



COLUMBIA

CHAMBER of COMMERCE

SERVING COLUMBIA TOWNSHIP SINCE 1993

Columbia Chamber of Commerce –Board Meeting Minutes – 3/5/08

Meeting called to order by Debra Rose at 6:51 held at the **Columbia Hills Country Club**.

Roll Call:

- [X] Debra Rose-President
- [X] Ron Krisko-Vice President
- [] Vacant Position -Treasurer
- [X] Marnie Butler- Secretary – arrived 1 hour late
- [] Ray Gurnick- (08,09,10)
- [X] Jim Wright Sr. - (08,09,10) – left when Marnie arrived
- [] Dennis Ross - (07,08)
- [X] Wayne Brassell – (07,08)
- [] Joe Desmont – (07,08)
- [] Jim Jenkins – (08)
- [X] Louren Price – (08)
- [] Carolyn Yanke – (08)

PREVIOUS MINUTES:

Marnie Butler read previous minutes from 1/30/08.

Ron Krisko made a motion that we approve minutes with corrections, Jim Wright 2nd motion, Debra Rose called motion to vote – 6 yes, 0 no, 1 abstained. Motion carried.

TREASURER REPORT: *Main Account Balance – \$3442.52*
Engine Show - \$145.05
Homecoming Account Balance - \$3175.56
Community Foundation – \$23,615.88

TREASURER

Debra Rose informed the board that Frank Palmer resigned due to health reasons and because the position entailed more than he was able to give. Debra asked Joe Desmont if he would be interested in the vacant position as a possible replacement. The definition of the Treasurer's duties verse what the hired CPA firm currently does was discussed and how the future Treasurer duties will be performed. Debra explained that the Treasurer would write the checks for outstanding bills for the Chamber, Homecoming, Engine Show and Foundation once they have been approved & keep accurate records so when our reports are turned into the CPA firm, they are correct. The CPA has the needed software to make sure that everything balances correctly once the Treasurer completes their check and balance. Debra said that the reports were just logged on an Excel spreadsheet.

Marnie Butler also inquired how the ride company really needs to be audited during the homecoming festival and this is a job that Sally Roscoe, the former Treasurer did two years ago. This process was not done last year and Debra proceeded to inform the board that we do make a commission from the ride company based on ticket sales for the rides. Our attendance was higher last year than the year before and we made about the same amount of money for a commission from the previous year. The board discussed possibly getting tickets and wristbands that would be numbered. We would have the ride company distribute these for their sales during our festival and this would allow the chamber to track sales and verify our commission. We would give them to the ride company daily and at the end of the day; we would need this counted out on each day.

Joe Desmont agreed that he would take on the duties as the new Treasurer based on all of this information and other board members offered to help with the auditing of the ride company during the festival.

Ron Krisko made a motion to elect Joe Desmont to be the new Treasurer, Jim Wright 2nd the motion, Debra Rose called the motion to vote – 6 Yes, 0 No, 1 Abstained

INSURANCE

Debra Rose spoke with the Township and they are supposed to be faxing over a copy of the Insurance Certificate. The topic on liability insurance has become a concern because of not only the Homecoming Festival, but also with acquiring the Engine Show. Joe Desmont who is with Frank Clark Agency had been asked at a previous Chamber meeting and has been working on a few quotes regarding this matter and is still putting them together. Joe said this should probably be a separate general liability policy where the Chamber would be covered for any event or function that we hold or host. Debra and Ron recently attended a seminar for Chamber of Commerce Executives of Ohio and in speaking to someone at that event, she was told that we need insurance on officers and board members and a Liability Umbrella. Most other Chambers do use a local insurance agent to handle writing these policies and she was given the name of a broker insurance company as well. The board also discussed possibly looking into Errors & Omissions Insurance and Crime Bonds that would cover anyone who signs checks, the board members, directors & officers.

Jim Wright also said that craft vendors even have to sign a liability waiver, the school board covers all of their vendors who are organizations related to the school.

