

**Stateline Chamber Board Meeting Minutes- July 20th 2018****I. Call to Order & Roll Call:**

**BOD in attendance:** Tricia Diduch, Stacy Phillips, Anabel Toyne, Adam Lane, Keith Wicklund, Dr. Mike Piller, Clyde Grooms, Angi Kolthoff, John Broda, Ryan Monette, Toni Brown.

**Staff in attendance:** Chuck Gilbert and Karrah Bittner

**BOD Excused:** Nathan Bolin. Diane James

**BOBD Absent:** Rob Gillette

**II. Adoption of Agenda III. Consent Agenda**

• June 22 2018 Meeting Minutes (if approved, to be uploaded to website – any Executive Session to be excluded from minutes) Motion to approve consent agenda by John B. Angi K second, approval was unanimous.

- Women @ Work Committee Minutes (June)
- Ambassador's Minutes (July 3rd)
- Gov't Affairs Committee Minutes (July 9th)
- Membership Committee Minutes (July 12th)

**IV. Officers' Reports**

- President's Report – Ryan Monette

- 1) Encourage members to attend Picnic in Park.
- 2) Golf Play Day: Please review the e-mail sent out with 4 ways to support this event as BOD members. There is one hole sponsorship left.
- 3) General Membership Committee - serves a double purpose of keeping members informed and also providing an annual meeting for all members. Meetings will be planned by Membership committee going forward.
- 4) Awards Banquet Committee - Will be moving date back to late January early February. Planning is already in works. Looking for new location. Also would like to change up the structure of the event a little, upgrading entertainment. If anyone is interested in joining this committee let Ryan M know.

- Treasurer's Report – Nathan Bolin

Ryan M passed out profit & loss and balance sheet to be reviewed by BOD.

- Executive Director Report – Chuck Gilbert

Main St. Square -248 entries, \$401 of prize money to be given away. Keith motions to reimburse Chuck G. for \$320 that he donated, only if Chuck is able to collect the \$500 from Roscoe that was budgeted for. John B second. Passed.

New member Folder is complete and ready to be used.

Chuck G. recently spoke at Roscoe's committee meeting in order to update the village on the Chambers activities.

Chuck will be meeting with the three Mayors to go over questions for Mayoral Forum hosted by the Government affairs committee.

The Chamber will be participating in National Night Out - To be supported and organized by special events committee and ambassadors.

## **V. Standing Committee Reports**

- Finance Committee – Nathan Bolin (No report)

- Marketing Committee – John Broda

Committee is currently working on Community Profile content and quarterly content.

- Membership Committee – Clyde Grooms

Primary Focus is still organizing feedback from calls that went out to “non-paid” past members.

Have collected about 20% of the “unpaid dues”

Would like to do another membership survey, potentially annually.

- Nominating Committee – Tricia Diduch (no report)
- Government Affairs Committee – Diane James (No report)
- Women @ Work Committee – Angi Kolthoff

Picnic in the Park, Tuesday the 24th 5:30pm - 7:00pm, expecting 25-30 people. Men are invited to attend the event.

Working with the Beloit Chamber for the Annual Bi-Chamber Event.

Planning National Business Women's Week (Third week of October) multiple events planned for recognizing women in business during that week.

- Special Events Committee – Anabel Toye

Anabel wanted to thank Chuck for all his hard work going business to business in person during the Main Street Tour.

Business after hours next week July 25 at Stillman Bank

Casino Night has planning in the works, trying nail down location and date by next meeting.

## **VI. Other Committee Reports**

- Personnel Committee – Dr. Mike Piller

Ryan M has a Task for Dr. Mike to re-evaluate the job Descriptions for both office positions to be completed by September.

- Ambassadors – New Ambassadors- Michelle Matthys, Andy Jones.

### **VII. Old Business**

Toni Brown would like to talk about General Membership Luncheon, had 25 people attend the first meeting. Meetings/Group will be called “For the Good of the Membership” going forward.

### **VIII. New Business**

### **IX. Adjournment**

- Next Meeting: August 17th (8:00am, Rocktek Workspace) Motion to adjourn made by Tricia D. John B Seconds.

Meeting Adjourned 9am.

Ambassador meeting: Location: Culvers: August 7, 2018

Welcome: Erika Mohr

Upcoming events:

National Night Out:

Roscoe and So. Beloit

Roscoe: Chamber: tent, chamber display with logo, prizes to kids who play.

Roscoe: Chuck Gilbert, Marge Bauch, Diane James, Keith Wicklund.

So. Beloit: Jim Blevins, Ryan Monette

Ribbon cuttings:

Gateway Bank: 11:00 am, August 23th at new location.

The Gillette Group/RW Baird: 4:30 pm, September 19<sup>th</sup>, 2601 Reid Farm Road, Suite A, Rockford, IL 61114.

Ambassadors wear teal for pictures.

OLD BUSINESS:

Outside the Box:

T-shirt design, color, price of \$15.00. T-shirts (now), long sleeve & sweatshirts (future).

NEW BUSINESS:

Compile procedure/event:

Explore ideas for next scholarship program (2018). Toni Brown, Adam Lane, Jeremy Jones.

