

Minutes: 2005 Chamber Meetings (Archived Volume)

**Vicksburg Chamber of Commerce
June 16, 2005**

The meeting was called to order by John Farrand at 6:10 p.m.

Nominees for Temporary office are as follows

Cathelia Cowles -any office

Darlene Mortimer - any office

Chris Sherburn - Vice Pres.

John Farrand - Treasurer

Lisa Robertson - Secretary

Secret ballots given by board members were placed in ballot box and the ballots were counted by Dan Pryson.

Temporary Office positions are as follows until next Vote for permanent seating

President Darlene Mortimer

V. President Cathelia Cowles

Treasurer John Farrand

Secretary Lisa Robertson

Old business discussed

§ Bylaws have been submitted to the Village Lawyer who will look them over Free of Charge to the Chamber.

§ Approval of Chamber office in th the Depot

§ This Item was presented to the Historical Society Board by Karen Fulton who proudly announces to us that the Historical Society Board has graciously welcomed us into their building. The position of where our office should be was a matter of discussion and has been agreed upon that we will be placed in the entrance of the building in the frontal part of the building. They were very welcoming to our idea of an information box to be located on an exterior wall for visitors to obtain information on the local area. The Historical Society requests that we check all events pertaining to the Chamber with them as to avoid any scheduling conflicts with the two entities residing in the same building. Other requests that were made is that the Chamber will need to work with the village on a phone and that the Chamber must provide their own Copier / Printer and Computer.

§ They would also like to go into a contract with the Chamber with the understanding of a 30 day notice policy.

§ Flyer / Invitation

§ The Flyer for the open house to be held on Tuesday July 26 is ready to be printed once the final information is submitted pending the meeting with the Kalamazoo Chamber of Commerce meeting that will be attended by Dan Bailas, Karen Fulton, John Farrand and Lee Mortimer on June 21, 2005 at 9 a.m. This information will be typed up and brought back for presentation to the entire committee for approval on Monday June 27,2005 at 6 p.m. to be voted on and discussed. At this meeting we will be discussing the approval of the flyer/invitation for the open house.

for Cathelia motioned that at this meeting pending how the feel is for readiness of the the committee
not. the open house that we take a vote to set another date for a added meeting of the committee or
Seconded by Joan Miller

§ Open House

§ Refreshments were also discussed for the open house on what we thought we should serve and some ideas were given as to drinks, fruit and cheese trays.

§ A presentation by Bruce from Three Rivers Chamber of Commerce will be at the open house for Vicksburg as well as possibly one given by a Kalamazoo Chamber member.

§ A motion by John Farrand for a give away of magnets with the Chamber logo on it. This motion was turned down by Karen and Seconded by Dan (Felpausch) that there should be no give away except for the flyer/invitation at the open house on July 26,2005.

§ An amendment was called by Cathelia Cowles that we will have the initial Open House and all future reference to such events will be Membership Drives. This amendment was supported by Lisa Robertson and Seconded by Karen Fulton.

§ A Open House Committee was created consisting of John Farrand (Chairman) Dan Bailas and Chris Sherburn. Chris announced that she has a mailing list that has been used for the past few years for the fall festival. Joann Miller has a Schoolcraft mailing list to accompany it.

§ Concerts in the Park

§ The big kick off is June 17 and the Chamber is holding 5 Barbeques with all proceeds going into the Chamber fund These Barbeques are to benefit our chamber and help is being asked for with sign up sheets being prepared for the next meeting being held on June 27, 2005 by the secretary. Barbeque dates are as follows:

June 17, 2005

July 1, 2005

August 5,2005

September 2, 2005

September 30, 2005

§ Pepsi has graciously donated the pop for the events and we will be receiving most of the food for the cost from our local Felpausch store.

§ New Business

§ Discussion of a Master List of the Chamber members is to be created by the secretary for the next meeting.

§ A checking account is to be opened on June 17, 2005 with an opening Balance of \$140.00 that we have raised with our first Barbeque. Presented to us by Dan Bailas.

§ It was also presented to us by Dan Pryson that he is going to the DDA in hopes of a interest FREE loan for our seed money to start our Chamber for the amount of \$2-3,000.

§ It was also brought to our attention that we are going to have to incorporate two unaccounted expenses for our start up seed.

1. Application Fee - the fee for the Chamber of Commerce application that we are filing.
2. Sign - the cost of a sign for the logo to hang at the Depot.

§ Meeting was called to adjournment by Lee Mortimer and seconded by John Farrand at 7:25 p.m.

§ Announcements:

§ Next Special meeting has been set for Monday June 27, 2005 at 6 p.m.

§ Regular scheduled meeting set for Thursday July 21, 2005 at 6 p.m.

