

Executive Board Meeting Minutes

September 2, 2021, at 12:00 noon via Zoom Conference Call

1. Open Meeting

- i. Roll call – President Roderick called the meeting to order at 12:04. 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.
 1. PPP loan status
 2. Email fix

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 minutes of August 21, 2021, as written, seconded by Mr. Funk. Voice Vote with the ayes having it, motion passes.***
- ii. Treasurer
 1. – Mr. Moos indicated the treasurer report was emailed prior to the meeting for review. ***Motion by Mr. Edwards to approve the August 2021 treasurer' report, seconded by Mr. Funk.*** Discussion on the report with corrections needing to be made. ***Mr. Edwards revised his motion to approve the August 2021 treasurer' report with corrections noted in the discussion. Seconded by Mr. Funk, Voice Vote with the Ayes having it, motion passes.***

3. Executive Assistant Report

- i. Membership Report – Mr. Moos reported the membership is nearly back to last fiscal years count with 52 members renewing their membership and a few more are expected after they receive their reminders
- ii. Chamber Decal – Mr. Funk indicated the decals are in and look good. Mr. Moos suggested that we use the USPS to distribute the decals. He recommended we would include a thank you letter with the mailing. The Board concurred with the suggestion.
- iii. Lloyd IT Services – Mr. Moos provided an update to the Board of a service pricing increase notification received from Lloyd IT Services. It was for future services. Board members were interested in his new costs and requested Mr. Moos to email a copy of the letter to them.

4. Activity/Event Updates

- i. Executive Assistant Search – Mrs. Manes and President Roderick provided an update on the interviews that were setup for last Wednesday and Friday. Of the three appointments we had one no show. One applicant was selected with the Board indicating a letter offering the position should be made and upon acceptance a start date be arranged. ***Motion by Mrs. Manes to submit an offer to Ms. Jessica Benedict at a salary of \$12.50 hour with a probationary period of six months. Mr. Edwards seconded. Voice Vote with the Ayes having it. Motion passes.*** Mrs. Manes will provide a draft letter to Mr. Moos prior going on vacation.
- ii. Events
 1. Queen of Hearts – Mr. Moos indicated the Queen of Hearts crowd has dramatically increased with the jackpot being so high. He estimates that if there is no winner that night that we will be go over 13 thousand dollars in the jackpot. He reminded everyone to advertise/share the posts.
 2. Rest of FY Year Events – President Roderick asked Mr. Moos if he had any greater details on the status of COVID and the Phases set by the State. Mr. Moos indicated nothing new other than the mask mandate. He did indicate that many of the regions are stressed and suggested we continue with conference calls and not plan any in person events yet. The Board concurred and is looking for innovative ways to work for our members while addressing the pandemic rules.

5. For Discussion If Time Permits

- i. Committee Reports
 1. Membership - tabled
 2. Marketing - tabled
 3. 10th Anniversary - tabled
- ii. Chamber Equipment Storage – Mr. Edwards indicated the Villas just purchased a storage building and the Chamber could use part of it for storage. The Board thanked Mr. Edwards and the Villas for their offer. Mr. Moos will work with President Roderick in retrieving Chamber property and moving the items.

6. Items added to the Agenda

- i. PPP Loan status – Mr. Moos reported the letters that he had requested to show the loan was forgiven have been received from the bank. He recommends to now move the funds to the Chamber Operating Account. ***Mrs. Manes made a motion to close the PPP account and move the funds to the Chamber Operating Account, Mr. Funk seconded. Voice Vote with the Ayes having it. Motion passes.***



Sherman Area

Chamber of Commerce

— Est 2013 —

Page 3 of 3

- ii. Email fix – President Roderick indicated the Chamber email account still has Mr. Bull’s name on emails from info@shermanilchamber.org. Mr. Moos indicated he has not been successful in fixing that and will have Mr. Lloyd investigate it.
7. **Adjourn – Motion to Adjourn made by Mr. Edwards, with Mrs. Manes seconding. Voice Vote with the Ayes having it. Motion passes.** Meeting adjourned at 12:56.

Minutes Respectively Submitted by Mr. Mike Moos, Executive Assistant