

To: Chamber Board Members  
Re: Minutes for 6/16/16 Board Meeting

I. Call to Order: 7:35 AM by Jim MacGillivray, President

The meeting was held at the St. James Hotel Dining Room.

In Attendance: Jim MacGillivray, Tracy Boyce, Vicky Harper, Marianne MacGillivray and Kevin Dowling. Candee Rinde was traveling the week of the meeting. We missed members Chris McGuinness and Rick Parker. A quorum is present with all but two in attendance.

II. Approval of Minutes from May 12, 2016 meeting: Marianne M. made 1<sup>st</sup> motion to approve Minutes and Kevin D. made 2<sup>nd</sup> motion to approve. There were no additional comments. Minutes approved as submitted.

III. President's Remarks:

Jim M. thanked Vicky H. for her participation and support on the Lodgers' Tax (LT) Board. The Village Council met last evening (June 15<sup>th</sup>) and approved LT expenditures for the 2016 fiscal year. He reported that the Village will use LT money for the port-a-potties in the Park. 2016 LT funds will be distributed to the following: \$1,000 to Shortgrass Music Festival and \$13,900 to the Chamber for qualified reimbursable expenses.

Jim M. thanked Kevin D. for the phone calls he made that resulted in having the grass/weeds promptly cut along US Highway 64 within the Village boundaries. The improved visual appearance of the Village can make a positive impression on tourists passing through which can make a difference in behavior – perhaps more will Stop, Shop and Eat! And it is a boost for citizens and our Cimarron pride!

IV. Treasurer's Report:

Jim M., Interim Treasurer, opened discussion on Candee's Visitor Center (VC) monthly financial report. Vicky H. asked about the itemized list of items for sale in the VC – why are so many items out of stock? Jim says that he asked Candee to prepare a list of items to purchase for resale in the VC, even though there are not enough funds to go forward now. Kevin D. asked if we should be in the retail business at all? Jim responded that we do net approximately \$500 per year and provide a small selection of items that our visitors request and buy. It also gives the VC an opportunity to sell items that our businesses have donated for Chamber fundraising efforts – such as Gary Reynolds CD's and Cimarron Candle Company candles. It was confirmed that the printed Day Trips at the VC are now offered for free. All agreed that this was appropriate. Vicky H. suggested that the LT Board's recommendation for monies is final and the Chamber should promptly pursue all reimbursable expenses but not spend the money all up front, running out mid-year as has been the pattern in the past. Kevin D. and Tracy B. asked to get some processes in place to protect against theft. Kevin also inquired about how payroll is processed – if Candee pays herself. Jim explained that she submits time sheets for each 2 week pay period for review and currently Piper Bookkeeping tells Candee the amount to issue paychecks for after figuring taxes and deductions. However, it is our intention to take over Payroll processing to avoid the substantial accounting fees that we are charged for this service. Kevin D. made 1<sup>st</sup> motion to approve the Monthly Financial Report and Tracy B. made 2<sup>nd</sup> motion to approve. All approved, motion carried.

Jim M. also reported that Piper Bookkeeping has completed all of the IRS Form 990's and that he has reviewed and submitted them to the IRS. Jim will also fill out the IRS Form 1024 to apply for Automatic Revocation (to have our tax-exempt status retroactively reinstated) and will ask Tracy B. to review. There is an \$850 fee to submit this form.

Jim proceeded to a review of the proposed 2016-2017 Annual Budget. He made the following revisions to the one sent out by email based on the approved changes in the LT allocation:

Income – changed LT income to \$13,900

Expenses – added Cowboy Sign, allocation for materials \$200; added advertising \$2,325; increased labor costs by \$1,400. Kevin asked about the copier contract price – although it seems high at \$700, he prefers not to purchase equipment. It was also pointed out that there is income from selling copies to help offset the costs. Kevin D. made 1<sup>st</sup> motion to approve the Annual Budget and Tracy B. made 2<sup>nd</sup> motion to approve. All approved, motion carried. We will be asking approval for the new Dues Structures and Annual Budget from our members at the summer kick-off reception scheduled for tonight, as required by our By-laws.

