



Executive Board Minutes

June 4, 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; Andi Manes, Secretary; and Mike Moos, Executive Assistant. A quorum was declared present. No other members or the public were on the call.
- b. Set the agenda – President Roderick started the meeting with congratulation being directed to Treasurer DiMarzio in his new position at Town & Country Bank starting on the 7th of this month. Group round of congratulations were heartily passed on by other members of the Board. Also, President Roderick indicated she wanted to add to the agenda discussion of a possible new member.

2. Old Business

- a. Secretary, Approval of Minutes – President Roderick indicated the minutes were emailed to the Board prior to the meeting. ***A motion was made by Mr. Funk to approve the May 5, 2021 minutes with Mrs. Manes seconding the motion. Voice vote with the Ayes having it. The motion passes.***
- b. Treasurer, Approval of Treasurers Report – President Roderick indicated the Treasurer's Report for last month was emailed to the Board prior to this meeting. ***Motion was made by Mrs. Manes to approve the Treasurer's Report dated May 31, 2021 with Mr. Funk seconding the motion. Voice vote with the Ayes having it. The motion passes.***
- c. Executive Assistant Report
 - i. Election Nominations and Results – Mr. Moos reported on behalf of Past President Bull, who could not make the meeting today. Mr. Moos indicated no nominations were submitted by the membership for the open positions. Mr. Moos indicated a text/email message had been sent to the membership on May 11th discussing the elections and the Executive Assistant position opening. The email included a graph showing the election process. The new board will start at the July meeting. Discussion on the election process and officer positions. It was agreed that process needs to be defined in greater detail.
 - ii. Chamber Decal Orders – Mr. Moos asked Mr. Funk to discuss the status of a final order. Mr. Funk reviewed what was being discussed and indicated he will have a price quote by the next meeting.

- iii. PPP Loan – Mr. Moos reminded the Board that the Chamber needs to substantiate costs for the PPP loan to be forgiven. President Roderick indicated she will contact the bank again for the form needed to complete the process.
 - iv. Membership Drive – Mr. Moos indicated all invoices have been mailed.
 - v. SACC Inventory – The equipment and event supplies are presently stored at numerous locations by the Village. Discussion is we need to inventory our items again to ascertain what is there.
- d. Activity/Event Updates
- i. Executive Assistant Search –Mrs. Manes provided an update on potential parties that have expressed interest. There has been limited interest expressed from our membership. It was agreed it was now time to open the search out publicly. Mr. Moos indicated the meeting packet included the job description.
 - ii. Committee Reports – It was discussed the new Board should make assignments to the committees.
 - iii. Events
 - 1. Golf Outing – Mr. Moos provided a summary of the event by reviewing the cost spreadsheet and provided some suggestions for next year’s event which also includes a “script” for the awards program.
 - 2. Queen of Hearts – President Roderick indicated all parties involved were represented at Thursday’s drawing. Feedback from the other hosts was to move the time of the drawing later to take advantage of the leagues that show up later. It was agreed the drawing would be moved to 7:30 after the drawing on the 10th. In addition, President Roderick will ascertain if Fire & Ale would permit table signs to advertise QoH being held.
3. **New Business** – no new business to discuss.
4. **Items added to the Agenda** – President Roderick indicated the SMTD had approached her on joining the Chamber and their new initiatives. Mr. Funk discussed interest in the Chamber implementing an advertising campaign.
5. **Adjourn – Motion was made by Mr. Funk to adjourn the meeting at 12:31pm, with Mrs. Manes seconding. Voice vote with the Ayes having it. Motion passes.**

Respectively Submitted by Michael Moos, Executive Assistant