



Board Meeting Minutes | Friday, August 18, 2017

August 18, 2017

I. Consent Agenda:

- a. Quorum Establishment: Chris Chappel called the regular board meeting of the Greater Palmer Chamber of Commerce to order, with a quorum established at 8:09am. Board members in attendance: Chris Chappel, Chad Bostick, Anne Thomas, Ailis Vann, Cassi Campbell, DanaLyn Dalrymple, Gordon Fletcher, Justin Saunders and Cecil Sanders. Absent: Jehnifer Ehmann, Kelly Larson. Staff in attendance: Ralph Renzi, Executive Director present.
- b. Agenda Approval: New item: h.) One minute update on website by Cecil Sanders. It was moved and seconded to approve the agenda as corrected and passed unanimously.

II. Minutes Approval: One tiny, little, spacing error, "Dana Lyn", to, "DanaLyn". It was moved and seconded to approve the minutes as corrected and passed unanimously.

III. Persons to be Heard: There were no persons to be heard.

IV. Reports:

- a. President's Report: Emailed to the board, printed copies to those in attendance. A busy and strenuous month for Chris with the completion of Yoga on the Butte being only one of the many commitments made throughout the month. Executive Assistant resumes have been pared to a few qualifying applicants and upcoming interviews to take place this afternoon. Ralph Renzi, Ailis Vann, Cassi Campbell and Gordon Fletcher will make up the final interviewing panel. It was moved and seconded to approve the President's Report and passed unanimously.
- b. Treasurer's Report: Emailed to the board, printed copies to those in attendance. Chad discussed his concern about monthly and YTD net income. With seasonal activity and events this trend is understandable. Investment account doing well. Chad prepared and submitted an investment policy compliance memo outlining guidelines for individuals involved in the monitoring and managing of the investment portfolio. Committee discussion will occur involving expectations surrounding the cash reserve account. It was moved and seconded to approve the Treasurer's Report as submitted and passed unanimously.
- c. Executive Director's Report: Emailed to the board, printed copies to those in attendance. Another task filled month for Ralph. With the annual audit, Alaska Business Week, scheduling interesting speakers, co-coordinating the joint State Fair meeting, Interactions with PEDAs and weekly meetings to set up with no administrative assistant, Ralph has done a fantastic job. New members to be called assigned.

IV. Discussion & Action Items:

- a. Letter of Support: MSRMC Behavioral Health Unit letter of support sent by board members. There are additional opportunities for members to submit personal letters of support.

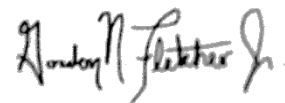
- b. Audit Update: Chad spent two days with Ralph working on Chamber audit. Report will be completed and submitted upon completion.
- c. 2017-18 GPCC Budget: Financial Committee to meet and discuss next year's annual budget. Chris Chappel committed to chair the meeting. Discussion revolved around attendance and format/ agenda.
- d. State Chamber: The Greater Palmer Chamber of Commerce was not notified and received no correspondence for the State of Alaska Chamber of Commerce Convention in Sitka. With the abandonment of Executive Director workshops and training, the expense of sending an individual to Sitka appears to outweigh the benefit. There are major questions surrounding the lack of enrichment, networking and value of state membership and involvement. Chad and Cassi suggested we communicate these concerns via formal correspondence and await a response before severing ties completely. DanaLyn shared an idea of initiating a, Small Business State Chamber convention.
- e. State Fair Luncheon: Ralph has been busy coordinating the joint luncheon, which will be held at the Borealis Tent, catered by Fox Run and featuring Senator Lisa Murkowski. Plans are solid, tickets have been disappearing and with the amount of lessons learned from prior years, this year should be an overwhelming success.
- f. Executive Assistant: Six interviews for the Administrative Assistant position taking place today. DanaLyn updated the board on incorporating PEDDA in the workload of the Assistant position. If approved, the position could involve ongoing event coordination between our two entities, expanding salary and hopefully increasing the quality of candidate for the shared position.
- g. Auction Update: Ailis updated the board on the event. U-Haul procurement, liquor license, tables from ice arena with more duties still being assigned. Still collecting prizes etc. ideas still flying! A lot of excitement surrounding this year's event. Saving the bulk of brainstorming for the committee meetings.
- h. Website Update: 60 seconds starts now... Cecil informed us about the more nuanced details of the site. Ralph has met with Jessie. Backend and structure complete and we now enter spit and polish mode making it shine.

V. **Next Board Meeting**: September 15, 2017

VI. **Adjournment**: There being no further business to address, it was moved to adjourn the meeting at 9:17 AM. Motion passed unanimously.

Round Table

Humbly Submitted,



Gordon N Fletcher Jr.

Secretary