Minutes were approved and voted in on July 7, 2005 John Farrand and seconded by Jo Ann Miller

Vicksburg Area Chamber of Commerce
July 7, 2005

§ Meeting called to order by President Lee Mortimer at 5 : 00 p.m.

§ Minutes from June 16, 2005 and June 27, 2005 were motioned for any and all corrections and accepted in as the official minutes. June 16, 2005 was accepted as it stands by John Farrand and seconded by Jo Ann Miller. Minutes of June 27 took on three changes in spelling and date correction and were accepted by John Farrand and seconded by Chris Klok.

§ Reports

The treasury committee has announced that they did another barbeque and that they sold out of Chick twice and were still turning customers away. With a ball park figure of about \$300.00 in profit for the chamber an exact total will be provided at the next meeting on July 21, 2005

§ Open House

Open House flyer Chris Klok motioned for a decision on which of the applications should be displayed on the back of the flyer the one originally given them by John Farrand or the new one designed by Lee Mortimer.

A decision was made that the original application was a better choice because of the dark areas on the new one would show through to the front of the flyer making it less attractive. However it was moved that spaces for people to check if they would like to help out on any committees be added to the original application. Seconded by Cathelia Cowles.

A motion was made by Chris Sherburn that we all print out some of the flyers on our own personal printers, Lee moved that not everyone has access to color printers, so Chris Sherburn moved that the committee purchase 4 color cartridges for a printer to print out the flyers for the open house so that the price of the cartridge is not on just one person. This purchase would be for this event and up coming events as well. Chris Klok counters with the agreement of Lisa Robertson and Cathelia Cowles that one cartridge should be all at this time. Volunteers to help print out flyers to save on cost were Chris Klok and John Farrand .

Chris Sherburn will start to hand deliver these invitations to local business owners on Monday, Tuesday and Wednesday. The remaining flyers will be available for mailings and personal delivery by other board members on Thursday July 14, 2005, with a listing of businesses that have already received invitations from Chris Sherburn.

The open house also reports that The Rotary Canopy will be available for our use at the Depot on July 26, 2005 and that the Rotary personnel will place the canopy for us. We just need to decide where and let them know before the 26th. Jill Lindsley from Rosewood flowers will be providing an inviting display of flower bouquets and balloons for the open house.

Karen Fulton will be our representative speaker for the Vicksburg Area Chamber of Commerce. There will be a brief presentation from Bruce Snook at 6 : 30 p.m. and another speaker at 7 : 30p.m. with a wrap up at 8 p.m.

Simple refreshments will be served i.e. cheese and crackers, fruit.

A registration table will be there for everyone to put on a name tag, and fill out applications.

John Farrand motioned to use \$50.00 of the Chambers funds to help with some of the expense for the Open house for food, name tags, receipt book, etc.

Voted and was unanimous the expense was granted

§ Kalamazoo Regional Chamber of Commerce

(See insert) Karen Fulton has heard back from the KRCC regarding our changes that we felt we would need to feel more secure in entering the KRCC . We feel that we are too restricted on the benefits that would normally be provided to all the members. The restriction comes because we are paying a \$15.00 fee of entry instead of the normal entry fee. This is expressed in the Benefits area of the new Affiliation Agreement highlighted in red. They also were not willing to do a three year term with them. They still stand on the one year term with a review in July of 2006. However they did agree that during the term with the KRCC would meet with VACC on a quarterly basis or more frequently.

John Farrand expressed that he was unsatisfied with these terms and that we should just nix them.

Lee Mortimer addressed the issue by getting us to think about the pros as to why to join the KRCC here are some of the benefits that we are allegeable for with our \$15.00 entry fee...

Website access

Access to data

Membership mailings

E-mail Blasts.

She then asked the Chamber if we felt that these benefits that we were allowed were worth the money that we would be paying for them?

§ Voting on joining the Kalamazoo Regional Chamber of Commerce

Karen Fulton then makes a motion to e-mail back to the KRCC and say thanks but no thanks.

This was seconded by Chris Sherburn/Chris Klok

Voted on and unanimous to go ahead with the e-mail back to the KRCC.

§ New Business

Tee Shirts for the open house for the guests to depict the Chamber members out, So that they will know who to take any questions to. For nine red Tee Shirts with white lettering \$102.00

Jo Ann Miller makes a motion that not everyone would like to be wearing Tee shirts to a professional event this motion was seconded by Lee Mortimer.

Voted on and unanimous votes no tee shorts

Tables for the open house one for each of the committees that we have formed with at least one person from each committee to run them to answer any questions that any of the guests might

have.

Three committees were also brought to the committees attention as not being apart of the needed committees at this time Special Events, Information Resources, Marketing (Communications). These committees will also be added to the application and to the Tri fold brochure on the Chamber of Commerce.

