

**Greater Georgetown Chamber of Commerce
Board of Director's Meeting
November 4, 2009**

Minutes

Participants

Board Members: Helen Kruger, Buzz Matthews, Jeanne Dukes, Linda Price, Garry Killmon, Lit Dryden, John Rieley, Ray Hopkins, Rich Warfield, Kyle Morgan, Joan Tyndall, Bernice Edwards, and Debbie Hartstein

Also Present: Karen Duffield, ED

Topic	Details	Action Items
Welcome	Meeting was called to order by Ray Hopkins	
Approval of the Minutes	The October 7 th minutes were emailed and Ray asked for approval and/or discussion	Motion made by Linda, second by Helen. Motion carried
Treasurer's Report	The Treasurer's Report was emailed and Ray asked for approval and/or discussion of the Balance Sheet. Buzz asked a question relating to "undeposited funds" and what that represented. Joan explained that those were checks and or cash that had not been deposited by 10/31/09 deadline. Ray then asked for a motion for the P & L	Motion made by Lit and second by Linda for approval of balance sheet. Motion carried. Motion made by Buzz for approval of P & L, second by Garry. Motion carried
Economic Development	Lit gave a brief synopsis of the Small Business Caucus held at Possum Point. Said there was very good attendance and interaction from attendees. He also said the Sussex Caucus was much more vocal than some others held around the State, but that there needs to be some changes in the question & answer process.	
Wings & Wheels	Chair Kyle Morgan reported that the event was very successful. Attendance was about 4500. Some parking issues will need to be addressed for next year. The preferred parking area at \$1.00 was full in first hour. He is looking to have a wrap-up/debrief prior to the 21 st , possibly the 19 th , but that will be firmed up later. He indicated that there needs to be a Chair for 2010 and he would like to announce that appointment at the wrap-up meeting.	
Parade Committee	Chair Ray Hopkins said things are on track, still looking for full board support. To date they have received \$4300.00 in sponsorships. May need to make a change in the language regarding "balloon sponsorships".	
Nominating Committee	Chair Linda Price shared that all current board members have indicated whether or not they would like to return and that has led to some openings. Linda advised that Karen has done an email blast as well as a full page in the newsletter asking for interested parties to contact her. She will then provide them with necessary paperwork to	

	complete for the committee to review. The intent is to then get the committee together to review and come up with Slate for 2010 for next Board Meeting and Induction at the Christmas Party	
Membership	Chair Helen Kruger reported that the membership drive is in full swing. Since the drive began we have brought in 6 new members. Ray suggested that the Board be aware of any potential new member and be able to discuss the benefits of being a member.	
Christmas Party	Karen advised that each Board member was provided with an invite and there is a copy in the newsletter. Karen indicated that we must have an RSVP if you are coming and if you know now, to contact the Chamber office as soon as possible.	
Personnel	<p>Bernice & Joan gave a report from the Personnel Committee. The committee is asking for Board approval on an increase in Karen's salary for her to net \$175.00/pay to help her pay medical insurance.</p> <p>Second – That in 6 months, the personnel committee will once again look at the budget and if possible, provide Karen with another increase that will allow sufficient funds for her full insurance premium to be paid. Discussion, that the Chamber will not pay her insurance, the increase will be provided to Karen to cover that cost, but it is Karen's discretion how funds will be used.</p>	<p>A motion was made by Buzz that the Board approve this increase, subject to a review of a new employment contract by our Legal Counsel, Karl Haller, making certain that the language states the change in the contract from an hourly employee to a salaried, exempt employee. Second by Garry. Motion Carried</p> <p>This motion also carried – subject to Board approval at that time in 2010.</p>
Personnel	Joan also indicated that it was determined that Norma was not being paid minimum wage and that her salary needed to be moved from \$7.25/hour to \$7.50/hour. Norma has also been reimbursed (retro) for the \$.10/hour she was not getting.	This matter was contained in the above motion.
Advertising/ Sponsorships	There was discussion concerning the upcoming First State Community Action Dinner. The Chamber has always taken an ad and Helen made a motion for us to do so again this year. The Ad/Sponsorship would be \$225.00, but Bernice indicated she would provide additional dinner tickets for \$250.00. There was discussion concerning whether this was actually advertising or a contribution/sponsorship, which the Chamber Board had previously agreed not to do. The consensus was that since this was an Ad in the program, even though dinner was provided with this level, it should still be considered advertising.	Motion was made by Helen to approve \$250 to FSCA. Second by Lit, all were in favor except Rich Warrington. Motion carried.
Plaques	There was some discussion concerning the plaques provided for membership as shown in Treasurer's Report.	

	The \$200.00 cost was for plaques provided to those businesses holding Chamber Mixers. Separate to this is the actual membership plaque that a business hangs on the wall. This will be looked in to further concerning the mixer plaques.	
Budget	Debbie presented the proposed budget for 2010 to be discussed and/or approved. Having no discussion.	Motion was made by Kyle, Second by Bernice. Motion carried with Lit abstaining.
New Business	Debbie asked if any new business – none brought forth	
Adjourn		Motion made by Linda, second by Buzz. Motion Carried
Next Meeting		Next BOD meeting, Wednesday, December 2 nd 4 pm

Minutes respectfully submitted by: Linda Price 11/5/09