**Cut Bank Area Chamber of Commerce Minutes**

**December 6th, 2019, Regular Monthly Meeting**

**Cut Bank Chamber Office – Noon**

**Directors Present:** Ric Beals, Nicole Altenburg, Bryan Simons, JR Myers, Calcie Stubbs, Jessica Waldner, Don Grubb, Stephanie Eney, Nate Kavanagh

**Executive Director:** Amy Overstreet

**Directors Absent:** Brandon Greco (Excused), Kristi Rowell (Unexcused)

**Bookkeeper:** Todd Eney

**Office Assistant:** Erin Kittson

**Guests Attending:** None

**Regular Business:** The meeting was called to order by President Ric Beals. The minutes from the November 6th meeting were presented for approval. Calcie Stubbs made the motion to approve the minutes with Nicole Altenburg seconding the motion. Being no further discussion, the minutes were approved.

The financial reports from November were reviewed. See attached.

Balances’ were reported as follows: Chamber Checking Account $8,946.17; Savings – Hiline Arts Grant $2,506.43; Economic Development Checking Account $88.65; Gift Certificate Account $676.41; Buckle Account $3,463.99.

Treasurer Nate Kavanagh presented the financials. He noted that things are definitely sitting better right now than they have the last few months. Todd also recommends that we get through the Beef & Bid before we move money around to the other accounts it has been borrowed from. Don Grubb made the motion to approve the November financials with JR Myers seconding the motion. Being no further discussion, the financials were approved.

**Old Business**

**Mercantile Update:** Amy updated that the engineers are still actively looking for grants, moves are still being made but it is just a slow process right now.

**Public Drug Update:** Amy updated that realtor Bruce Wold has recently given two different tours.

**Cut Bank Holiday Bazaar Financial Recap:** Todd updated that this is profiting around $17,000.00 as of right now with a few other bills and checks to go through.

**Update on East End of Cut Bank Chamber Signs:** Amy is going to follow up with Juanita about coverage and deductibles.

**Beef & Bid Update:** Amy updated that there are 10 tickets left as of right now. We currently have 20 trees and all directors need to follow up with the volunteer sheet.

**Parade of Lights & Social Update:** Don Grubb says everything went great it and was a good turnout. He said the only problem is they need to put the VFW at the front of the parade next year.

**Shop Cut Bank Passport Campaign Update:** Erin recently finished the labels and brochures for this campaign. She noted the businesses were all really excited to participate and hoping it will boost some sales for the upcoming holiday season.

**Christmas Lights Contest:** Calcie updated that she has everything lined up for this event, just waiting for people to sign up.

**Membership Drive Update:** Nicole and Nate updated that we are currently at 86 members, 100 non renewals; this is right about average for this time of the year.

**New Business**

**Introduction of Rich Gannon,** with Great Falls Development Authority.He wants to be active in the economic development of Cut Bank.Will be hosting trainings and seminars available to our members and the public.

**Director Election Results:** Elected to the Chamber Board are new directors Jessica Hedges, Rhonda Grainger, Tim Kipp, and Nate Kavanagh.

**2020 Executive Committee Appointment Discussion:** Going to be discussed at the next meeting when the new directors are present.

**2019 Year End Committee Appointment Discussion:** Tabled

**Approval of Year End Financial Auditor:** Calcie noted that we have had Elaine Mitchell with Utterback Accounting do this in the past so we should stick with her. Calcie Stubbs made the motion to ask Elaine Mitchell to do the year-end audit, and if she does not want to do it this year we will ask Val Vermulm. Bryan Simons seconded the motion, being no further discussion, the motion was approved.

 **Executive Director Evaluation:** Calcie updated that Amy received a 10/10 on her evaluation and the executive directors voted to approve her year-end bonus of $1200.00. Jessica Waldner made the motion to approve the Amy’s bonus with Calcie Stubbs seconding the motion. Being no further discussion the motion was approved.

**Office Assistant Evaluation:** Amy updated that Erin received 10/10 on all of her evaluation, she does a wonderful job and we recommend she receive a $250.00 bonus. Jessica Waldner made the motion to approve Erin’s $250.00 bonus with Calcie Stubbs seconding the motion. Being no further discussion, the motion was approved.

**Accept Resignation of Amy Overstreet as Executive Director:** Calcie Stubbs made the motion to accept the resignation of Amy Overstreet as executive director with Don Grubb seconding the motion. Being no further discussion the motion was approved.

**Approve Hiring of Erin Kittson as Executive Director:** Jessica Waldner made the motion to approve the hiring of Erin Kittson as the new executive director with Calcie Stubbs seconding the motion. Being no further discussion, the motion was approved.

**Approve Hiring and Contract Of Amy Overstreet as Executive Advisor:** JR Myers made the motion to approve Amy Overstreet as executive advisor to executive director Erin Kittson for no more than 5 hours per month. Don Grubb seconded the motion and the motion was approved.

**Discuss and Approve Change in Cell Phone Plan:** Amy updated that there are a few options but we want to make sure we can keep the same phone number. This was tabled until we do more research.

**Set Annual Meeting Date:** Set for February 19th, location TBD. Jessica Waldner made the motion to approve the annual meeting date with Bryan Simons seconding the motion. Being no further discussion the motion was approved.

**Chamber Board Christmas Party Date/Location:** Amy is going to send out a doodle poll to select the best date for the party.

**Reminders:**

• Christmas Lights Contest – November 29th thru December 13th

• Beef & Bid – December 7th, Pioneer Bar

• Chamber Up – Rose Petal Floral & Gift, December 10th, 5:30pm-7pm

• January Chamber Board Meeting– January 8th, Chamber Office, 12-1pm

With no further business, the meeting was adjourned.

**Jessica Waldner**

**Secretary/Director**