

weekend is that it excludes those local residents that travel out of town to spend the holiday with family. The Committee will plan to meet to review further.

2. Communications/Website: Judy

We discussed the increased efficiency of Candee being able to make updates and changes to the Chamber website directly, although Lori has responded promptly in the past.

3. Membership: Randy

Randy reported that notices are still being sent for anyone still not up to date in membership fees.

4. Cimarron Days: Val

Val suggested that meetings and planning will start again soon. Val is always looking for free websites to advertise the event.

5. Visitor Center: Vallerie

Candee will be unable to work from Dec. 21st to Jan. 5th. Special days will be covered by volunteers. On weekends, Randy could help. Karen is no longer available as a part-time staffer – Steve has her key.

Candee discussed the office computer and had complaints regarding slowness/glitches/pop-ups caused by old software and viruses. There was confusion about whether Office 2010 had actually been installed although the disks were secured for this purpose earlier. Candee requested that JR Copy Center be hired to clean up and install programs if the disks are found. The Board agreed.

Vallerie reported that she was shopping for a plastic stair unit to replace the wooden steps that are usually roped off. A small concrete slab would be poured underneath for a firm foundation.

Candee suggested highlighting important dates in the "local report" enclosed with the Cimarron Village Water Bill, mailed to customers every month. Steve asked that she scan the flyer and send to him via email so that he can forward to all Philmont employees who don't get the bill.

VI. Business Items:

1. Scheduling membership Meetings/Functions:

December 19th After Hours –to be hosted by Judy and the St. James. Do not bring food.

January 16th After Hours - to be hosted by Val at the Cimarron Art Gallery. Details to follow.

Checking with Mike and Connie at The Creamy was suggested for a February site.

The next Board meeting will be held **January 9th** at 7:30 AM at the St. James. Officers for 2014 will be elected.

VII. Other Items/Announcements

Val reminded everyone of the upcoming Christmas for Kids at Sister Hildegard Hall, Saturday evening, Dec. 7th.

Meeting was adjourned by Randy at 8:45 AM.

Respectfully submitted: Marianne Graham, Secretary of the Chamber Board

To: Cimarron Chamber Board Members
Re: Minutes for 12/5/13 Board Meeting

I. Call to Order: 7:35 AM by Randy Saunders

In Attendance: Sonja Vincent-Jackson, Candee Rinde, Randy Saunders, Val Kutz, Judy Kahlor, Vallerie Vickers, Steve Nelson, Marianne Graham and Sharon Smith. We missed Yvonne O'Brien.

II. Executive Director's Report:

Sonja Vincent-Jackson introduced Candee Rinde as our new Executive Director, who took over the position at that point. We thanked Sonja for her work over the last months. Candee reported that the ballots for open Board positions will be ready to count after Dec. 21st. Marianne agreed to pick them up, count them and send an email announcing the results.

The Visitor Center will be closed Christmas Eve. Candee announced that the January Board meeting will be moved to January 9th – it will be held at the St. James.

Candee presented a short list of repairs needed at the Chamber Office/Visitor Center including the string of LED lights on the gazebo and the wooden steps to the patio deck that are typically roped off for safety reasons. Vallerie Vickers suggested that Candee should first present these concerns to her as Chair, rather than at the Board meeting.

III. Approval of minutes for October (held 11/7/13):

No corrections were suggested. Marianne made 1st motion to approve minutes as submitted and Sharon made 2nd. Minutes approved.

IV. Finance Report:

In presenting the financial reports, Steve highlighted a few items:

We are back on track with the Lodger's Tax. Steve requested that Candee submit a copy of the Lodger's Tax to him for review before it is sent in.

Steve and the group discussed the merit of keeping all the categories/line items in the Savings Account. All agreed that they are helpful in tracking the funds. Funds will be transferred from Savings into the Checking Account as required, so that checks can be written.

Steve questioned whether we should pay off the Cimarron Village for the outstanding loan monies from the Beautification/Scenic By-Way projects (matching grant), now that we are in the Black. We are currently paying \$50/month.

Finally, Steve has received a Property Tax/Building Improvements notice, but since we are a non-profit, no fees are due.

Steve made 1st motion to approve the financial reports as submitted and Vallerie made 2nd. The motion was approved.

V. Team Reports:

1. Marketing/Advertising: Sharon and Val

Sharon and Val were both pleased with last year – that there was an advertising plan that was carried through. Sharon suggested that we will want a new budget to go with a new plan for 2014.

Sharon offered comments on Black Friday/Small Business Saturday – Cimarron Nights. Everyone took part and made a contribution to its success she thought. Most businesses reported an increase in sales during the promotion. Vallerie suggested that she would want to start the planning and advertising earlier next year. Marianne commented that the only concern in focusing all efforts on the Thanksgiving