

Jacksonville Chamber of Commerce & Business Association

Board Meeting Minutes

Meeting Date: April 6, 2023

Call to order: A board meeting of the Jacksonville Chamber of Commerce was held at the Bella Union on Thursday, April 6, 2023. The meeting convened at 8:30am.

Board members in attendance: President- Brian Dunn, VP- James Soule, Secretary- Mike Gantenbein/Mary Kell, James Soule, Belita Palu-ay, Don Tollefson, Mary Kell, Helena Lopez, Jerry Hayes, Lorraine Akin, Arlis Duncan, new board members Meghann Walk (Hummingbird Estate), Sarah Woodbury (Calathea Home & Gift)

Director: Amanda Moreira

Visitors: Bud and Bob Krum, Masons, Todd (Applegate Vine Wine Tours), Kristin (Jefferson Farm Kitchen) – all are members

Approval of Minutes From Prior Board Meeting: The minutes of the meeting held on March 2, 2023 were approved and posted to the Jacksonville Chamber of Commerce website.

General meeting

Current Business

- New Board Member welcome (Brian)
 - Luis is dropping off the board
 - We have one other board position open as well
- 2023 Events (Marketing Committee update)
 - Moving forward on several projects
 - Trolley tour of inns is happening
 - Mother's Day – Fox26 promotion in the works
 - Brian D – we need volunteers on our big projects around the year
- Second Trolley purchase update (grants, storage, contracts, logistics, services)
 - Purchase is in the works – grants pending
 - Will be used for winery tours in and around Jacksonville
- Grants
 - TLT grant
 - OWE grant (approved)
 - Trolley purchase (pending)
 - Travel Oregon grant

New Business

- Contracts
 - Bookkeeper

- Trolley services
 - Current contract review at April city council meeting
 - Review current insurance
- New sub-committee creation and assignments (executive board)
 - Membership committee
 - Marketing committee
 - Finance committee
- 2023 membership renewal (April – Monday, April 10)
 - Dues remain the same for this year
- Brochures
 - Currently being updated
 - Scheduled for May reprint
- 2023-2024 budget and planning
 - Due to City in April
 - 2022-2023 recap at 5/2 City Council meeting
- Change required in account access on the People’s Bank account:
 - Remove Arlis Duncan
 - Add Brian Dunn (Chamber Board President)
 - we are going to open a business credit card at People’s Bank. It will be in the business name and individual names for:
 - Jerry Hayes (Chamber Board Treasurer) and Amanda Moreira (Chamber Director).
 - Total credit line (matches current) \$30,000- this will be the credit limit on Jerry’s card. Amanda as authorized user will be given a credit limit of \$10,000.
- Other
 - Quarterly Mixer
 - Date TBD at Williams Creek Ranch
 - Offering Vendor spaces at their April Open House
 - We still need to have a city liaison
 - City says they are not set up to supply a person
 - Mayor recommends sending invitations to council members
 - Review of recent events
 - Enhance the Romance – not very effective
 - Need to repeat annually to get traction
 - Maybe we should try a different offer that increases retail business
 - Maybe we need an Events committee?
 - JAAMS – got lots of photos & video taken for future promotion
 - Positive feedback
 - People asked about all-day passes
 - Need to analyze the financials of this event
 - Aim to include more art next year
 - Artwalks
 - Holding off due to lack of support

- Flags for holiday season
 - Need to receive a grant to finance (TLT in August)
- Need to find a larger storage area for barricade equipment
 - Looking for combined storage for two trolleys and other Chamber equipment
 - 2nd trolley can help pay for this plus other activities

Financials

- Financial Update (Jerry)
 - Familiarizing with Quickbooks
 - Change from volunteer to paid accountant
 - TLT funds need proper management
 - Will be providing a P&L report each month
 - \$75k profit shown for 2022
 - Heading finance committee

On Hold

- Purchase flags for holiday season- grant application?
- Pickle Ball petition (Amanda)

Next Meeting:

- Thursday, May 4th at 8:30am. Location: Bella Union