



## Executive Board Minutes

February 4, 2022, at 12:00 noon via 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](mailto:info@shermanilchamber.org) with your name & email. We will then be able to send you a Zoom invite.*

### 1. Open Meeting

- i. Roll call: President, Sarah Roderick; VP, Gary Funk; Secretary, Andi Manes; member at Large, Rick Edwards; Past President, Sean Bull
- ii. Set the Agenda.

### 2. Old Business

- i. Secretary
  1. Approval of December 2021 minutes: Edwards motioned to approve the minutes. Funk second the motion. Voice vote was taken - Motion carried
- ii. Treasurer
  1. Approval of January 2022 report: Edwards motioned to approve the treasurer's report. Funk second the motion. Discussion was had about Washko report to the State from Queen of Hearts. Manes agreed to have Jessica make this her priority to get this wrapped up. The board also the board wants to explore getting bids from other CPAs to switch from Washko. Voice vote was taken- Motion carried
- iii. Executive Assistant
  1. Vote to Hire – Edwards motioned to hire Jessica Blackford-Cleaton as the new Executive Assistant. Funk second that motion. Voice vote- Motion carried.
  2. Training schedule- Manes reviewed the training schedule with the board
  3. Lap Top & Scanner – Gary motioned to go to Kevin Llyod to purchase a new laptop for the E.A. to use with software for up to \$1500. Edwards second that motion. Voice vote- motion carried. Other discussion was had about connecting Edwards with Jessica to get her the printer/scanner.
- iv. Old membership files- Bull said he would look in the old Drop Box for the old membership records. Funk and Edwards could not find any in the storage boxes.
- v. Constant Contact – Manes gave an update on setting this up
- vi. Removing Text Club – This is on Jessica's to-do list

### 3. Activity/Event Updates

i. Events

1. Queen of Hearts wrap-up- Manes reported that we are waiting on taxes to be paid and the other two organizations to cash their checks and then we will close these accounts.
2. Rest of FY Year Events Calendar
  - a. Easter Egg hunt – Roderick reported that SACC will partner with the Village. Bull and Roderick are working on securing sponsors – April 16th
  - b. Golf Outing May 12<sup>th</sup> – The Rail has the event on their calendar and are waiting for the signed contract. Bull will send it to Manes.
  - c. Annual Meeting – End of March at UCB Community Center. Jessica will help organize
  - d. Approval of 2022 Calendar of Events- The board agreed to the keep the 2022 calendar as a guide and keep it fluid.

**4. For Discussion If Time Permits**

i. Committee Reports

1. Membership – Steps for setting Jessica up for success
2. Marketing - Funk will share marketing information with Jessica and Roderick
3. 10th Anniversary- No discussion was had

**5. Items added to the agenda**

- 6. Adjourn- Funk motioned to adjourn the meeting, Edwards second the motion.  
Meeting adjourned at 1:15pm**