mr. Moos discussed his email correspondence with F&A. They wish some assistance in getting the word out about their back room being available. Mr. Moos indicated the Chamber will be happy to assist but they need to provide some information regarding their facility. They will get back to us.

**4. Activity/Event Updates**

- i. Executive Assistant Search – President Roderick indicated that Mrs. Benedict had notified her that she decided to not take the Chamber position due to her other part-time position taking more time than expected. President Roderick indicated Mrs. Manes volunteered to temporarily take on the position with help of the Board, until a replacement is found.
  - ii. Events - Queen of Hearts, Mr. Moos indicated the QoH crowds should be quite large with the jackpot being so high. He provided approximate amount each partner organization will make. While the time each organization's members put into this fundraiser has been quite heavy, it will be worth it considering the funds raised for each group.
5. **Items added to the Agenda** – no items were added to the agenda.
6. **Adjourn** – President Roderick indicated that due to a 1:00pm commitment by a member, it would be a good time to conclude the meeting. ***Motion to Adjourn made by Mrs. Manes, with Mr. Funk seconding. Voice Vote with the Ayes having it. Motion passes.*** Meeting adjourned at 12:41.

*Minutes Respectively Submitted by Mr. Mike Moos, Executive Assistant*