

Sartell Area Chamber of Commerce Inc.

Board of Directors Meeting

Meeting Minutes
May 25, 2010

Opening:

The regular board of directors meeting of the Sartell Area Chamber of Commerce Inc. was called to order at 12:00 pm on May 25, 2010 at G-Allen's, Sartell by Nick Colatrella.

Present:

Tom Templin, Christa Halonen, Amanda Schreiner, Walker Brown, Shawna Hanson, Cheri Carlson, Nick Colatrella, , Deb Paul, Cathy Vande Vrede and Ron Dietl.

Absent, Jason Mathiasen

I. Officer Reports

a. President, Nick Colatrella

- i. Senior Awards Night is scheduled for June 2 at 7 pm at the Sartell High School Auditorium. The chamber will award four scholarship winners with \$500 each. The winners will attend the membership meeting on Tuesday, June 8.
- ii. The next quarterly meeting with the city and chamber is scheduled for Tuesday, July 13. Cathy will invite council members Joe Perske & Pat Lynch to attend.
- iii. June board meeting will be a mid-year planning meeting. Cheri Landwehr will be present to discuss finances.
- iv. MN Chamber of Commerce Executives is having a conference in St. Cloud on June 3. Nick, Deb and Cathy are planning to attend.
- v. Meeting was held last week with Chris Kosloski to discuss admin position. Discussion to increase hours if budget allows. Nick will meet with Ron to discuss budget.

- vi. Paul Hanson has contacted the chamber regarding the Pinecone Central Park project. It has been requested that the chamber sells 500 raffle tickets at \$20 per ticket. Their goal is to raise 40k. Discussion of chamber expectations for this project. Paul will be contacted to announce their plan to chamber members during meeting and possibly sell tickets after meeting. Motion made by Deb to donate \$1,000 towards project, second by Amanda. Motion carried.

b. President Elect – Deb Paul

- i. Discussion of sole proprietor fee, visitor fee and multiple member fee for membership lunches. The following changes were discussed.

Monthly presenter may invite up to 5 guests to attend meeting and receive free lunch for each guest.

Each business membership may bring up to 2 representatives per meeting. There will be a lunch fee of \$5 for each additional paid guest at the door.

Temporary membership (Not associated with a business, but would like to join as an individual) may visit 2 times at the fee of \$15 per visit.

Potential members may visit 2 times for no fee.

Motion made by Walker to approve, second by Cheri. Motion carried.

c. Vice President – Amanda Schreiner

- i. Would like timeline for each chamber event.
- ii. A list of questions for membership visits is being created. Shawna will type and send out to board members. Cathy will send out revised membership list.

d. Treasurer – Ron Dietl

- i. Current budget reports will be available for next board meeting.

e. Administrative Assistant – Cathy Vande Vrede

- i. Discussion of website merchant processing quotes. The QuickBooks merchant services are less expensive and will provide an instant entry in the QuickBooks file for online transactions. This will save on entry time. Motion made by Deb to use intuit QuickBooks for new website. Second by Ron. Motion carried.

- ii. The nearly completed website was shown to board members. Goal is to launch by June 8.
- iii. Future board meeting minutes will be approved upon at each monthly board meeting.
- iv. Bus tour attendance near 90.
- v. Discussion on seating arrangements for June membership meeting. Decision made by all to continue arrangement with tables as normal. Cathy will contact Patti at city hall.
- vi. Current membership is 146.
- vii. June membership meeting agenda discussion
- viii. New membership name tags were made. Table will be moved to corner near food line to alleviate traffic flow by the front entrance.

II. Committee Updates

- a. Marketing – Shawna Hanson
 - i. Recruitment drive – Shawna will be responsible for picking up gift cards for guests who attend meeting. Cathy will send out reminder for membership drive with monthly rsvp.
- b. Community Showcase – Cheri Carlson
 - i. There was discussion on theme and new ideas for next years event at last committee meeting. Lions will again host breakfast. Working on having local organizations participate such as churches, scout groups, ect.
- c. Rock N Block – Walker Brown
 - i. Had meeting with Leighton. Would like to expand on kids events. Event time scheduled for 3-11 pm. Events include professional BBQ contest, karaoke and kids zone. Permit for signs in process. Next committee meeting will take place on Monday.
- d. Golf Outing – Ron Dietl
 - i. Rates will stay the same as last year. Working on having a more competitive game. Encouraging sponsorship. Volunteer sign up will be available at June 8 meeting.

e. SummerFest

- i. Deb will follow up with Shelly Teff for parade float. Great River Bowl will have own float.

f. Ambassador Club

- i. Due to the number of new members, the ambassador list needs to be divided and brought up to date.

d. Recognition Banquet – Deb Paul

- i. Blackberry was contacted regarding buffet meal vs. plated. They were unsure as to why there was a change and assures the banquet next year is a sit down plated meal.

III. Community Education Liaison – Nick Colatrella / Deb Paul

- a. Last meeting was with elementary principals.

IV. Future meetings

- a. Nest board meeting is scheduled for Tuesday, July 13 at 12:00 pm at the District Office. Meeting will be approximately two hours.

V. Meeting Adjourn