



Executive Board Minutes

May 5, 2021, 11:30 pm Zoom Conference Call

Note this meeting is open to the membership & public. Should you wish to attend please send an email to info@shermanilchamber.org with your name & email. We will then be able to send you a Zoom invite.

1. Open Meeting

- a. Roll call – President Roderick started the meeting at 11:30 with a Roll Call. Present were Sarah Roderick, President; Gary Funk, Vice President; Mark DiMarzio, Treasurer; Quinn Allen, Member at Large; Sean Bull, Past President; and Mike Moos, Executive Assistant. A quorum was declared present. No other members or the public were on the call.
- b. Set the agenda – no items were added to the agenda. Mrs. Roderick asked if Mr. Moos would run the agenda today.

2. Old Business

- a. Secretary, Approval of Minutes – Mr. Moos indicated the minutes were emailed to the Board prior to the meeting. **A motion was made by Mr. DiMarzio to approve the April 7, 2021 minutes, with Mr. Funk seconding the motion. Voice vote with the Ayes having it. The motion passes.**
- b. Treasurer, Approval of Treasurers Report – Mr. Moos indicated the Treasurer's Report for last month was emailed to the Board prior to this meeting. **Motion was made by Mr. Funk to approve the Treasurer's Report dated April 30, 2021 with Mr. Allen seconding the motion. Voice vote with the Ayes having it. The motion passes.**
- c. Executive Assistant Report
 - i. Chamber Decal Orders – Mr. Moos had asked the Board to review options again prior to final order. Mr. Funk reviewed past size vs. two recommended sizes. Board selected 3" cut with diamond size of 4 ¼". Mr. Moos and Funk discussed transparent vs opaque. Board asked that half order be one way with the other half the other way.
 - ii. PPE Application – Mrs. Roderick and Mr. Moos indicated our application was approved with monies deposited in our account.
 - iii. Executive Board Meeting Schedule – Secretary Manes asked that a new schedule be considered as her job has scheduled meetings for the same time. Tabled for the New Board to address.
 - iv. Membership Drive – Mr. Moos indicated that will start in later part of May.
 - v. Text Club – tabled for new Executive Board to address.
 - vi. Il Chamber letter – tabled for new Executive Board to address.

- d. Activity/Event Updates
 - i. Executive Assistant Search – President Roderick deferred to Past President Bull for a report. Mr. Bull indicated he and Mrs. Manes have met and reviewed job descriptions. In addition, they discussed three candidates that Mrs. Manes brought to his attention. Board indicated we should do an announcement to Chamber members of the job search. Mr. Bull asked for President Roderick to draft a letter to the members with the job description and have that sent out via email.
 - ii. Committee Reports/Members – tabled so other items on the agenda have time to be discussed.
 - iii. Events
 - 1. Golf Outing – Mr. Moos reviewed event spreadsheet, event flyer, Sponsor, Hole Sponsors, Gift Bags, staffing, Mulligans and Signage. Overall discussion of team arrangements with 9 teams tentatively signed up.
 - 2. Queen of Hearts – President Roderick indicated she has been in contact with all parties involved. She is meeting with them at Fire & Ale on Tuesday to discuss options/plan.
- 3. **New Business** – no new business to discuss.
- 4. **Items added to the Agenda** – no items were added to the agenda.
- 5. **Adjourn – Motion was made by Mr. DiMarzio to adjourn the meeting at 12:25pm, with Mr. Allen seconding. Voice vote with the Ayes having it. Motion passes.**

Respectively Submitted by Michael Moos, Executive Assistant