

I. Call to Order & Roll Call**II. Adoption of Agenda****III. Consent Agenda**

- December 14 2018 Meeting Minutes
- January 18 2018 Meeting Minutes
(if approved, to be uploaded to website – any Executive Session to be excluded from minutes)
- Committee Meeting Minutes (those that were submitted)

IV. Officers' Reports

- President's Report – *Ryan Monette*
- Treasurer's Report – *Nathan Bolin*
- Executive Director Report – *Chuck Gilbert*

V. Standing Committee Reports

- Finance Committee – *Nathan Bolin (may be included in Treasurer's Report)*
- Marketing Committee – *John Broda (no report, did not meet)*
- Membership Committee – *Ryan Monette*
- Nominating Committee – *Tricia Diduch*
- Government and Community Affairs Committee – *Ryan Monette (no report, did not meet)*
- Women @ Work Committee – *Angi Kolthoff*
- Special Events Committee – *Anabel Toye*
 - Membership Awards Gala – *Anabel Toye*
- Ambassadors – *Branda LaBuy and/or Lea Evers*

VI. Other Committee Reports

- Personnel Committee – *Dr. Mike Piller*
- RORO Expo – *Kelly Maier*

VII. Old Business**VIII. New Business****IX. Adjournment**

- Next Meeting: March, 15th (8:00am, RockTek)

Board of Directors: Ryan Monette, John Broda, Nathan Bolin, Anabel Toye, Tricia Diduch, Dr. Michael Piller, Stacy Phillips, Angi Kolthoff, Branda LaBuy, Lea Evers, Zachary Townsend
Staff: Chuck Gilbert (Executive Director), Kelly Maier (Office Manager)

Board Meeting - Agenda

December 14, 2018

I. Call to Order & Roll Call

Nathan, Stacy, Diane, Mike, Tricia, Toni, Keith, Clyde, Anabel, Angi, John, Nathan.

Excused: Adam Lane, Tami Kellerman

Staff: ED Chuck Gilbert, Kelly Maier

Others: Ryan Rydell. Brad Brown, Jim Blevins.

II. Adoption of Agenda

Angi makes motion to approve consent agenda, Diane Second. Unanimous consent.

III. Consent Agenda

- November 16, 2018 Meeting Minutes.

(if approved, to be uploaded to website – any Executive Session to be excluded from minutes)

- **Committee Meeting Minutes (those that were submitted)**

IV. Officers' Reports

- **President's Report – Ryan Monette**

-PayPal no longer available for payment processing at the chamber. Square Chip reader will be purchased and used to facilitate onsite payment processing.

-Kelly currently working on and documenting office procedures: e.g. Proper handling of money at events, renewal process, etc. Documents will be presented to the board for review and approval.

-Outsourcing of Payroll and QB reconciliation services. Three bids have been submitted. Chuck and Ryan M will review bids and make a recommendation to the board.

-Renewal invoices have been sent out. Follow up timeline in place.

- **Treasurer's Report – Nathan Bolin**

-Profit and loss reviewed by all present Board members.

-All monies have been collected for Golf Play-day and Casino Night. GPD profit: Around 5 thousand dollars. CN profit: Around one thousand dollars

-Payroll and QB reconciliation services: Nathan recommends the board make a motion to approve spending up to \$300 dollars on QB services.

- Keith makes motion to approve spending up to \$300 per month on Payroll and QB services. Tricia Second. Unanimous consent.

- **Executive Director Report – Chuck Gilbert**

-**Gala:** Working on sponsors for the Awards Gala.

-**Membership:** Invoices have been sent out. Thank you to Kelly for all the time and effort she has put into getting invoices out on time. -Chuck

-**Goals:** Chuck will present 2019 goals at the January BOD meeting.

V. Standing Committee Reports

- **Finance Committee – Nathan Bolin (may be included in Treasurer’s Report)**

- **Marketing Committee – John Broda**

-**RORO:** Sign up and payment options now available on the RORO website.

-Event sponsors can now reserve sponsorships through the SCC website.

- **Membership Committee – Clyde Grooms**

-Membership Drive: Next step in membership drive will be to make follow up calls.

-The committee will create a LinkedIn account and focus on LinkedIn groups to drive more members.

- **Nominating Committee – Tricia Diduch**

-Tricia makes recommendation to appoint Branda LaBuy to the Stateline Chamber Board of Directors.

Open conversation about Branda’s appointment to the BOD.

-Tricia Diduch makes motion to approve Branda LaBuy’s nomination to the board. John Second.

The motion passed with 11 votes in favor and 1 against.

- **Government and Community Affairs Committee – Diane James**

-Upcoming: Meet the candidates’ event. March 19, 2019.

- **Women @ Work Committee – Angi Kolthoff**

-No report

- **Special Events Committee – Anabel Toye**

- a. **Membership Awards Gala – Anabel Toye**

-Focusing on ticket sales and sponsorships.

- b. **RORO Expo – Kelly Maier**

-14 Booths currently sold/paid. Site is performing wonderfully. New layout available on website. New booth numbers this year.

