



Board of Directors

Thursday, February 22, 2024; 7:30 AM

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

Chairman	Peter Loiler	x	At Large	Heather Ives	x	Jon Stetzel	x
Vice-Chair	Nate Fehls	x	Tara Kaysen		x		
Treasurer	Jeff Dick	x	Nicole Kems		x		
Secretary	Allissa Johnson	x	Kris Miler		x		
Executive Director	Amara Huffine	x	Jen Frease		x		

AGENDA	Presentation/Discussion	Recommendations/Actions	Follow-up
I. Call to Order	The Meeting of the Board of Directors called to order by Board Chair Peter Loiler at 7:33 AM.	A quorum was established.	
II. Approval of Agenda	Tourism Report, Finance Coordinator & Welcome Center Manager discussion was removed from the agenda. Kris Miler motioned to accept the agenda; Tara Kaysen seconded.	Agenda accepted.	
III. Approval of Minutes	Nate Fehl motioned to accept the Minutes from the January 11th board meeting; Kris Miler seconded. Kris Miler also made a motion to accept the Minutes from the February 8th Special Board Meeting.	Minutes approved.	
IV. Financial Report	Treasurer, Jeff Dick explained that we currently have a healthy cash flow. He said that PNL for Membership is down \$4,000 compared to 2023 along with Annual Meeting net income which was down \$1,000. Amara mentioned that we received the grant for the new tourism website, and we have also made payments towards that work being done. Allissa Johnson motioned to accept the Financial Report. Tara Kaysen seconded.	Financial Report accepted.	
V. Membership Report	Amara Huffine reported March 1st will be the cutoff for non paying members. Jeff Dick was able to report the following membership totals: 2021: 270 2022: 296 2023: 250 2024: 237		Amara to provide a list of the members who have not renewed their membership in 2023 and the exit survey she is sending.

VI. Discussion and Action Items (New Business)			
a. Confidentiality	Peter Loiler reminded the group of the board confidentiality agreement.		Heather Ives to sign.
b. Signatures on Accounts	Allissa Johnson made a motion to remove Ashton McKeever, Sarah Pugh and Billie Haines from the bank accounts and replace with the current Chair, Vice Chair, Finance Director and CEO.. Heather Ives seconded.	Motion carries.	Amara to provide paperwork to the bank to make updates on accounts.
c. Melissa Callstrum	Peter Loiler discussed Melissa's background, current Ambassador role and interest in becoming a board member. Peter made a motion to approve Melissa to the Board of Directors. Kris Miler seconded.	Motion carries.	
d. Teddi Yaeger	The Board continued the discussion of a letter sent to the board from Teddi in January. Kris Miler made a motion to approve a \$1/hour cost of living raise that would go into effect the first pay period of March with another review to be done in June in an effort to get all Chamber employees on the same schedule. Nicole Kems seconded. The board also discussed a new review process for Chamber employees except the CEO. Jeff Dick made a motion to do an annual employee review which will be conducted in June. The board will then assess the employee reviews in July, and any raises will be effective in August. Heather Ives seconded. The board also discussed the CEOs review. Jeff Dick moved that the Chair and Vice Chair complete a review of the CEO in October. Then the board will look over and discuss the CEO performance and review in November, and any raise will take effect in December. Allissa Johnson seconded.	Motion carries x 3.	Amara Huffine will relay information to Chamber employees.
e. Chamber Credit Card	Amara discussed getting a new credit card for the Chamber. to replace the old one that no one on staff or the board has authority over. Allissa Johnson made a motion to approve the CEO getting a new credit card through Union State Bank to be used for approved purchases. Kris Miler seconded.	Motion carries.	
f. Membership Code of Conduct	Amara shared her first draft of a Code of Conduct for Members. The group discussed quick edits.		Amara to make updates to the Code of Conduct that were reviewed in the meeting. Board Members are to review further and contact Amara ASAP with any further updates. Amara to email the Code of Conduct to the full board for approval before the next board meeting.
g. Membership Trades	Amara discussed the current membership trades and new proposed trades for 2024 including the City of St. Charles in exchange for rent at Welcome Center and Beans & Beignets in exchange for lunches for artists at Paint Madison County. Jeff Dick made a motion to accept all current and new membership trade agreements for 2024. Tara Kaysen. Jen Frease and Allissa Johnson abstained from the vote.	Motion carries.	
IX. Discussion and Action Items (Old Business)			

a. Bylaws	Peter Loiler explained that he and Nat Fehls are reviewing the Bylaws and will have them for board review at the next board meeting.		Peter Loiler and Nate Fehl to present updated Bylaws at the next board meeting.
b. Membership Committee	Amara Huffine shared an update on the Membership Committee discussing that they are working on assessing membership fees and opportunities for membership marketing upgrades.		
c. Wine Walk	Amara Huffine shared an update about the Wine Walk event. Tickets will be \$25 this year, and they will go on sale March 1st.		
d. Ambassadors	Amara Huffine shared updates about our Ambassadors and explained that at their next meeting she will be discussing some opportunities for improvement and what the expectations for Ambassadors are.		
Next meeting		Thursday, March 28nd, 2024 at 7:30AM at the Madison County Chamber of Commerce.	
Adjournment at 9:15 AM.	Before adjournment, Peter Loiler reminded board members the expectation of a board member specifically: a board member cannot miss three or more board meetings and they must have a Chamber membership. Kris Miler moved to adjourn the meeting; Tara Kaysen seconded. Minutes respectfully submitted by Allissa Johnson, Secretary.		