The Committee Chairmen were selected and will need to be ok and voted on at the next meeting on July 21, 2005 they are as follows:

Fall Festival - Chris Sherburn

Fundraising - Jill Lindsley

Membership - John Farrand, Lee Mortimer, Lisa Robertson

Special Events - Nichole Gray

Finance - John Farrand

Main Street - Louise Lowman

Marketing - Karen Fulton ?? Jessica Smith, Robin Burpee??

Information Resources - Jo Ann Miller ?? / Cathelia Cowles / Chris Klok

All eight committees accepted motioned by Chris Klok seconded by Chris Sherburn.

Chris Klok motioned that these Chairpersons will be temporary and shall be reassigned when the permanent board members are appointed. This was seconded by John Farrand. Put to a vote 4 yes and 1 no.

Insurance Chris Klok has done some research and has brought us Joe Garcia and Craig Ivy from American Benefit, LLC. He came and spoke with Chris Klok, Lee Mortimer and John Farrand this morning giving them a brief over view of what he does and what he can do for us and the Chamber. He also express interest in being at our open house on the 26 of July with his own table to answer any questions that guests may have regarding the insurance aspect of the Chamber. As well as he has contacts that could also help us with getting us Workmen's Comp., and Life Ins., with the VACC as the title holders. Joe also expressed to the three board members this morning that he would also be a Chamber member as well.

Chris motioned to ask Joe Garcia if since he was still interested in coming to our open house and being available for future members to talk to.

Voted on and it was unanimous he was voted to attend as a committee booth representative.

Meeting was called to adjournment by Lee Mortimer at 7:10 p.m.

Vicksburg Area Chamber of Commerce
August 15,2005

Meeting was called to order by president Lee Mortimer at 6:05 p.m.

§ Minutes

Minutes from July 21,2005 were passed out and were proofed they were motioned into acceptance by Karen Fulton , seconded by Dan Bialas. Vote Unanimous.

§ Finance Committee

Chairperson John Farrand reports that year to date the balance of the Chamber account is \$2,633.54.

§ Membership Committee

The membership committee has met this week and have a plan in action for another membership drive. Aug.30 from 6 - 8 p.m. at the Main St. Pub. A suggestion was made by John Farrand that for the mailing we use the Business Builder to help widen the area of businesses that are invited. Two post card invitations were sent around and between the two they were combined and a new one will be made and presented to the membership chairperson for approval, produced and mailed.

Lisa Robertson is in charge of printing off some name tags for the chamber board members for this event.

It was also brought to the attention that Thank you letters should be sent to all existing members that have just join us.

Chamber Chat was the title given to this event for the invitations moved by John Farrand, seconded by Lisa Robertson. Vote unanimous.

Also included was that there should be two different invitations one for non-members and one for members. For members it should be added that we welcome them to bring with them non-members.

§ Main Street Committee

Chairperson Louise Lowman has stepped down from her position. No Report to be given at this time.

§ Fall Festival

everything is under control. Chamber feels this is not a suitable report with the fall festival approaching us. The Chamber is in need of information as to what has been planned what has been approved by the Village. Chamber also needs to know what kind of insurance might be

needed. As well as what type of funds might be needed before the deadline.

President Lee Mortimer will be e-mailing Chris Sherburn for this information with a follow up call because of recent e-mail difficulties with some members.

§ Marketing Committee

The Marketing Committee was designated as being in charge of the Visitors Guide current members are Joe Garcia and Jessica Smith

§ Unfinished Business

John Farrand moves that we are now in need of stationary to do our correspondences with speakers and new members and businesses. Items needed are such as note cards to use for thank you's , envelopes and letter head.,seconded by Dan Bialas. Vote Unanimous. Motion granted for the expense of these items.

Insurance for the Chamber of Commerce this item was looked into by Chris Klok.. We are in need of Chamber personal property insurance, Directors and Officers insurance, riders for festivals (events) if events are not held here at the Village Museum.John Farrand will contact Ralph Hayward Insurance for a quote.

By Laws are back from the lawyers office.

We have an official agreement with the Historical Society that has been to the lawyer as well and this is now pending until we have insurance for our property and our Officers.

Info boxes John Farrand moves for a purchase of 2 info boxes for out front of the depot with the estimated expense of \$22.00 plus tax and possible shipping, seconded by Dan Bialas. Vote unanimous.

John Farrand moves that we pay to Chris Sherburn \$65.00 for the ink cartridges used for the Open House on July 26,2005.Karen Fulton motioned that until Chris Sherburn is present this issue is tabled. Chris Sherburn must provide us with a witten explanation as to why more than one color cartridge was used and purchased without authorization as well as the receipts for these cartridges.

