



Board of Directors

Thursday, November 17, 2022; 7:30am

Making Madison County a better place to live, work, play and conduct business.

Chairman	Mark Baudler	x	Sarah Cowman		Sarah Pugh	x
Vice-Chair	Ashton McKeever	x	Nate Fehls	x	Peter Loiler	x
Treasurer	Jeff Dick	x	Julie Feier	x	Heather Ives	x
Secretary	Allissa Johnson	x	Tara Kaysen	x	Brad Tadlock	x
Executive Director	Amara Huffine	x	Nicole Kems	x	Special Guest	

AGENDA	Presentation/Discussion	Recommendations/Actions	Follow-up
I. Call to Order	The Meeting of the Board of Directors called to order by Chair Mark Baudler at 7:34 AM.	A quorum was established.	
II. Approval of Agenda	Sarah Pugh motioned to accept the agenda; Nicole Kems seconded.	Agenda accepted.	
III. Approval of Minutes	Peter Loiler motioned to accept the Minutes from the October 27, 2022 meeting; Nicole Kems seconded.	Minutes approved.	
IV. Financial Report	Jeff Dick presented details from the Financial Report. Overall income is down about \$4,000 from last year and expenses have increased slightly compared to last year. Retail sales and tourism income are also down. Sarah Pugh motioned to accept the Financial Report. Allissa Johnson seconded.	Report approved.	
V. Membership Update	Amara Huffine reported that we have 38 new members vs. 29 at this time last year. This includes one new member from St. Charles. Amara also discussed the 2023 Welcome Letters that will be sent out to members that will include a "Membership 101" explaining what a membership with the Chamber does for a business.		
VI. Discussion and Action Items (Old Business)			
A. Events update	Festival of Lights (Nov 25): Grouped with the Lights, Christmas, Action event. The event runs from 5-8 PM with the parade at 7:15 PM. Bells, Bows & Boutiques (Dec 9-10): Amara Huffine explained she is just waiting on a map from the other Chambers before she starts promoting the event.		Amara will provide flyers to local businesses.

	<p>Winter Solstice Market (Dec 9-10 10 AM - 4 PM) + PJ Party with Santa (Dec 9th 5:30-7:30 PM): Amara shared that we have a full vendor list. PJ Party only has a few sign ups, but it's early.</p> <p>CFB 2023: Amara reached out to 2022 vendors and none have reported issues with the new dates. Planning will start in January.</p>		
B. Annual Meeting	<p>Amara Huffine shared that the Annual Meeting will be Wednesday, January 25th at the Jackson Building at 5 PM. Dinner will start at 5:30 PM. She added that the committee is working on finalizing award categories.</p>		<p>Amara will provide a spreadsheet of past centerpiece sponsors for the Annual Meeting. The board is encouraged to help ask local businesses to participate.</p>
C. Covered Bridge Preservation Association	<p>Amara Huffine discussed that once we have final numbers on CBF, we will be able to decide as a board what is to be donated. The check will be presented at their annual meeting.</p>		
Discussion and Action Items (New Business)			
A. Code of Conduct/Representing the Chamber	<p>The board discussed the details regarding our Code of Conduct with Ambassadors Amara explained a situation with one Ambassador, but the board felt it was an isolated incident that should be addressed individually with that person.</p>		
B. Budget	<p>Amara Huffine discussed that the budget is still a "work in progress" with the Exec Committee. It will be ready to be reviewed at the December meeting. The board discussed the details of the St. Charles Welcome Center. There is no heat or air conditioning - so it cannot be opened on extreme weather days. Amara discussed removing inventory for the time being. She added that we did not recoup costs in taking over the Welcome Center. She is looking at putting together a 3-year plan with the city of St. Charles.</p>		
C. Last week of December	<p>The board discussed the option of closing the Winterset Chamber office to the public the last week of December. Nate Fehls made the motion to approve the closure, but employees are still required to work that week on inventory, cleaning and taking down Christmas decorations. He also asked that the board approve an end of the year bonus for the staff that will be determined by the Exec. Committee. Allissa Johnson seconded.</p>	<p>Motion carried.</p>	<p>Exec Committee to discuss End of Year Bonus structure for Employees at next meeting.</p>
VII. Good of the Cause	<p>The board discussed options for new board members. There are two board members terming off the board. Amara Huffine recommended Kris Miler or Tori Willis. The board mentioned that we need a board member with historical knowledge of Winterset (possibly someone who has been on the board before). Amara also mentioned that the En Plein Air Festival will be July 8th.</p>		<p>Board Members will help come up with options for board members with historical knowledge of Winterset.</p>

Next meeting		Thursday, December 15, 2022 at 7:30AM - Madison County Chamber of Commerce	
Adjournment at 8:16 AM.	Sarah Pugh moved to adjourn the meeting; Peter Loiler seconded. Minutes respectfully submitted by Allissa Johnson, Secretary.		