Joe Desmont also said that even if we just get a rider on our policy and it was sold as an extra. Louren Price did not think that a waiver could stand up in court. Joe said that it only slows down the process should it go to court.

Bonds would help cover money that goes in and out of accounts that the Chamber, Foundation, Homecoming and Engine Show. Debra Rose also inquired about employee dishonesty for homecoming due to the fact that they are all volunteers (trustees) of this entity, would they be covered as well?

CCEO – CHAMBER OF COMMERCE EXECUTIVES OF OHIO

Debra Rose and Ron Krisko recently attended this Conference in Columbus on February 21 & 22, 2008. Debra explained to the board that the Ohio Chamber of Commerce's is a political advocacy group and they keep tabs on pending legislation and advocate bills going on in front of the House. If the house does not act, they can get it on the ballot like for example of a current issue: paid sick time which would be seven additional days on top of what the employee has above and beyond this is the Healthy Families Act. This

would start on the employees first date of hire and if an employer is deemed in violation, the employee could also get the employer to possibly pay the attorney fee on their behalf as well. These sick days could be undocumented sick reasons for employers with 25 employees or more and this includes part time, full time or seasonal employees. Ron Krisko also said that most people that they talked to were surprised that we were a “volunteer chamber”.

Debra also discussed the plug in website called the Chamber Master. It is a very user -friendly database for chamber members. The cost of this is \$70 per month. Lauren Price inquired about the pricing and wanted to know if it was worth it. Joe Desmont wanted to know more of what will our chamber members gets out of this site and inquired why Ron Krisko couldn't create this for our chamber. Ron Krisko explained that conflict with being a board member as well as being a business owner can sometimes be difficult and what he would have to charge the chamber to be fair to create something like this. Ron also said that it is a good program and we could make the money back by selling different sized banner ads to current members which could potentially pay this monthly charge back. Debra said this Chamber Master website could help with creating renewal letters because of the member database. It would be cost effective, has an events calendar, a job-posting site that would be user friendly for members to update themselves. The database is protected and members could also go online to book events or RSVP meetings. This site would costs the chamber \$948 per year with the option to cancel at any time, this would be paid monthly. Wayne Brassell asked how you would find members on this site. Debra explained that you would be able to find a member by the type of business or service through a search link. This site would be linked to our current site as well and we could also offer member-to-member discounts through this site.

Lauren Price made a motion to try the Chamber Member website for at least one year at \$70 per month and Joe Desmont 2nd motion. Debra Rose called motion to vote – 6 Yes, 0 No, 1 abstained.

It was suggested that we have the person who trains chambers on this website to be our Guest Speaker in May to train our members on this. Members would be able to make their updates and would have their own user name and password to make these updates.

The subject of the community guide came up and the board was in agreement that in order to advertise in the new community guide, you must become a member of our chamber. Marnie Butler suggested that we should divide the membership listing and all board members should take a portion where we would call all members to update their information and do a short survey and personally invite members over the phone.

BY-LAWS

After attending the CCEO conference, Debra Rose recommended that we use their by-laws as a template to use for our chamber as a guideline. These by-laws were specifically written for chamber of commerce use. (See by-laws for edits.) The board made all edits up to the section of Article III – Meetings.

Ron Krisko was going to check status of the Columbia Chamber of Commerce legally filed name with the state of Ohio that is used for Federal and State Tax purposes.

The board set the next board meetings to be held the first Wednesday of every month at 6:30 at the Columbia Hills Country Club.

Motion to adjourn by Ron Krisko, and Joe Desmont 2nd motion. Debra Rose called for a vote on the motion and Motion was carried by unanimous vote 7 Yes, 0 No, 0 abstained. Meeting adjourned at 9:30 p.m.

Debra J. Rose(Signature on file)
Debra J. Rose/President

Marnie Butler(Signature on file)
Marnie Butler/Secretary

Date Accepted: 4/2/08