§ New Business

A sign for the Chamber of Commerce is needed. Karen Fulton has agreed to contact the Society to find out who created their sign and what kind of sign is acceptable with them for us to hangup with theirs for us. Dan Bialas is going to work on getting some estimates for the cost.

The Desk is now in place so the next items on the list are to get the software needed to run the Chamber.Lee Mortimer is calling around to get more software information. John Farrand will call a local person on getting the computer that was donated by Felpaucsh repaired.

Items that we are needing to see some movement on are

- Visitor / Membership guide
- information resource biographies
- Computer up and running
- Thank you letters out to new members
- Sign
- Web site

Request for meeting day change by Dan Bialas the idea of the 2nd Monday of the month at 5 or 6 p.m. Was not voted on we agreed that it should be reset with the new Chamber board members when elected in September. So this item may be revisited on September 15,2005.

Committee Details requested by Jo Ann Miller so that everyone knows what it is that their committee is to be focused on.

Membership Committee - meet on an on going basis

- Chairperson calls meetings
- Thank you's to new members
- Ribbon Cutting
- Welcome packets
- Continue the income of members

Information Resource Committee - meet on an on going basis

- Chairperson calls meetings
- Gather and share all possible information on all members with New and visiting persons (i.e. business #'s what they do, how many there are in Vicksburg, How many employees they have etc.)

Marketing Committee - meet on an on going basis

- Chairperson calls meetings
- Visitors guide
- Press releases for ongoing and up coming events
- Chamber chat newsletter

Special Events - Meet on an on going basis

- Chairperson call meetings
- Arranges quarterly events
- Concerts in the park

Main Street Committee - meet on an on going basis

- Attends the Village counsel meetings
- Attends the foundations meetings
- Attends the D.D.A. meetings

Nominating Committee for the September Chamber board members are President Lee Mortimer, V. President Catheilia Cowles, Jill Lindsley, Jo Ann Miller and Laura Howard. This committee

will go around and ask Chamber members if they are interested in being on the board for the Chamber of Commerce they will return their findings to the Secretary who will type them up and mail them out to all of the Chamber members asking them as well if they would like to be considered for a board position. This is to be done before the September 15, 2005 meeting.

Fall business expo being held here in Vicksburg on September 13 the entry fee is \$35.00 are we interested in being a part of this expo? A motion made by Karen Fulton where do the profits go that they are getting for the booth rent back to the visitors in a raffle form or is it given to Lion's Club, Rotary what? Also is there a different entry fee for non-profit organizations for attending this expo. John Farrand said he would gather the information requested by Karen Fulton.

§ Announcements

Then next Chamber of Commerce meeting will be held at the Vicksburg Depot on Thursday September 15, 2005 at 6 p.m.

Meeting was called to adjourn at 8:20 p.m. by President Lee Mortimer and seconded by Dan Bialas.

Vicksburg Area Chamber of Commerce
September 22, 2005

The meeting was called to order by President Lee Mortimer at 6:05 pm.

Roll Call was performed all executive board members were present.

Minutes for the August 15,2005 Chamber meeting were passed for proofing to members not on e-mail listing. Approval tabled until October 10,2005.

Treasury Report given by John Farrand as of year to date with no outstanding bill the Chamber has a balance of \$3569.84 in their account.

Reports

§ Membership Committee - John Farrand passed out a listing of all present members to the board.

§ Fundraising - Jill Lindsley has come up with some ideas to go along with some events that may raise an interest in our community of having a October Fest (BIG) event like the car festival. And doing Beer tent Brats and some German dancers, Farmers market with local fruit growers welcome, horse and buggy rides stopping at points of interest or hay rides.

§ Winter (Jan.) Ice Festival maybe having a Chili cook - off, ice sculpture demos in front of businesses, Snow sculptures a heated dinning tent.

§ Summer go cart races, battle of the bands, bicycling tour of our community with points of interest given, juried arts and craft show.

§ Founders day would also be a possibility with activities for the community.

At each and every event that we would sponsor we have ideas given to have printed Tee shirts and Hats available to be purchased as a fundraiser for the Chamber.

A Coupon Book as like what the Jay Cee's with the participation of our local merchants and businesses. To sell these items for a fundraiser as well.

Jill stressed that we are needing to get some decisions made on these items to begin implementing them for the coming year.

Family Fall Festival 2005 this issue has been brought to the table because the Chairperson to this committee has submitted her resignation to the Chamber as of September 9, 2005. Lee addresses this issue to get the Chambers answer as to whether we should hold the festival on not to hold the festival. The Press Releases have gone out and should we or should we not put in a retraction for this issue. Brought to a vote that the Family Fall Festival will be dissolved for this year vote was unanimous.

