



Executive Board Minutes

March 3rd, 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 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 Executive
Assistant, Jessica Blackford-Cleeton
- ii. Set the Agenda.

2. Old Business

- i. Ed Legner from Country Financial joined the call to talk about the Chamber's current insurance. A question was raised about equipment coverage. Mr. Legner explained options for coverage. Manes mentioned that the Chamber no longer has an employee, therefore we can discontinue employee insurance. Multiple options were discussed in terms of additional policies. Board decided to get more information on each and vote via email on the best option.
- ii. President
 1. Approval of March 2022 minutes: Edwards motioned to approve the minutes. Funk seconded the motion. Voice vote was taken - Motion carried
- iii. Treasurer
 1. Approval of March 2022 report: Funk motioned to approve the treasurer's report. Manes seconded the motion. Voice vote was taken - Motion carried
 2. Discussion was had about the Queen of Heart taxes. Blackford-Cleeton stated that taxes have been paid for federal, but not State (though they have been submitted). The Board talked about the existence of the Community Funds bank account and why there are two separate checking accounts. After discussion the Board decided to move all donations and sponsorships to the account to keep those funds separate. A discussion took place on changing the name as well.

iv. Executive Assistant Report

Blackford-Cleeton discussed her monthly report. UCB Community Building was reserved for the Annual Meeting on August 24th. Easter Egg Hunt Evite created on Facebook. Flyer has been added to the website. Member emails sent with a sponsorship letter asking for cash and in-kind donations for upcoming events.

The letter also asked for volunteers. Members were mailed sponsorship letters asking for cash and in-kind donations for upcoming events. The letter also asked for volunteers. Golf Outing Save the Date created and added to Facebook and website. Andi created a registration and sponsorship form for the Golf Outing. I added to Facebook via an Evite and the website. Member emails sent with Golf Outing and Sponsorship forms. Member mailings sent with Golf Outing and Sponsorship forms. Washko was given the go ahead, per last meeting, to pay Queen of Heart taxes. Per vote at last meeting, a Straight Talk phone and plan has been purchased for the SACC. The phone number is 217-720-1303. The change has been made to socials, website, mailers, etc. Website updated with various events, press releases and all missing agendas and minutes have been added. Two new members were added and new member packets were sent: Williamsville Community Foundation and Habitat for Humanity of Sangamon County. Four business owners that showed interest in becoming members were sent new member forms. Homelight has not updated on sponsorship offer after multiple attempts to connect.

Donations/Sponsorships:

- o 1Stop Auto- \$200 for upcoming events
- o Papa Murphys is providing free dessert/food coupons for egg stuffers
- o County Market is providing eggs and candy
- o Donley Trucking provided \$250 for egg hunt
- o HSHS providing \$500 for the egg hunt
- o The Girl Scouts are providing items for eggs and will also be sending volunteers to help at the egg hunt
- o Jenifer Sellers State Farm provided \$200 for egg hunt
- o Sherman Family Dental provided \$150 for egg hunt
- o Fire Department to assemble bikes
- o The Villas residents are stuffing the eggs
- o Green reached out to sponsor the egg hunt-Sean Bull to reach out
- o Matt Johnson, a local business owner, has expressed interest in sponsoring some of our upcoming events

Emily from new Channel 20 has been informed of our vote and will be working with Sarah regarding streaming commercials. Electronic votes fell as follows:

-The SCAA will move forward with non-skippable TV commercials on streaming for \$500 (12,500 commercials total).

☑ Yes: 5 Votes

☑ No: 0 Votes

-The SCAA will move forward with TV commercials for \$1,295 (100 commercials).

☑ Yes: 1 Vote

☑ No: 4 Votes

Facebook Page Updates:

- o 5 new page likes
- o 2,765 people reached with posts
- o 550 people engaged with posts
- o 7 new page followers

First email through Constant Contact will go out in April.

Easter Egg Hunt Update:

- o The Villas residents will be stuffing eggs
- o I've invited all sponsors to set-up a table at the event
- o All sponsors will have their logo on a banner and "shout-outs" during the event
- o "Thank you" graphic for sponsors added to Facebook, website and evite
- o Sean Bull has acquired a DJ for the event and will be getting 16 bikes as prizes from Wal-Mart. Fire Department to assemble. Estimates for number of children are between 150-200
- o Gary Funk will be our wonderful Easter Bunny
- o Event date/time will be written in sidewalk chalk a week before around the community
- o Bad weather contingency- drive through for eggs and Facebook Live for bike giveaway

Along with the Easter Egg Hunt event, budget prep will begin as well as further prep for the Golf Outing. Casscomm and Andi sponsoring.

3. Activity/Event Updates

i. Events

1. Annual Meeting-August 24th- UCB Community Center. Discussion commenced about the date and questions arose to the lateness. Roderick stated there was not enough time to prepare for the previous date. The new date was selected to be after the finalized annual report.
2. Easter Egg Hunt Update- Roderick and Bull gave updates, sponsor information and day-of prep. Funk asked what time the Board should be on hand to help day of. A timeline was discussed.
3. Golf Outing- discussion was had on date change. Manes stated she many not be in attendance. Sponsorship and registration forms were sent to members. Blackford-Cleeton to follow-up with evites, flyers, dates and sponsorship mailings.

4. For Discussion If Time Permits

No further discussion

5. **Adjourn- Funk motioned to adjourn the meeting, Edwards seconded the motion. Meeting adjourned at 1:00 pm.**