

## AGENDA

### Board of Directors Meeting

8 – 9:30 a.m., Wednesday, February 24, 2016

Fremont Chamber Conference Room

#### I. Call to Order – Pete (8:03am)

- Let's think about changing the board meetings from 8:00am to 8:30pm for future meetings

##### A. Mission Statement

##### B. Approval of Minutes: Table until next meeting on March 30, 2016

Caroline is on vacation – January minutes and Board Retreat minutes to come

Who can take minutes this month?

- Trisha Rarey will be taking minutes for Caroline
  - Trisha's computer did crash and lost the notes from the beginning. She had to re-write the notes from memory for parts II. Discussion of Chamber Management Structure and III. Executive Director Search and part of III. Executive Director Search

#### II. Discuss of Chamber Management Structure - Pete

##### A. Roles of Team Members per Board Retreat

1. Caroline Sherman – Membership, Minutes, Office Management
2. Trisha Rarey – Monthly Programs, Walk Fremont, Meeting Set Up, Partnerships
3. Lydia Minehan-Tubic – Communications, Marketing, Collateral Materials, Website
4. Accounting – Financial Management with Treasurer

##### B. Outline of Proposed Contracts and Next Steps – Pete and Susan

- We currently have 3 wonderful contractors so do we need to have just one person or will a team work out the best?
- Extend contract out to December to test out the structure of a team
- The proposed contract looks good and we do need to look at the bonus structure.
  - Should Membership director only get the bonus or do we split it?
  - Membership is brought in though all three and Caroline is the main contact for membership.
  - Possible a 60-20-20 split on membership bonus
- VOTE: Motion to removing bonus structure from contracts.
  - Phil moved and Suzie seconded, approved.
- There will be some kind of bonus however, we will stick with the hourly rate and a bonus can come in later.

#### III. Executive Director Search - Pete

##### A. Homework Phase – Past Presidents

- What are the priorities of the ED?

##### B. Interviews

##### C. What should be our timeline?

- Contract for the team have been extended to give the board time to look at the parameters of the position and find a high quality ED
- There are currently all guys looking for this position, Suzie B. suggests that it will be better if we have a more diverse group working on the interviews. It will make the candidates feel more comfortable.

- Board needs to work on cleaning up their business plan for the next 3-5 years so they can better determine on what a highly qualified candidate will look like
- Jessica has put such a large shadow over the position that because she made the position her own
  - That is what we are looking for: a person who is self-determined and motivated to take the position and make it their own.

#### IV. Committee Reports

##### A. Finance – Paul

- Remove the bookkeeping from admin/ED, Paul can get into QB
- Accounting: Jessie Allen at Rain City
  - They do not have signing power
  - (1) Caroline drops off all invoices to Rain City
  - (2) Physical checks with documents will be presented to Pete, Jennifer or Ken and they can sign the checks once they are approved and accurate.
  - (3) Then the checks will be mailed out to appropriate person or business.
- Bank Deposits will be made by Caroline and Rain City
  - Checks that are received by the FCC office, Caroline will pick up and drop off at the bank or Rain City.
- Currently there is a negative revenue and Rain City is cleaning out the books
  - Negative revenue is from the neighborhood expo which is being taken over by World is Fun and Rain City is cleaning that out.
  - Next month we will have a better look at the finances.
- Paul is using caution to transfer money to the reserves because of the negative revenue
  - Reserves are there for emergencies and should not be spent or dipped into.
- Chamber needs a review of finances/accounts/system/processes
  - Quotes on a review \$5,000 which is \$1000 more than budgeted
    - Attorney was \$1,000 less than budgeted
  - Maybe use someone local/ a referral from someone the board?
    - Suzie will ask, Maureen: she does tax returns for non-profits. She is located above the Red Door. Possible exchange for membership
  - Need to have boards consent this summer

##### B. Membership Development/Member Services – Ken

- No new business

##### C. Marketing and Major Events

1. Approval/not on taking on the Taco Libre Beer Garden - Pete
  - There is no risk or liability for the beer garden
  - Owner of Taco Libre will get a liquor liability from the city, he is our agent
  - To be legit with liquor control board: The money needs to be deposited into the FCC account and then a check to be written for expenses
  - Deposit money on Sunday night and have a separate line item for revenue and expense
  - Phil M. volunteers to be the project management on this and will be at the beer garden
  - The beer garden will be a one day event on Canal Street
  - VOTE: Motion to approve to be the sponsor for the beer garden for Taco Libre.
    - Paul moved and Suzie second, approved.
  - Phil will send over contract to the liquor control board to make sure it is legit
  - Flat fee per drink no matter what the drink is: margarita, beer, wine, spirits
  - Reach out to the liquor control board for training. Phil will contact and set up for after the next board meeting to make sure we are in good standing with the Board.
2. Marketing Committee – Ken
  - Nothing to Report as of right now the committee meeting is this month.