Board Meeting - Agenda

January 18, 2018

I. Call to Order & Roll Call

Lea, Michael, Nathan, Branda, Zachary, Anabel, John, Ryan, Angi, Tricia

Staff: Kelly, Chuck

Absent Clyde, Adam

Excused: Stacy Phillips

II. Adoption of Agenda

Nathan makes motion to approve agenda. Anabel second. Unanimous consent.

III. Consent Agenda

- **December 14, 2018 Meeting Minutes**

-December minutes will be included in February agenda for approval.

(if approved, to be uploaded to website – any Executive Session to be excluded from minutes)

- **Committee Meeting Minutes (those that were submitted)**

IV. Officers' Reports

- **President's Report – Ryan Monette**

-Parma Tax and accounting has been hired to take over payroll and QuickBooks reconciliation services.

-Branda LaBuy and Lea Evers have been appointed as Ambassador committee Co-Chairs.

-Ambassador and Board member membership dues to be paid in full by February 28, 2019.

-John makes motion to vote on incorporating a due date for ambassadors and board members to have dues paid by February 28, 2019. Nathan Second.

Vote: Lea-AYE, Michael-AYE, Nathan-AYE, Branda-AYE, Zachary-AYE, Anabel-AYE, John-AYE, Ryan-AYE, Angi-AYE, Tricia-AYE.

-Ryan will Chair Gov affairs and Membership committees for the time being.

-Ryan appoints Zachary Townsend to fill a vacancy on the Stateline Chamber Board of Directors.

Ryan makes request for a vote from present Board members to approve his appointment of Mr. Zachary Townsend.

Vote: Angi-AYE, Tricia-AYE, Michael-AYE, Branda-AYE, Anabel-AYE, John-AYE.

-Resignations: Adam Lane and Clyde Grooms have submitted letters of resignations from the board. Angi makes motion to approve resignation. Nathan Second. Unanimous consent.

-Update on signees from the prepared statement presented by Toni Brown at December 18, 2018 BOD's meeting. This statement has a total of 22 signees. 4 were current BOD's when the statement was presented. Ryan has reached out to 10 of the signees and spoken directly to 2. Conversations went great. Some of the individuals who signed the letter have stated that they did not know what they were signing, and others felt pressured to sign the statement/letter.

BHA-Great attendance at the Triple Crown Baseball Ribbon Cutting and Business After Hours.

- **Treasurer's Report – Nathan Bolin**
- **Executive Director Report – Chuck Gilbert**

-Goal for 2019-membership drive, focusing on manufacturers, HCHS- manufacturing education for students, Develop strategic plan for all committees. Annual report will be published. Date TBD

V. Standing Committee Reports

- **Finance Committee – Nathan Bolin (may be included in Treasurer's Report)**

-2018 Annual operating budget reviewed. New members and sponsorships are critical to the success of the chamber. Bank Balance as of Dec 31, 2018- 12,000.

-GPD June 14, 2018- Budget to be approved by the board. First GPD meeting on January 21st at the chamber office. Nathan makes motion to approve GPD budget. John Second. Unanimous consent.

- **Marketing Committee – John Broda**

Membership dues: Collection calls begin Feb 1st. Unpaid member emails will be removed from our contact list.

-Membership discount card in the works.

-Marketing committee looking for members.

- **Membership Committee – TBD**

-No report

- **Nominating Committee – Tricia Diduch**

-Tricia makes recommendation to appoint Lea Evers to the Stateline Chamber Board of Directors.

- **Government and Community Affairs Committee – TBD**

-NO Report

- **Women @ Work Committee – Angi Kolthoff**

-Board night at Ericas Board Creations event on Wed February 27, 2018. Ryan M will sponsor drinks for this event.

- **Special Events Committee – Anabel Toye**

- A. L&L

- a. Q1 - John Broda Feb 20 - Confirmed and Marketed
- b. Q2 - Branding, April 17 - RyCOM - Confirmed
- c. Q3- Stateline YMCA - Chuck is contacting ED
- d. Q4- Healthy Lifestyle - Dr. Piller

- B. BAH

- e. February 13 - Dr. Piller/ Lifestyle Chiropractic. February 13th.
- f. March 13th - Camping World - Chuck will reach out.
- g. May 8 - Chuck will reach out to Jason Brunke at HCHS
- h. June 12 - Integrative Medical Associates TBD Angi
- i. July 10th - Stateline Baseball @ Leland Park - Ryan
- j. August 14 - Dairyhaus - Kelly asking on 1/17/19
- k. November 13 - Bi-Chamber

- o **Membership Awards Gala – Anabel Toye**

- C. 50 tickets sold, goal of 160. Josh Calhoun will be our entertainment for the night. Asking for liquor donations form.

