

Fremont Chamber of Commerce Board Meeting
January 27, 2016
309 N 36th Street

Attending: Pete Hanning, Paul Doak, Marko Tubic, Susan Fuller, Kerston Swartz, Phil Megenhardt, Andrew Arthur, Jennifer Beus, Suzie Burke, Sean Erhardt, Barbara Lueke, Rodman Miller, Victoria Odell, Kathy Peterson, Ken Saunderson

Staff: Jessica Vets, Caroline Sherman

Guests: Kirby Lindsay

The meeting was called to order at 8:05 AM by Pete Hanning

Introduction by **Pete Hanning**

Motion to approve the November Board Meeting Minutes made by Suzie, seconded by Marko and were **APPROVED**.

Election of Officers -- slate of candidates:

President, Pete Hanning

Vice Presidents:

Membership, Ken Saunderson

Programs, Kathy Petersen

Communications, Susan Fuller

Treasurer, Paul Doak

Secretary, Kerston Swartz

Suzie moved to approve, Marko seconded. MOTION CARRIED with no opposition.

Executive Director's Report:

- For Jessica it has been all about training the new team. Contractors create their bucket from guidelines from Board and get approval from Paul.
- Contractors & Exec Board doesn't meet for several weeks. Between now and then, the funds are there to pay the 3 people we're talking about. We need to say we will pay them.
- Paul is figuring out monthly maximum for each member of the team. Team members need to manage their time to not go over that max.
- Team: Caroline Sherman, current membership admin, Trisha Rarey, Marketing for Chamber as member. Lydia Minehan-Tubic, young, enthusiastic, interested in Marketing/Communications—WG, Business Directory, Friday Blast, etc.
- See Priority Matrix from Retreat. Each will map to that.

• Pete read **MOTION by Suzie:**

"We will use current funds to contract with:

- Tricia Rarey – Meetings/Events
- Lydia Minehan-Tubic—Membership [Marketing]
- Caroline Sherman—Sec/Admin [Membership]

For a monthly fee (hours/\$) to accomplish a small part of what's needed to serve our members for at 3 months" to apply monetary coverage before (new) contracts are signed.

Jennifer seconded. MOTION CARRIED with no opposition.

CATEGORY REPORTS

Membership Development / Member Services

- **Monthly Programs** – Victoria Odell – 2016 Line up
 - Phil—Feb17, Fremont Events Meeting at Lake Washington Rowing Club. Phil will work with Trisha.
 - March 16—Green Your Business, Sarah Nelson hosting. Gia Bassett, people from King County & City of Seattle attending. It would be helpful if the agencies they bring in say GOOD JOB, rather than list ways to be Green to support the local business community.
 - **Expo Update** – Jessica is managing this independently of the Chamber. Sponsors are starting to come in. Planning Committee needs assistance.
 - World Is Fun is a partner, Amy Faulkner started this org. She's from GeoCaching. Focusing it as a Community Connector: Business, non-profit, Government agencies will all be there.
 - Partnered with GeoCaching—they will do an adventure that yields prizes.
 - Partnering with Seattle Good Biz Partners who will bring food & locally produced items. Continuing to work to get partnerships. Church community is a great idea.
 - ACTION: Get entrees to the local Church Community to Jessica.
 - Working on getting large tech companies to partner and sponsor a non-profit connection for next year.
 - It is a multi-Chamber project. The Planning Committee has a lot of Chamber members. ACTION: Board needs to decide whether Trisha should focus on this.
 - Monetary side: The Chamber breaks even on this every year. The money funnels through the Fremont Chamber. Just got approval from World is Fun and will try to move funds management to them. Phil proposed we vote on being the fiscal agent of this Expo until further notice. Barbara pointed out that fiscal agency usually requires administration hours, do we have any set aside for this? No idea. No percentage to be taken, as there is no profit to get a percentage from.
 - Suzie moved we continue to serve as interim fiscal agent for Expo 2016 until new agency takes it on. Phil seconded. MOTION CARRIED with no opposition.
 - Addendum Motion: Suzie moved that we will try to arrange a 5% fiscal agency remuneration for 2016. Rodman 2nd. No discussion. MOTION CARRIED with no opposition.
 - **Fremont Safety Meeting**—tabled to next meeting.
 - **Picnic in the Park**—it's a Presidential election year. Who could we invite? Patty Murray, Mike O'Brien, Rob Johnson, etc. **ACTION:** Think of other politicians to invite.
- **Membership Dashboard** – see back of agenda.
 - Pete would like to reach out to new member businesses. **ACTION:** Get phone numbers & names of new members to Pete.
 - Discussion of Thank You packet. Add board list to it? **Bring this discussion to Marketing Committee**, as they have been working on Thank You packet.
 - Discussion of trades with area Chambers and non-profits and how valuable it is.
 - **Award nominations** – see list on back of agenda.
 - Brown Paper Tickets for conference room
 - History House for sharing their wealth of historical items

Community Relations

- **Fundraising Breakfast / Lunch**
 - North End Boy Scouts Breakfast/Fundraiser next Wed morning, 7am at Zoo. Get to see the Lions! Lots of big wigs, including the head of Vigor boat building will be there. Honoring Mike Dunn for his support of community.