Insurance

§ This issue is being handled by John Farrand and the Ralph Hayward Insurance Agency for General Liability which will cover all items that we have on the Museums property will be covered as well as if we were to hold events here at the Museum we would be covered up to \$1 million. If we should at some time want to do Beer tent, dinning tent or anything with mechanical (rides, go carts, buggy rides) it would be required that we have an additional rider for such things. The yearly cost of this policy would be \$402.89.

§ Directors and Officers insurance which seems to be unclear to the majority of the attendees will run in the range of \$1,100 up to \$1,400. Steve Brundage from The Hayward Agency has agreed to be present at the October meeting to help to answer questions.

A motion was made by Terry Housler that we should allow the expense and start with the General Liability insurance now and after the October meeting discuss the Director and Officers insurance. This was Seconded by Kent McCauley, voted on and passed unanimously.

Sign

§ It was asked by Karen Fulton via e-mail that we hold off on the sign that the Historical Society had in the plans to have the already existing sign painted and that the Vicksburg Area Chamber of Commerce might be added at that time.

Visitors Guide

§ Norm Smith presented to the board that Total Market Strategies would do all of the work that would be needed to solicit local businesses for advertisement that would in turn pay to have the guide published for a smaller fee if not for free. He states that the typical turn around time for this type of project would be about two months. That the only thing that he would need from us would be a letter of endorsement. Before any thing is to be finalized they require a signature that all is fine to print. Price of ads and amount needed will depend upon the amount and type of guide that we are looking for. He expressed that there is usually a discount for members and a higher fee for non members. He feels the best form of distribution of these items would be state line visitors/information stations and also to be placed in all local businesses, library and township offices. Norm needs to know what we want to use the guide for to determine how many is needed. The only time that there is a cost to the organization is when the ads do not meet the determined guide price that was quoted us.

Marketing Chairperson

§ Joanne Craddock has offered to step up to be the marketing Chairperson. A motion by Terry Housler to accept her offer and Seconded by Kent McCauley. Voted unanimous.

Welcome Letter is needing approval and is tabled to the October meeting letter is not present for approval.

Web site

§ Joanne Craddock brought information for Yahoo it is the easiest and cheapest that she has

found. For a 5 year term including the domain registration Hosting fees as well as 25 e-mail addresses and 2 gb web space and the set up fee for one year \$168.38.

Jill Lindsley motions to start the site with the expense that is needed for this to be done approved seconded by Harry Conant. Voted unanimous. Joanne Craddock will e-mail us with any updates such as web name etc.

Information Resource Biography needing approval to be put into the welcome pack for new members to fill out. This item also tabled until October meeting.

Museum Contract needing new board members to sign and some as witnesses.

John Farrand is asking for some help to develop a three year budget for the Chamber of Commerce to finish off any and all information needed to be placed on the application. Terry Housler mentioned that John meet with his general manager who is a Lawyer. Terry Housler and John Farrand and Dan Bialas will get together to try to develop a budget.

New Business

Voting in Executive Officers Terry Housler motioned for the Temporary executive board remain as is. Some board members feel they no longer want to continue as is it was only set up to be a temporary board.

§ Lisa Robertson was voted unanimously for the position of the Secretary

§ Lee Mortimer was nominated for Treasurer by Lisa Robertson and Seconded by Jo Ann Miller voted unanimously accepted.

§ Lisa Robertson nominated Kent McCauley for Vice President Seconded by Terry Housler voted unanimously accepted.

§ John Farrand nominated for President by Dan Bialas Seconded by Voted unanimously accepted.

§ Karen Fulton is the Honorary NON Voting representative for the Historical Society.

§ Jo Ann Miller motioned for Monday to be the permanent meeting day Seconded by Harry Conant. Voted unanimous passed.

§ John motions for the second Monday of the month and was seconded by Terry Housler. Voted unanimous passed.

Terms of Board seating

§ President John Farrand will hold office for one year.

§ Jo Ann Miller will hold Board member seat for one year.

§ Jill Lindsley will hold Board member seat for one year.

§ Terry Housler will hold Board member seat for two years.

§ Treasurer Lee Mortimer will hold office for two years.

§ Harry Conant Board member will hold seat for two years.

§ Vice President Kent McCauley will hold office for three years.

§ Dan Bialas will hold Board member seat for three years.

§ Secretary Lisa Robertson will hold office for three years.

Lisa Robertson motioned to move the meetings to the Main Street Pub that would make everyone more comfortable and accommodating for personal visual contact of all parties. Seconded by Harry Conant. Voted unanimous passed. The meetings will be held on the second Monday of every month excluding the October meeting to be held at the Strong School house following Tom George.