- **Ambassadors -**

Next meeting TBD

VI. Other Committee Reports

- **Personnel Committee – Dr. Mike Piller**

-No report

- **RORO Expo – Kelly Maier**

VII. Old Business

VIII. New Business

IX. Adjournment 9:30am

Tricia makes motion to adjourn. Angi Second

- **Next Meeting: February 15th (8:00am, RockTek)**

Board of Directors: Ryan Monette, John Broda, Nathan Bolin, Anabel Toye, Clyde Grooms, Tricia

Diduch, Dr. Michael Piller, Stacy Phillips, Angi Kolthoff, Adam Lane

Staff: Chuck Gilbert (Executive Director), Kelly Maier (Office Manager)

Special Events Committee Meeting
December 16, 2019
RyCOM Creative Office
Committee Chair: Anabel Toye

Members: Anabel Toye, Angi Kolthoff, Branda LaBuy, Kelly Maier

A. L&L

- a. **Q1 - John Broda Feb 20 - Confirmed and Marketed**
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- d. **Q4- Healthy Lifestyle - Dr. Piller- Angi to reach out**

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- a. **February 13 - Dr. Piller/ Lifestyle Chiropractic. February 13th.**
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- e. **July 10th - Stateline Baseball @ Leland Park - Ryan**
- f. **August 14 - Dairyhaus - Kelly asking on 1/17/19**
- g. **November 13 - Bi-Chamber**

Next meeting: February 20, 10am @ RyCOM

Membership Awards Gala Meeting Date: 2/1/19

Members: Kelly Maier, Branda LaBuy, Ryan Rydell, Anabel Toyne

- Flowers -
 - Glitz-n-Go doing \$15 arrangements in exchange for program recognition.
 - 15 tables
- Entertainment -
 - Kelly got contract to Josh. e-approving it and bringing signed copy to Gala.
- Sponsors -
 - (2) Bar sponsors were left unsold.
- Awards -
 - Business of the Year - American Aluminum Extrusion
 - Pride of the Stateline- Talcott Free Library
 - Lifetime Achievement- Cyndy Fogarty
 - Entrepreneur of the year - Triple Crown Baseball
 - Community Service- Ray Ferguson
 - Ambassadors Award- Marge Bauch
 - Member Award-
- Registration - As of 2/1/19
 - 99 confirmed, 12 full tables, 1 partial table.
 - 15 tentative tickets: Beloit Regional Hospice (table), Forest City Gear, Country Cottage,
 - Chuck was going to contact the villages personally go get them to have representation at the Gala 1/31/19. - Chuck will go to Scott Sanders Office 2/1
- Raffles• Liquor Pull• 50/50
 - Wine to Valentines Basket.
 - Jewelry update.
 - Liquor Pull - 21 bottles at the chamber office.
- Volunteers needed:
 - Have (6) HCHS students. 4 girls, 2 guys.
 - Registration - (2) HCHS Students
 - Jewelry/ Spa - (1) HCHS Student
 - 50/50 - (1) HCHS Student
 - Liquor Pull - Any Volunteers?
 - Greeters/Door holders - HCHS Boys
- Speaking -
 - Script for the night - RyCOM. Strict time schedule!
 - Chuck's Talking points for script.
 - Announce raffles
- Program -
 - Complete & Ordered.
- Other ideas -

- Commit to a sponsorship for any chamber event and double your casino cash value. Need new casino night Checks.
- Things to bring:
 - ~~Layout to Taylor~~
 - ~~Place Cards~~
 - ~~Boxes for jewelry raffle~~
 - ~~Flowers for valentines raffle~~
 - Items to bring
 - ~~Table cloth~~
 - ~~Event sign~~
 - ~~Sign with events~~
 - ~~Check in sheet attendees~~
 - ~~Place cards fix a few, add additions~~
 - ~~Tablet with square (2)~~
 - Projector
 - ~~Screen from chamber office~~
 - ~~Backdrop~~
 - Podium
 - ~~Sponsor Banners~~
 - ~~Chamber Banners from chamber office~~
 - ~~Orange Carpet~~
 - ~~Josh's Check~~
 - ~~Final Payment Check~~
 - ~~Awards~~
 - ~~Tickets for 50/50~~
 - Money Bags
 - ~~50/50 \$100 in 5s and 10s~~
 - ~~Liquor Pull \$200 in 20s~~
 - ~~Jewelry/Spa \$200 in 20s~~
 - ~~Registration~~
 - Signs
 - 50/50
 - Liquor Pull
 - Valentine's Basket
 - Jewelry Raffle
 - Bar Signs (2)
 - Table Sponsors

Next Meeting: February 5th, 9am @ RyCOM.

Membership Committee

The liaison between the Board / Staff, and our Business Members. This committee helps to keep our services in line with what our membership wants and needs by keeping their finger on the pulse of our community and members and making recommendations back to the Board accordingly.

Membership Committee Meeting: February 11th, 2019

Attendees: Ryan Monette (Chair), Chuck Gilbert (ED), Branda LaBuy

Agenda Items & Discussion:

- 1) Business Member Survey & Results
 - a. Goal: review previous survey and abstract results into meaningful takeaways
- 2) Prospective Membership Campaign
 - a. Goal: review the primary prospective members to follow up with from the membership campaign mailing, make intro/sales phone calls and/or schedule sales meetings
- 3) Opportunity to Work with Ambassadors
 - a. Goal: identify overlap of Ambassadors supporting the mission of this committee