



**Columbia Chamber of Commerce –Board Meeting Minutes – 10/7/09**

Meeting called to order by Debra Rose at 6:37 PM held at the **Columbia Hills Country Club**.

- Roll Call:**
- [X] Debra Rose-President (09,10,11,12)
  - [X] Louren Price-Vice President (09,10)
  - [X] Patty Rolko -Treasurer (09,10,11)
  - [X] Lynne Cook- Secretary (09,10,11)
  - [X] Wayne Brassell – (09,10,11)
  - [X] Marnie Butler – (09,10,11,12)
  - [ ] Joe Desmont – (09,10)
  - [X] Ray Gurnick- (08,09,10)
  - [X] Pepper Richardson – (09,10,11)
  - [X] Vi Seidel - (09,10,11,12)
  - [ ] Jim Wright Sr. -(08,09,10)

**PREVIOUS MINUTES: 9/2/09**

Debra Rose asked for a motion to be made on the following board minutes for 9/2/09 with corrections. Lou Price made a motion, Marnie Butler 2<sup>nd</sup> motion to approve the 9/2/09 board meeting minutes. Debra Rose called the motion to vote: 8 Yes, 0 No, 1 abstained.

**TREASURER REPORT:**

□ **ACCOUNT BALANCES**

- Main Account Balance – \$1,751.83
- Homecoming Account Balance -\$6,013.80
- Miss Liberty Account Balance - \$672.22

□ **PRESENT BILLS FOR PAYMENT**

The total bills presented for payment were from the Homecoming account for \$200.00. This was for the OFEA 2010 dues.

Debra Rose asked for a motion to be made on paying the bill as presented. Lou Price made a motion, Vi Seidel 2<sup>nd</sup> motion to paying the \$200.00 out of the Homecoming account for the OFEA dues. Debra Rose called the motion to vote: 8 Yes, 0 No, 1 abstained.

**OLD BUSINESS**

□ **POLICIES**

- **Debra will create Policy Manual Draft for board review.**  
 This was tabled until a later date.

**NEW BUSINESS**

□ **Newsletter & Member Mailings**

- October mailing – (Nomination request sent out) Pepper Richardson will be handling.
- November mailing – (Ballots for election sent out in this issue)
- December mailing – Xmas Party notification
- **Postcard mailing of upcoming member meeting and news releases**
  - **11/18/09 Member Meeting-KAISER Confirmed**
  - **12/16/09 Christmas Dinner**
    - Debbie Brassell will be making up the baskets this year.

*The meeting was suspended from 7:26 p.m. to 7:41 p.m. for dinner.*

## **COMMITTEES**

- **BENEFITS-Pepper Richardson**
  - I Buy Neo
  - COSE – Cose representative has re-contacted us. They have given our members special rate of \$99.00 to attend the COSE Conference 10/21/09 & 10/22/09. There will be 65 education breakout sessions.
  - Kaiser –Signed also has Dental, and all members will be receiving a packet.
  - New Ideas
- **HOMECOMING FESTIVAL – 6/25, 6/26 & 6/27/2010-Debra Rose**  
Next committee meeting 10/11/09 @ 7:00pm Columbia Townhall New hours: Sunday we will close at 8 p.m. Fireworks will be on Saturday with a rain date of Sunday to be held at dark.
- **OFEA CONVENTION – 11/13, 11/14, & 11/15/09**  
Wayne suggested that since we are speakers at the convention we should receive credit on either the hotel bill or the dues for OFEA. Both Pepper & Marnie will be speaking. Pepper will be speaking on websites and Marnie will do a presentation on low cost advertising. Debra asks for a motion to pay expenses. Marnie made a motion that if Debra is unable to have the chamber pay the \$60/pp expenses for the speakers that no more that 6 people attend. That did not go for a vote, but  
  
**Patty made a motion that the chamber pays for no more than 6 individuals at \$60.00 each out of the Homecoming budget. Marnie 2<sup>nd</sup> the motion. Debra Rose called the motion to vote: 8 Yes, 0 No, 1 abstained.**
- **ENGINE SHOW – 6/5 & 6/6/09 –Debra Rose**  
Jeff Schultz from La Grange is interested in our Engine Show. We should announce their show at our Engine Show.
- **COMMUNITY GUIDE- Debra Rose**
  - Officers working to resolve this issue as to whether we will be going forward with this project. Either cancelled or modified. At present it is only 16 pages. Debra suggested canceling and Herald Printing wants to continue. Wayne suggested putting a hold on the project so as not to cheapen the product. We have tried to hire salesmen, but there is just no money to be had.
  - Deadline for ads complete to Herald Printing 11/13/09.
  - Will take approximately 2-3 weeks to print.