Terry Housler motioned for the meetings to start at 6 pm. Seconded by Dan Bialas.

Harry Conant was asked to work with Art Newbrough on getting the computer to the depot and set up so that we can run it.

Lisa Robertson brings to the table the issue of needing money to send out post cards for the Tom George event as well as approval to send them out to all local businesses that are NOT members as well as all members.

Terry Housler motions that the Treasurer shall have a limit of \$100 a month any thing over this amount needs the boards approval. Also that the mailing of the postcards should be done with an approved expense to do this. Seconded by Kent McCauley. Voted unanimous passed.

Committees with Chair persons are

- \$ Fundraisers - Jill Lindsley
- \$ Member ship - John Farrand
- \$ Marketing - Joanne Craddock

Committees still needing Chair persons are

- \$ Information resource
- \$ Fall Festival
- \$ Mainstreet

Meeting called to adjournment by president Lee Mortimer at 8:18 pm.

Vicksburg Area Chamber of Commerce
October 10, 2005

Meeting was called to order by Vice President Kent McCauley at 7:30 p.m.

Roll Call

§ finds that Board members John Farrand, Lee Mortimer, Harry Conant and Jo Ann Miller are not present. Majority is present and meeting is held.

Minutes

§ were e-mailed for September 22, 2005 these minutes were approved voted unanimous.

Treasury Report

§ No Report is available last report given was on August 15, 2005. This report was not detailed giving us what we are spending and what we are taking in. Terry Housler makes a motion that a treasury report should be prepared a minimum of one day prior to our monthly meetings for the report to be presented by any other board member if treasurer is unable to attend. This report should be in complete detail as the expenses and deposits. This motion is seconded by Dan Bialas. Voted unanimous.

Unfinished Business

§ The minutes for the August 15, 2005 meeting have been approved and voted unanimous.

§ Winter festival Jill Lindsley has gotten information on a one day Bingo License cost \$25.00. While checking on supplies it was suggested to her that we should do a Texas Hold'em tournament, it really brings in more for a fund raiser. This was thought to be another good idea to consider. Dan Bialas suggested maybe trying to borrow the Bingo Supplies from local VFW / Moose. Jill reports the cost for the equipment would run us \$50.00 plus we would need cards. 3,000 paper cards for \$17.50 plus the cost of the dobbers at \$2-\$3 each. For the canopy needed for the winter event with sides at the size of 40' x 100' for \$950.00 they would be waving the price of the sides and the delivery fee saving us a some of \$300.00. It would take 2-3 heaters to warm the tent at an additional cost. Prices came from the Canopium. Kent McCauley offered the tent at Angels Crossings or even the use of the Mill for this event. The Chili Cook Off would still be held down town as well as the ice sculpting which she has found a sculptor willing to do these for free as long as we provide them with food, drink and a block of ice. Dan Bialas said at Dowagaic businesses wanting a sculpture in front of their business purchased the ice block for the sculptor. Other items happening in town would be live entertainment, sleigh rides etc....

§ Terry Housler makes a motion for the event to be scheduled for Saturday February 18, 2005, Seconded by Karen Fulton voted unanimous.

§ Steve Brundage was present and feels at this time until we start to do events where there are more potentially harmful items going on such as alcoholic consumption, blow up

bouncy areas for kids to be injured, the risk is so small at this time it tends to weight out the elaborate expense it will cost us to have it. When there is a potential for some one to be injured and it's covered by our general liability insurance, we can get a special liquor rider, but it will not cover the Directors and Officers for liability. Karen Fulton asked if our home owners insurance will cover. Steve said some policies will exclude it from us because we are a Non-Profit Organization and not a Business.

§ Welcome Letter not available for viewing Joanne Craddock was asked to get one started and e-mail it to everyone to vote on instead of tabling it for a third month. Dan Bialas suggests the welcome packet be hand delivered to the businesses coming aboard with us as well as when a new business comes to town. In addition a couple of Chamber Representatives could take a basket of fruit to them and a ribbon cutting. Terry Housler brought in the welcome packet from the Kalamazoo Chamber and has offered it to us to look through and get ideas on what to include in our packets.

§ Visitors Guide Kent McCauley motions that we get more than one bid on the production of our visitors guide, seconded by Joanne Craddock voted unanimous. Joanne Craddock will be trying to get a quote from Robin Burpee. Dan Bialas motions the guide be tabled until we get more information on production of the guide. Seconded by Joanne Craddock voted unanimous.

§ Web site Joanne Craddock has the web site up and running. We all agree it looks very nice and a few numbers and e-mails can be added if the individual is willing to give them to Joanne. A concern Joanne needs a Credit Card to pay for the fees with SBC Yahoo. Lisa suggested she check with Lee Mortimer about a debt card or a automatic withdrawal going directly to SBC Yahoo.