Margaret A. Bauch

Committee Chair

## W@W Meeting Notes 8.1.18

In Attendance: Angi Kolthoff (Chair), Branda LaBuy, Karrah Bittner, Kelly Maier, Lea Evers

- Picnic in the Park
  - What went well
    - Good turnout considering it was a summer event and a Tuesday night.
    - Lots of men and Chamber board members in attendance
    - Several non-chamber members in attendance as well
  - What didn't go well
    - Received survey feedback that the price was a bit high and another feedback that they thought it might have been a fundraiser. Mostly positive feedback about the event overall, but the value wasn't there
    - Committee feedback was that this event was difficult to plan, organize and execute.
  - Hold event again next year?
    - If a similar event is held again, we would simplify it much further and likely have a lower cost.
    - More than likely would either suspend events for the summer or hold a different type of event.
- Bi-Chamber Luncheon Committee
  - Thank you to Kelly for creating award nomination application.
  - Encouraged committee members to make Stateline Chamber nominations
  - Men ARE invited to the luncheon
  - There will be NO vendors this year
  - W@W committee to determine luncheon menu at next meeting
- Informed Casino Night Committee that our committee is in support of them holding Casino Night on Friday, October 26<sup>th</sup>
- National Business Women's Week
  - Evening event will feature light appetizers. Strongly considering Goldie's Goodies.
    - Emailed DC Estate Winery again to follow up to see if they can provide wine onsite.
    - Determined location will be NorthPointe
  - Luncheon—need location.
    - Emailed Vito's, Mustangs, (for location and food) and Hoffman House (for off-site catering)
    - Emailed Orchard Farms. Cost is prohibitive.
    - Emailed NorthPointe to see if their room is available for either date.
    - Determined Louie's would be location for luncheon and we would offer buffet with beverages included
      - Need to request dedicated server as last time there was only one server for the entire bar and restaurant. She did a great job, but our group truly needs its own server

The Membership Committee met at its regularly scheduled time and day, 8/9/2018 @ 8:30 am.  
Present were: Clyde Grooms (chair), Chuck Gilbert, Toni Brown, Keith Wicklund (via phone).

The following were discussed.

1. Status of the membership drive phone campaign for those members that had not paid their dues.
  - Those members that continued to say "no" are removed from the membership roster and from the website directory.
  - Those members that are "unable to contact" are removed from the roster and website and placed on the list to contact for next year.
  - The rest will have either sent in their dues or be part of the first 2 categories.
2. Discussed the General Membership Meetings and asked Toni to help with the combined effort of the Ambassadors and the Membership Committee to coordinate these meetings. Next meeting should be mid October.
3. Discussed adding to the events calendar a Manufacturing Expo. Chuck is taking on an initiative to contact and recruit local manufacturers and this type of event could help. Also, if we put together a program in the right way, we may also draw students and teachers that are involved in vocational training and internships. I suggested we might consider asking a guest speaker such as Mike Rowe, the "Dirty Jobs" host and vocational career advocate to join us.
4. Annual membership survey. Last year we completed a survey that we sent to our membership via email. Several priorities were identified from this survey that defined action by our board and committees.

What mattered:

- Create more business networking opportunities
- Start a local government insight/advocacy initiative (Diane)
- Provide more educational opportunities

What doesn't matter:

- How much an educational event costs (up to \$20)

The committee identified several questions that can be removed from the survey for 2018 such as:

- Bulk mail permit use
- Type of discount program offered to chamber members and their customers.

A special Survey meeting is scheduled for August 14, 2018 at the chamber office at 11:00 am to discuss this year's survey.

Next Membership Committee meeting is September 13, 2018 at Farmers Insurance Office.

**Members:** Diane James, Chad DeMarre, Ryan Monette, Chuck Gilbert, and Scott Hall

**Present:** Diane James, Chad DeMarre, and Chuck Gilbert.

**Topic A:** Finalizing the Mayor's Forum –

- a. Discussed that we are waiting on pricing from RockTek before confirming location.
- b. Discussed snacks, drinks, budget and determined we will work with a sponsorship. Chad DeMarre, from InTandem Financial, LLC will sponsor this first program.
- c. Discussed and determined having the event at 5:30pm with a 30 minute opportunity for networking before starting the forum at 6:00pm to end around 7:00pm.

**Topic B:** Finalized the Mayoral questions.

- a. We made adjustments to the questions and Chuck Gilbert will clean them up.
- b. Left open, the possibility of biographies for the mayors.
- c. Discussed the flow of the meeting including the availability of a question/answer session for the chamber members. Determine we have someone collect names of those who may have questions to ask.

**Topic C:** Diane James to introduce our team and any sponsors, reviewing our mission statement, discuss the program (being held), and passing the baton to Chuck Gilbert as moderator.

**Topic D:** Discussed how to promote the event and determined Chuck will work with Rycom on the website, Facebook, and also Daily Herald.

**Topic E:** Discussed having a banner in the form of a table runner, for the Governmental Affairs Council. Diane James to discuss with the board members.

**Topic F:** Started a discussion on the next program. We determined it may be good to look into next year, January time frame. The discussion lead to a workforce planning forum to discuss how manufactures, in the area, are impacted by our need to help bridge the gap between the jobs available and providing the skill sets our children/adults need to fill the jobs available.

**Open items:**

- Location for Mayor's Forum
- Website, Facebook, and Daily Herald promotion items.
- Agreed a \$25 gift certificate to be given to the winner of a business card drawing.

**Next Meeting:** September 10<sup>th</sup> @ 7:30AM