



**Fremont Chamber of Commerce Board Meeting
July 26, 2017
Brown Paper Tickets Conference Room**

Attending: Ken Saunderson, Phil Meganhardt, Suzie Burke, Paul Robinson

Staff: Trisha Rarey, Caroline Sherman

Guests: Jordan Neth, Rain City CPA

The meeting was called to order at 8:32 AM by Ken.

Introduction by **Ken Saunderson**

Personal Story: tabled

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

Guest – Jordan Neth, Rain City CPA

Jordan has been a CPA since 2005. Jessie and he were business partners for 5-6 years and had worked together a few years before that. He is familiar with how Jessie does things and has done things for the Chamber. He has reviewed all our tax filings. Noticed that Rain City CPA doesn't have a contract with the Chamber. Phil suggested clarifying roles. Jordan will have his new project manager draw up a work flow/contract. Suzie encouraged the 20% discount because we are in the same neighborhood, etc.

Anticipates August 10th for his Project Manager to start this work. Would also like to streamline our QuickBooks accounts, as there is duplication and we are paying for extra accounts. Jordan recommends assigning it to the Treasurer at FremontChamber, so it is easily transferrable. Phil suggested getting things pinned down by November. Jordan said how things are working now is fine, but he's eager to clarify his role, so he knows exactly what he is responsible for.

Ken asked if there has ever been an audit? Suzie thought a review, but not an audit.

Phil: Holly has been great as our bookkeeper. This board has had trouble understanding goals. Phil is eager to be able to forecast from our budget.

Jordan is the sole owner of Rain City CPA and is an astronomy buff. He encouraged us to promote the upcoming solar eclipse on August 21st.

Ken encouraged Jordan to join the board. Elections are at Christmas. Jordan has been on boards before.

Finance Report – Phil

- See Financial Position and Statement of Activity.
- Need to get signatures updated at the Bank. Need to get Paul Doak, former treasurer, off.
- Follow up with Greg Harris about Biz Directory \$\$.
- June meeting income was good, but previous months were low. One big meeting can catch us up. Picnic in the Park was a big success!
- Membership income was on track.
- July meeting attendance was low, 18, but August is Ride the Ducks, so that should be big, but it takes hustle.
- Consulting is at 99%. Fluctuations are down, so staff is doing a good job of invoicing and reporting.
- Office expenses also fluctuate—questions about rent and utilities and what account they are in.

Old Business

- A. Board Recruitment—Ken asked Jordan at Rain City CPA. Suzie asked Mark Grey, of Stephen Gray & Assoc., and maybe one of his employees could do it. Ken needs to connect with Tableau and Adobe. Tableau is excited about their new building. Let's use their big new lobby.
- B. Arts Fund \$1,500+. Phil's suggestion as Treasurer is to continue building the fund until 2018 and then have a grant cycle. Arts Fund is not technically a restricted fund. Arts in Fremont is not a foundation or separate account. At least once a year we give out grants to arts organizations. Sometimes it goes to maintenance of existing art in Fremont (Lenin Statue, etc.) Sometimes it goes to the Art Cars, etc. By the Spring, if we haven't been hit with needs for new lights at the Rocket, etc., then we put out a call for small (\$500) arts grants.
 - a. Jordan will look at our 990. There are 3 categories of restricted use: Restricted, Temporary Restricted (Arts Fund) with a purpose, Unrestricted (general operations.)
- C. Frame Up Studios \$314 Fremont Fair Poster commission is specifically designated for Solid Ground Donation in the memo. Phil thinks the guy at Frame Up Studios doesn't realize that Solid Ground is no longer involved in the Fremont Fair. Phil's suggestion is that it goes into our Fremont Fair income fund. Our goal is to then make it available for grants in 2018. Suzie agreed.

Chamber Staff Reports

- A. Membership and Office Management - Caroline Sherman (see attached)
 - a. Regular meetings with Culture Foundry as website redesign progresses. The ideas we've seen are great, so far.
 - b. Membership is dropping. We are down from 251 to 249.
- B. Marketing and Programs - Trisha Rarey (see attached)
 - a. Tri-Chamber BBQ, not everyone paid. Need better communication for next year.
 - b. August is Ride the Ducks. Registration link is live. Send it out!
 - c. Wiffleball—one team is registered with 6 people. Fremont.com/wiffleball—get folks to sign up!! Frank is helping.

- d. Fireball Run—do we want to participate and bring this run to Fremont? Late 2018. It's cars, walking, all sorts of different vehicles. Story of your town as told through.... It would be extra time for Trisha, so Board nixed it. Focus on Ride the Ducks.
- e. Jordan left at 9:25.
- f. Google Analytics—see back of handout.
- g. Please draft a note from Pete to Abbey—arts grants taking place in 2018, and they can apply then.
- h. Dennis Bateman note about bench at upper Fremont: How to get a hold of Tom Scott. Dennis has no money. Kirby loves to work with him. Suzie will ask Kirby about it.

Committee Reports

A. Membership Development/Member Services – Ken

- a. Separate Category for Media? Kirby qualifies. Would love to see a media membership. Suzie moved we create a free Media Membership level, Phil seconded. Pete Hanning also indicated approval in an email to Ken. MOTION carried.
- b. Allows us to recognize longstanding community media members in print and online. Gives everyone connections.
- c. Free membership!
- d. Look for other news organizations to add this way.

B. Marketing and Major Events– Phil

Oktoberfest. Liquor Control Board, we are not an event like a walk around service. Family friendly approved. They are going to encourage the Seattle Attorney, Pete Holmes to allow all ages on Sunday. Suzie will also push for this. Phil sent a letter to everybody about this (that Liquor Control Board loved) and will get this letter to Suzie. Suzie will make some calls. Not doing 5K. Doing Dog Day/Walk.

Ken Left at 9:30 pm.

C. Community Relations

- 1. Fremont Arts Council – Need Representative
- 2. Fremont Neighborhood Council – Need Representative
- 3. North Seattle Industrial Association – Suzie

D. Advocacy

- 1. Governmental Issues – Suzie
- 2. Safety & Transportation Committee – Pete

Announcements and New Business

- A. Suzie: Rotary has raffle tickets for Super Bowl in Minneapolis! 5 for \$20, or \$5/each.

Adjourned: Motion to adjourn by Suzie, seconded Phil. So moved at 9:35 am.

Minutes submitted by **Caroline Sherman**