- Need Fremont Board representation: Phil will take his son. Sean?
- **Literacy Source**—Suzie will have a table
- **Fremont Neighborhood Council** –
 - HALA Meeting—50 people turn out (usually 15-20)
 - Less than half were from Wallingford and other neighboring areas
 - Wants Fremont Chamber to be involved in the HALA issue
 - Another opportunity for us to shine, like the Camping mtg.
- **Fremont Arts Council** – Rodman Miller/ Marko Tubic
 - Having their elections. Must be a member to vote. Big swell of interest to push for a new working board.
 - COW meeting is a general membership meeting.
 - Big benefit that we have representative on our board.
 - Leslie retired—need new Parade Director
 - New Admin: Charlie at Dusty Strings.

Management & Operations

- **Executive Committee** – Phil Megenhardt
 - Proposal from Ryan with Piranha Blonde that the Fremont Chamber be their official non-profit for their Beer Garden, a Sunday only event on May 1st as part of their Food Truck Rodeo.
 - Discussion:
 - Keep them on their usual block. One event that highlights community is great, as long as it's only one event.
 - Our liquor license allows us to do 12 events/days per year with liquor. We already have 8, so we can do it. Opportunity for passive income, includes admin remuneration. Need clear language about Ryan being onsite and liability, indemnity, insurance, etc.
 - **Suzie moved** that we support the Taco Libre Showdown for May 1 as good for our community using our liquor license subject to approval of Ryan's detail proposal. **Kathy seconded. MOTION CARRIED** with no opposition.
 - Consider a form for this procedure. Phil has one and will give it to Ryan.
- **Finance Dashboard** – Paul Doak
 - **2016 budget** –There are some holes about basic infrastructure we have to maintain but he recommends approval.
 - Hysterical Markers is funded at \$1k which is not nearly enough to maintain them. Paul still recommends approval, because in six months we can use anticipated income and fundraising to cover this. Jessica recommended considering a City Grant: Arts & Culture, Small & Simple, or OED for about \$20-\$30k.
 - Christmas--\$5k for Holiday Ad Campaign, increased from last year.
 - **VOTE: Suzie moved** to approve, **Phil seconded. MOTION CARRIED** with no opposition.
 - **EXECUTIVE SESSION:** Discussion on FCC interim staff members and vote on contract labor annual budget maximums – Paul presented about team and bookkeeping – Rain City CPA can do all the FCC books for \$200 / month – they will also be writing checks and doing deposits – and working with Caroline and Execs to get everything done.
 - Susan recused herself since she is Rain City CPA's lawyer.
 - Marko recused himself due to his daughter being one of the contractors.
 - Discussion of the rates and hours – these are the maximums.
 - Roughly a savings of \$8,000 based on the schedule developed by the finance committee

- Each contractor has a separate contract between themselves and the Fremont Chamber and each contract has specific duties and roles enumerated.
- Phil asked about bonuses. Per Paul this is still in the budget, but that \$10,000 is separate from this and is not included in this – and can be used as a bonus, but not a part of this.
- **Paul moved** to approve, **Suzie seconded. MOTION APPROVED** with no opposition and 2 recusals.

Marketing & Major Events

- **Marketing Committee** – Ken Saunderson
 - **Walking Guide** update and proofing – Today
 - **OED Grant** – interview following today’s Board meeting, applied for \$20,000 mobile app
- **Major Events & Community Events**
 - **2016 Planning** - Phil Megenhardt

Advocacy

- **Governmental Issues** – Suzie Burke / Susan Fuller
- **Safety & Transportation Committee** – Pete Hanning
 - Suzie really wants to get the light at N 34th St & Troll Ave N. Needs a new grant to keep it in the hopper. She will carry it through to get it done. Lots of folks want this.
 - We support this Public Safety issue.

Raymond moved to adjourn. The meeting adjourned at 9:32 am.

Minutes submitted by **Caroline Sherman**