- **FESTIVAL OF TREES –Wayne Brassell**
  - **Redesign forms-Completed**
  - **Deadline for sponsors –11/13/09**
  - **Set up trees with lights-11/21/09**
  - **Communications Dept to create marketing plan**
  - **Debra Rose to send out sponsorship letters to last years participants.**  
 Letters to past sponsors will be sent out. There will be a sign in front of each of the caricatures. Those will be: Santa, Snow Man, Elf, Nutcracker, Rudolph, Bell, Mrs. Claus, Mrs. Snow Man, Christmas Gifts, and School Team.
  
- **WEBSITE-Pepper Richardson**  
 The website had 29635 hits last month and 365480 for the year. Neighborhood Services is #2. Wayne suggested changing Kudos page to Member Spotlight.
  
- **MEMBERSHIP-Wayne Brassell**  
 We have 70 members and 7 courtesy members for a total of 77 members. The new drive will begin in January with an incentive to existing members to sign up new members. Wayne asked who would do the tracking, and it was decided that Pepper would handle that. The incentive would either be a free ad or a food incentive. The dues would remain the same.
  
- **BOARD MEETING SPEAKER SCHEDULE**  
 10/7/09- Lorain County Sheriff Deputy-Regarding Columbia Safety unavailable  
 11/4/09- Lorain County Sheriff might be available this date.  
 2/2/09-
  
- **MEMBER MEETING SPEAKER SCHEDULE**  
 11/18/09 –KAISER-Also sponsoring event.  
 In 2010 the general meetings will be held in April, July, October and December (Christmas Party)
  
- **SPECIAL SEMINARS**
  - **Chamber Master Training-On going**
  
- **SCHOLARSHIP-Lou Price**  
 No report
  
- **AMBASSADORS**  
 No report
  
- **JR AMBASSADORS-Pepper Richardson**  
 Next meeting TBA @ 6:00pm Townhall No report
  
- **ADVOCACY-Ray Gurnick**  
 No report
  
- **MARKETING-Marnie Butler**  
 The draft for the Festival of Trees article has been sent for approval.
  
- **GRANTS-Lou Price**  
 We have spoken with a grant writer and the question has come up where exactly do we want to go and how better to proceed. This matter requires further discussion.

□ **COLUMBIA SAFETY-Patty Rolko**

Patty needed 10 people to go ahead with Columbia Safety. She got Great Lakes, which was a new company and is going ahead with the project hoping to get more to join. Patty wants to advertise in Eaton Township as well. Billing will be in 3-month increments.

□ **NOMINATION COMMITTEE**

- Nominations to be presented at 10/7/09 meeting by nominating committee.
- Vi nominated the present Executive Board for reelection. Joe nominated Pepper for Secretary, but she declined the nomination. Since Lynne was nominated for a position she could no longer serve on the committee and withdrew from the committee.
- Election slate for Executive Board is as follows:
  - President-Debra Rose
  - Vice President-Lou Price
  - Treasurer-Patty Rolko
  - Secretary-Lynn Cook
- Ballots for voting will be sent to the membership in November for elections in December.

□ **FINANCE & BUDGET COMMITTEE-Patty Rolko**

The committee will hold a meeting later this year.

**COMMENTS**

Debra mentioned that all the paperwork from the creation of the foundation was given to the Board to read over. We had an issue with donations not being tax deductible, which was the same problem we came to the accountant with over a year ago. In order for us to accept donations we need to be able to have a tax shelter. Advertising and sponsorships are tax deductible but donations such as property are not.

Patty Rolko discussed the details of why the Chamber needed to have a 501(c)(3) tax status and that she wanted to file the 1023 paperwork with the IRS accordingly. Ray suggested that we make a motion to file a 1023 for the chamber so that it can accept donations.

**Marnie Butler made this motion to file 1023 with the IRS for a 501(c)(3) tax status; motion was 2<sup>nd</sup> by Ray Gurnick. Debra Rose called for a vote and 7 Yes, Wayne Brassell stated he would vote no on the issue. 1 No, 1 Abstained. The motion was passed. There was much discussion afterward, and Ray stated that he would like to resend his motion, asked that it be tabled until another time. No second was made on this motion.**

**Motion to adjourn the meeting was made by Vi Seidel and Lou Price 2<sup>nd</sup> motion. Debra Rose called for a vote on the motion and Motion was carried by unanimous vote 10 Yes, 0 No, 0 abstained. Meeting adjourned at 10:00 p.m.**

**Debra J. Rose (Signature on file)**

Debra J. Rose/President

**Lynne Cook (Signature on file)**

Lynne Cook/Secretary

Date Accepted: 11/4/09