



Board of Directors

Thursday, August 24, 2023; 7:30am

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

Chairman	Ashton McKeever	x	Sarah Pugh	x	Peter Loiler	
Vice-Chair	Heather Ives	x	Nate Fehls	x	Kris Miler	x
Treasurer	Jeff Dick	x	Brad Tadlock	x		
Secretary	Allissa Johnson	x	Tara Kaysen			
Executive Director	Amara Huffine	x	Nicole Kems	x		

AGENDA	Presentation/Discussion	Recommendations/Actions	Follow-up
I. Call to Order	The Meeting of the Board of Directors called to order by Chair Ashton McKeever at 7:33 AM.	A quorum was established.	
II. Approval of Agenda	Allissa Johnson motioned to accept the agenda; Sarah Pugh seconded.	Agenda accepted.	
III. Approval of Minutes	Kris Miler motioned to accept the Minutes from the August 24, 2023 meeting; Heather Ives seconded.	Minutes approved.	
IV. Financial Report	Treasurer, Jeff Dick explained that we are currently in a great cash position. He said that our balance sheet still needs sorting since transitioning to Quickbooks Online, but our profit is up compared to this time last year largely in part to the hotel/motel tax income. Allissa Johnson made a motion to accept the financial report. Brad Tadlock seconded.	Financial Report accepted.	
V. Membership Update	Amara Huffine reported we now have 36 new members in 2023, compared to 26 last year at this time.		
VI. Discussion and Action Items (New Business)			
a. Staff Merit Increase	The board discussed current welcome center staff roles & responsibilities, years of service, job performance and pay. Allissa Johnson made a motion to increase each welcome staff member pay by \$1/hour with opportunity for an inflation or merit raise every year going forward after their performance review. Nate Fehl second.	Motion carries.	Amara will establish and schedule performance reviews for welcome center staff going forward.
b. Payroll Change	Amara Huffine discussed with the board that with the change to Quickbooks Online, on November 1st - we should move payroll to payout one week later than current	Motion carries.	Amara will adjust the payroll schedule.

	to avoid employees guessing their hours for the current week, making direct deposit available to all employees and to make the accounting process easier. Sarah Pugh made a motion to make these changes. Kris Miler seconded.		
c. November & December Welcome Center Hours	Amara Huffine shared that the Welcome Center will be open Tuesday through Saturday in November and December and closed the entire week of Christmas to accommodate the change in guests coming to the Welcome Center.		
d. October - December Board Meeting Dates	Amara Huffine discussed the changes to the 2023 fourth quarter board meeting dates. They will now be: October 19th, November 16th and December's board meeting will be canceled due to the holidays.		Amara to update the board meeting schedule via calendar invites.
VII. Discussion and Action Items (Old Business)			
a. 2023 Priority	No update provided.		
b. Merchant Meetings	Amara Huffine shared there were only three board members and one member that showed up to the last merchant meeting. The board encouraged Amara to find a leader in this group to help define guidelines and best meeting dates going forward.		
c. Ambassador Program	Amara Huffine shared that she would like to re-evaluate the purpose of the ambassador program. We currently do not have a volunteer profile for this program and the role has become undefined. Amara shared that she would like an ambassador of the chamber to attend ribbon cuttings, chamber coffees & business after hours like most active ambassadors are currently doing, but she would also like this role to include the recruitment of new members, helping with the membership renewal process and volunteering at chamber events. We currently have 20 ambassadors, but only 5-6 that are "active".		Amara will work with Nicole Kems and Allissa Johnson to rework this program. Allissa will reach out to Angie Kinsey for feedback, and Nicole will reach out to Wayne Martens.
d. Covered Bridge Preservation Association	Amara Huffine shared that 6 of the Covered Bridges were repainted recently.		
e. Sign Committee	No update provided.		
f. Events Update	Amara Huffine and a few board members shared the positive feedback we received for the Paint Madison County event. Amara said there were 15 artists and several pieces of art for sale, and that only three pieces of art did not sell. The committee is meeting to discuss takeaways soon. Amara provided updates for the Covered Bridge Festival and noted that we have officially surpassed our sponsorship goal. We have a full festival with 143 street vendors - many that are returning and requested larger spaces. There are also 15 vendors in the Winterset Livery.		

	Amara shared that the winter events are being planned and that Teddi is currently looking for vendors for those events.		
Next meeting		Thursday, October 19, 2023 at 7:30AM at the Madison County Chamber of Commerce.	
Adjournment at 9:14 AM.	Allissa Johnson moved to adjourn the meeting; Jeff Dick seconded. Minutes respectfully submitted by Allissa Johnson, Secretary.		