

**Cimarron Chamber of Commerce**  
**Board Meeting**  
Thursday, December 1, 2011, 7:30am

Minutes from Meeting:

Attendees:

Lori Chatterley  
Letitia Martinez

Ramona Gurule  
Randy Saunders

Tracy Ledbetter  
Sharon Smith

Call to Order:

Secretary Randy Saunders called the meeting to order at 7:35am. The minutes from the November 3 meeting were presented for approval. Randy Saunders made a motion to approve the minutes. Motion was seconded by Sharon Smith. Motion passes.

Finance Report:

Sharon Smith gave the Finance Report. Carol Baker emailed a report prior to her last day. Yvonne has withdrawn \$500 for the "We Care" project. We have received over \$3,000 from the Village for Lodger's Tax. Sharon Smith has paid the current bills. Sharon will also install Quickbooks, so that we'll be able to use the program by the beginning of 2012.

Nominating Committee Report:

Lori Chatterley reported that four people have agreed to be nominated for election to the Board. The four nominees are: Judy Kaylor, Val Kutz, Steve Nelson, and Randy Saunders. A total of 18 ballots were received from the election. All four nominees were elected. Lori Chatterley will contact the newly elected Board members. Sharon Smith suggested that the Board have a plan for 2012 officer appointments. Randy Saunders will be nominated to be President, Tracy Ledbetter will be nominated to be Vice President, and Steve Nelson will be nominated to be Treasurer. A nominee for Secretary is still needed. The Board agreed with the plan that will be submitted for approval at the January Board meeting.

The bank account's signature card needs to be updated to include newly elected Board members. The following people need to be added to the account's signature card: Tracy Ledbetter, Judy Kaylor, Valerie Kutz, and Steve Nelson. The following individuals need to be removed from the account's signature card: Carol Baker, Yvonne Enloe, Letitia Martinez, and Deborah Sanders. Sharon Smith will contact the bank and initiate the process.

### Old Business:

Group Funds Holding Agreement: Randy Saunders prepared a draft for the Board to review. The purpose of this agreement is to solidify the relationship and understanding between the Chamber and civic groups/projects holding their funds with the Chamber. Such groups/projects include: Run for the Wall, We Care, and Explore the Arts. The Board will review and submit revisions to Randy. Randy will also forward a copy of the draft to Steve Nelson.

Summer Event: Nothing new to report. Val Kutz is the chair for this event.

We Care: Yvonne Enloe is organizing the “We Care” project again this year. She has received donations from Philmont and the Turner Foundation for the care packages. Volunteers are needed to put together the packages. The assembly will be on December 5, 8:00am, at the middle school.

Staff Search Committee: Randy Saunders distributed a position announcement for the Executive Secretary opening. Several revisions to the document were suggestion. The announcement will be posted in businesses and common areas around the village. Lori Chatterley will also post the announcement on the website and Facebook page. The application deadline is December 16. Sharon Smith and Ramona Gurule will conduct interviews. The plan is to have someone hired by January 1.

Holiday Ad/Black Friday/Small Business Saturday: Several Board members indicated that business was very good over the Thanksgiving holiday weekend. The first annual Toy Run was a success, too.

Optic Ad: The Chamber put a full-page ad in the Las Vegas Optic Holiday edition. The ad looks very nice. The website presence was very well done, too. Thanks to Lori Chatterley for working with the Optic to put these two items together.

### New Business:

December General Membership Meeting: There will not be a general membership meeting in January. There will be a business meeting and reception for new Executive Secretary in January.

CS Grant Letter: The application/report letter is due by December 31. Randy Saunders prepared a draft. Lori Chatterley will revise. The Chamber is requesting \$2,000 for putting together a Cimarron Visitor’s Guide.

Lights for Park: Tracy Ledbetter has put up new lights in the park. This was done with donated time and materials. Tracy and Martin Pavletich are also working on replacing the lights on the Visitor’s Center. During their work, it was revealed that the south wall of the Visitor’s Center is rotting and has hole in it.

Formation of Teams for Chamber Tasks: At the retreat, it was suggested that teams be formed for management of Chamber tasks. Each Board member is responsible for one of the teams. The teams are: Marketing/Advertising (Tracy), Finance (Steve), Membership, Summer Event (Val), Visitor’s Center, Communication/Website, and Outreach.

Other Items/Announcements:

Sharon Smith spoke about the village Christmas lighting contest. In the past, the Chamber has given prizes for winning households, based on decision of a group of judges. The Board spoke of focusing the lighting efforts on business with the possibility of having an evening sale with hay rides prior to Christmas. The Board will consider this in 2012.

Tracy Ledbetter inquired about the deck donated by First Solar. This project was abandoned for a variety of reasons in the spring of 2011. Perhaps, the Village can make something positive happen with the deck. The materials are in storage somewhere in the Village.

The meeting was adjourned at 8:41am.

Respectfully submitted,

Randy Saunders,  
Secretary  
Cimarron Chamber of Commerce