We briefly discussed personnel related issues. We discussed the need to review and update the Executive Secretary/Visitor Assistant Job Descriptions and Job Expectations documents. Kevin D. suggested evaluating performance on a quarterly basis, a procedure that has not been performed regularly. He offered to help develop “personnel procedures” and guidelines as needed. Of great value, we decided, would be the creation of Checklists – providing an easy to follow structured guideline to supplement the general descriptions and expectations documents, once revised. Vicky H., Marianne M. and Kevin D. will serve on a sub-committee to accomplish these tasks, probably after the summer season is over.

#### V. Old Business

Community Roundtable status: Vicky H. reported that she and Chris McG. talked following “Coffee with Cops” last month and he didn’t feel that there was enough interest to hold monthly meetings, perhaps quarterly. We all agreed that summer was not a good time to gather for this purpose.

Membership: We discussed results from each of us reaching out to potential new and renewing members. Vicky H. is in contact with Blue Sky Adventures who agreed to consider in the fall. Jim M. was successful with International Bank, Colfax Tavern and Minor Construction, but not the Village. Kevin D. was successful with Zach Blacksten of Baldy Mountain Welding and the NRA Whittington Center. This is great progress!

Economic Development Ordinance: Jim M. reported that neither the ED ordinance or the Zoning ordinance were on the Village Council agenda last evening. Jim told us that Mindy Cahill said that even though the ED ordinance has only had 2 readings instead of 3, the Council voted and the ordinance was passed. Jim will request a copy of the ordinance once signed into law by Mayor Judy LeDoux.

4<sup>th</sup> of July Parade: Jim reported that Mindy C. had met with the Mayor to get the letter signed addressing the Village’s traffic control responsibilities during the parade. This was needed to make the final application for the DOT permit which Jim resubmitted with the Las Vegas regional DOT in Candee’s absence. They had misplaced Candee’s first submittal, but promised to get the permit to us promptly when all documents were received.

VI. Executive Secretary’s Report – Candee Rinde was on vacation and sent her monthly report by email prior to the meeting.

The VC will stay open at the current hours – 12 hours per week – until the end of June due to budgetary constraints. Summer hours will go into effect on July 1<sup>st</sup> pending funds available to pay staff and securing a Visitor Center assistant to cover Mondays, Candee’s day off.

#### VII. New Business

We briefly discussed a request made to the Chamber by the Cimarron Trading Company to sell our t-shirts with the Cimarron-Where the West is still Wild logo at their store location. Proceeds would be shared. We all agreed to keep the shirts in the VC only – Vicky H. suggested that it would be too difficult to track in 2 locations.

Tracy B., Vicky H. and Marianne M. will meet at the Visitor Center next Thursday, June 23<sup>rd</sup>, at 8AM to clean and organize the Visitor Center for the summer.

## VIII. Other Items/Announcements

### Schedule of upcoming Board Meetings/Chamber Functions:

Summer Kick-off Reception is scheduled for tonight, June 16<sup>th</sup> to gather members, present the Budget and celebrate our 30 years of being a chartered Chamber of Commerce. Rocks, Ores & Minerals, 6 PM-7 PM

The next Board meeting is scheduled for Thursday, July 14<sup>th</sup> at 7:30 AM.

Meeting was adjourned at 8:55 AM by Jim MacGillivray

Respectfully submitted: Marianne MacGillivray, Secretary of the Chamber Board  
July 22nd, 2016

### REPORT ON MEMBERSHIP MEETING/SUMMER KICK-OFF & 30<sup>th</sup> ANNIVERSARY PARTY

Held at: Rocks, Ores & Minerals – sponsored by the Chamber Board and Sheila Parks

June 16, 2016

Jim thanked everyone for coming and introduced Sheila Parks and all Board members present. He gave a brief status report of the Chamber's business including financial and membership issues and stated that the message for tonight is "rebuilding relationships with the IRS, the Village, our members and our community."

He presented the revised Dues Structure and the 2016-2017 Budget to the members present and all agreed to accept.

We honored Ethel Ramsey-Holt who was one of the signers of the original charter application with a complimentary 2016 Chamber membership. She recounted some interesting stories about the Chamber's activities over the last thirty years and encouraged us to keep the Chamber going strong.