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3. 2016 - Hopscotch / Fremont Fair / Oktoberfest – Phil
    - Seattle Scotch and Beer Fest: one month away! Remember it is inside.
      - Use to be called Hopscotch
    - Solstice: Special event permit has been acquired
      - Fee is up \$5000 (\$20 Vendor fee was passed on)
        - Fee called the Mayors OED event fee
      - OED fee comments are welcomed and Bold Hat Productions will send them out to OED
      - Pete suggested the FCC should have simple thank you card to give to the vendors while board members walk around the events.
      - Changes to the Event: kids bouncy area moved and arts council is now near tableau
      - Music line up is to be released on equinox, and it is looking good!!
      - Art council needs to start to fundraise early, anyone started this conversation with them? Phil says yes he has.
        - They should not have the expectation to get money from FCC because we do not have the money to give.
    - Oktoberfest: Oct 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>
  4. Fremont Special Event Guidelines for Producers- Phil
    - Fremont Special event guideline: Phil has updated it.
      - Domain name renewals: need to know when we need to do that (Caroline)
  5. Solstice Social Good – Ken and Phil
    - Businesses, tech and nonprofits can get together to do good in the world
    - Forum to make the connections between the groups
    - Morning breakfast before the fair, run a conference program though out the day
    - Roll this out in April, corporate sponsorships needed
    - How can this event be different?
      - Corporates are not the ones that are the spotlight; our local nonprofits will be the spotlight. Example, Google pays for the nonprofit to show up and attend.
    - Raising the voice of Fremont and hopefully money too.
- D. Community Relations
1. Fremont Arts Council – Barb
  2. Fremont Neighborhood Council – James
  3. NSIA - Suzie
- E. Advocacy
1. Governmental Issues – Suzie / Susan
    - Safe lots are for cars that people are living in. Location is currently at the Yankee Diner  
Move out is in July
      - Report any vehicles that are living on the street, call the police
      - One more officer and car for this problem and a new bicycle
      - How to report this/How to help?
      - Separate communication to our members on steps to take on how to deal with this.
    - Fires under the I-5, drains are blocked and it has weakened the structure
    - Storage pipe, north transfer to Yankee diner site, subterranean over 100ft deep
      - Some blockage on Leary way for testing and the parking triangle near 9 million
    - Cascade bicycle blowout: one on one meetings for all that are concerned (Suzie, The Market, and PCC)

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- Public safety meeting in April
  - Host it at Hales or Giddy up
  - Talk about the homeless, safe lots and other safety issues that are a concern for the businesses
- 2. Safety & Transportation Committee – Pete Hanning (Table for next meeting)

**V. Announcements and New Business**

- A. Opportunities for Board Involvement (Table for next meeting)
  - 1. “Marking” our Expanded Boundaries
  - 2. Bringing the craft beer and distillers into the Chamber
- B. January Awards (Table for next meeting)
- C. Jessica’s Going Away Party - Monday February 29, 4:30 to 6p.m., Red Door Alehouse
  - Happy Hour Roast?
    - Funny stories of Jessica and what she has done for us
  - The reason why there is a charge is because there is food, drinks and Jessica requested it.
  - Award?
    - A Jessica Vets Award?
    - What she will love is Oktoberfest Tickets for a free pass.
- D. Other Announcements and New Business?
  - Paul - Autism symposium, St John and UW, 3 2 day symposium for 2,200 teaches to talk need to raise money as well. Late July early August held at UW, Philosophy anybody that comes near a child with autism, focusing on teachers and school.
  - ASCO: building getting torn down, city has been holding the permits and they can’t tear down before the permits. End of march it should be coming down

**VI. Adjourn: 9:51am**