§ 501c6 is in the final completion state needing signatures and addresses. All the forms have been completed and are ready to be sent in.

§ Sign for Museum Karen Fulton let us know Mike Hardy is going to be doing the sign for the Chamber of Commerce and he just needs someone who is willing to work with him....Dan Bialas volunteered to help him.

New Business

§ Kay Wunderlin came to ask the Chamber to take over the planting of the flowers in town. Dan Bialas asks what kind of work and expense are we looking at. Kay states everything is set up and the Boy Scouts and other groups are willing to volunteer to plant the flowers. The beds are cleaned and prepped by the Village. The funds for the flowers are usually provided by Rotary, Lions and the Villiage of Vicksburg. Dan motions to table until the November meeting so the board can discuss taking on this project. Seconded by Lisa Robertson.

§ Matt Crawford was not present for meeting. We tabled all discussion concerning start up funds form the Village.

§ Chair members being appointed to chairs of Committees Terry Housler asked if we had a sign up sheet for different committees and Lisa said we would have to know what the committees are and there function / responsibilities. We tabled this issue.

- § Fall Festival October Fest 2006: This item is being tabled to discuss further with a full board of directors.
- § Assign Concerts in the park to a Committee. This can not be done when we do not have a committee to assign it to. Tabled until committee is formed to do so.
- § Redesign our Committees: Kent McCauley feels this is a subject needing the whole board to pursue. Seconded by Lisa Robertson voted Unanimous.

Terry Housler motions for adjournment of the meeting at 9:00 p. m. Seconded by Dan Bialas.

Vicksburg Area Chamber of Commerce
November14, 2005

Meeting was called to order by President John Farrand at 6:04 p. m.

Roll Call

§ All board members are present meeting is held.

Minutes

§ A motion to all corrections made to the October 10, 2005 minutes were approved and the minutes were accepted as approved by Kent McCauley. Seconded by Harry Conant.
Voted unanimous.

Treasury Report

§ year to day we have one membership deposit and a fundraiser with a year to date balance of \$3,710.87. Terry makes a motion he would like to have a running balance sheet with correlation of entrees from the start date . Seconded by Dan Bialas . Voted unanimous.

Membership Report

§ Five new members have been added to our Chamber since September 25, 2005. Warren Lawrence Resident, Indian Lake School, Brady Township, Vicksburg United Methodist Church, Rotary.

Marketing Report

§ Joanne Craddock brings to the board the idea to do a mailing to the Vicksburg, Schoolcraft and Mendon area with an announcement of the Vicksburg Area Chamber of Commerce. She estimates that the cost of this item will be about \$300.00 - \$500.00.

§ Joanne feels working with Norm Smith on the Visitors Guide is our best approach after meeting and talking with the Company through Robin Burpee from Three Rivers. They have never done such project and are really trying to incorporate it into the Greater South West Michigan Guide. Which is really what we are not willing to do.

§ Ads for the Visitors Guide may be purchased by anyone in or out of Vicksburg but the articles and main emphasis will remain solely on Vicksburg Area (School District).

Ice Fest & Chili Cook Off

§ Jill motions Ice Fest be moved back because there is some concern with the weather being warmer by the 18th as scheduled. She is requesting it be moved to February 4th .
Seconded by Harry Canont. Voted unanimous.

§ Terry Housler requests a typed budget for the Ice Fest be present for all to see and discuss. This item will be e-mailed to Lisa and will be distributed to all board members for viewing and approval.

Outside Presentations

§ Skip and Carol Knowles were present to clear the air about the Vicksburg Community Association (VCA). The VCA is not looking for the Chamber of Commerce to take over the Christmas Parade but they are looking for Volunteers.

§ Skip also mentioned having The Downtown Development Authority (DDA) and the Vicksburg Community Association do a presentation for the Chamber. Giving us all an idea of their roles in Vicksburg and how we could possibly work together.

Unfinished Business

§ D & O Insurance: The policy we currently hold with Ralph Hayward Insurance Agency covers Basic Liability, Concerts in the Park, Property held at the office, for a yearly total of \$402.83. Kent McCauley motions that we do not purchase D & O insurance. Seconded by Lee Mortimer. Voted Seven Yes and one No.

§ Flower beds: Kent motions for the Rotary to take over te flower beds. Seconded by Lee Mortimer.

§ 501c6: Finished proof read John Farrand will be coming around to all board members for signatures to complete and mail in.

§ Sign: Dan will call Mike Hardy.

§ Web site: Looking good. Debit credit card has been taken care of so all funds for the web page are now being deducted from the Chambers account.

New Business

§ Committees redesign Marketing Committee - Press releases
Visitors guide
Website maintenance
Letters of introduction of Chamber

Membership Committee - Collect mail, Phone messages - distribute
Collect memberships - Welcome letters
Collect & Distribute Biographies
Update Benefits - Member listings
Welcome Baskets to New Businesses
Ribbon Cuttings

Fundraising / Events Committee - Chamber Events
Cocerts in the Park
Ice Festival
Fall Festival
Chamber Chats

Economic Development - Help business with getting grants
State, Federal and County Grants

Promote Village improvements

Each Chair from all committees will have written outlines of duties to the December 12 , 2005 meeting.

§ Appoint Chair persons: for new committees was tabled.

§ Concerts in the Park: was tabled.

§ Marketing Survey: for what Vicksburg needs and wants. With full discussion on this item we need to know why we need this survey. Misinterpretation from local resident is to apt to happen.

§ Membership Plaques : A bid from Ottens per plaque is \$6.00 with changeable year tag. Dan Bialas motions all members get a plaque and a vinyl window cling to be place on doors. Seconded by Harry Conant. Voted Unanimous. Karen Fulton is looking into prices and places to purchase window decals.

Adjournment

§ meeting was called to adjournment by Terry Housler. Seconded by Kent McCauley. Voted unanimous at 8:30 p.m.

Announcements

§ Next meeting is schedule for Monday December 12, 2005 at 6 p .m. at the Main Street Pub.

**Vicksburg Area Chamber of Commerce
December 12, 2005**

The meeting was called to order by President John Farrand at 6:04 p.m.

Roll Call: all board members present.

Outside Presentations: Chris Klok came to the meeting to let us know that she volunteered to help out the VCA on the Holiday parade last year and did not volunteer the Chamber for this event.

Minutes: November 14, 2005 Were read and Terry Housler motioned to accept the minutes as they stood, seconded by Dan Bialas. Voted Unanimous.

Treasury Report: Balance year to date is \$3,443.42. Lee Mortimer presented to the Board a printout of the expenses, Debits and Check Register.

Membership Report: one new member has been added for the month of December the Vicksburg Performing Arts Center.

Marketing Report: Visitors guide every thing is in place at this time. Needing to take a vote as to which size the board would like to see published. 4x9 for 2,500 is \$4,093 with a total of 16 pages. For the 8 1/2 x11 for 2,500 \$7,407 with a total of 40 pages. Dan Bialas motions to the 8 1/2 x11 size, seconded by Lee Mortimer. Voted with 8 yes and 1 opposed.

An Awareness mailer for the Chamber of Commerce to be mailed out two weeks prior to the ad collection for the Visitors Guide with a estimated cost of \$250.00 for Postage, Labels and paper. Dan Bialas motions to spend \$250.00 for the mailer to go out on January 10,2006, seconded by Lisa Robertson. Voted unanimous.

Winter Festival: Moving along nicely Ice Sculptors are booked, Schedule of events are in place and 6 contestants for the Chili Cook off have been confirmed. So far we have \$1,000 in Sponsors. We are in need of Donations for the Raffle. A estimated event projection is given to the board of expenses and income.

Unfinished Business

Depot sign: No report

Committee Outline of the Economic Growth and Development is given with great detail by Terry Housler. President John Farrand appoints Terry Houlser as Chairman of this Committee Kent McCauley is a committee member.

Concerts in the park Lee Mortimer gives the suggestion of moving the concerts in the park to a more suitable location for people to sit close to the performers. Terry Housler mentioned the Villager Manager has asked that on the Friday afternoon/evening or Sunday afternoon of the Car Festival if there was a Rib Fest or some event to help to keep people in the town a little longer go on over in the market place. John Farrand has offered to run with this idea.

New Business

Business District Sign: John Farrand brought to the board about having a Business district sign at the end of Sprinkle road and one on Highway. Directing people to our businesses. John Farrand is going to look into this.

Terry Housler brings to the Board that being a community oriented organization we would like to give to our community at this time of the year by adopting a family or purchasing a light off the tree of lights? Terry Houlser motions to give \$250.00 to the South County Community Services, seconded by Kent McCauley. Voted 8 yes and 1 abstained.

Window Static Clings 125 - \$1.45 each = \$181.00

250 - \$.87 each = \$217.00

500 - \$.60 each = \$300.00

Lisa motions for 250 static clings for \$181.00 seconded by Terry Housler. Voted unanimous.

Announcements

Annual dinner when shall we have it.

Josh Shultz for a Chamber Chat in January.

Next meeting held at Main St. Pub Monday January 9, 2005 at 6 p.m.

Lisa motions to adjourn seconded by Terry Houlser at 7:45 p.m.

