



**Board Meeting Minutes**  
**April 24, 2019**  
**309 N 36<sup>th</sup> St Conference Room**

**Attending:** Pete Hanning, Sarah Kennedy, Suzie Burke, Michael Wanaka, Ken Saunderson, Sean Erhardt, Brandi Gaines

**Staff:** Whitney Moore, Caroline Sherman

**Guests:** Jeff Kent, Turner Construction

The meeting was called to order at 8:39 AM by Pete.

- A. Introductions
- B. Mission Statement read by Pete

**Approval of Minutes:** Suzie moved and Ken seconded to approve February and March minutes. Motion Carried.

**New Business:**

Registered letter from Rain City CPA. They are dropping us as their clients. Issues around our accounts and Bold Hat's control of those and them not having access. As board members, we have a fiduciary responsibility that we are above board. We should have an audit or a review.

Issue: "Phil Megenhardt is using the Fremont Chamber for his own personal use." We have to have liquor permits. We contract with Bold Hat to put on events. So, Rain City has that wrong. On the other hand, we could have a review of the Oktoberfest accounting and the Fremont Fair accounting as regards these contracts, and how the account the FCC has that Phil uses is doing. Does not change the fact that we need a bookkeeper, paying bills, etc. We need to accomplish that, and we need a CPA to do an annual tax compilation. They filed for an extension for our 2017 taxes and have not completed our 2018 taxes. This still needs to be done.

Pete met with Jordie last year and talked about this. Pete felt that Jordie was seeing more than was there. But we have a legal, fiduciary responsibility to make sure we are handling things correctly and effectively.

**Next Steps:**

- Find Bookkeeping Service--Suzie
  - Pay bills
- Find a non-profit CPA—Suzie, Paul and Brandi know Maureen Gummersall.
  - Get taxes done
  - Complete a review

Caroline reviewed the bookkeeping process with the board. Emails come in indicating a bill is due, has been paid, etc. Caroline forwards this to “books@raincity.com”

It would be good to find a service that does this for a lot of people. Suzie will own this task. Board will also try and find a CPA. Michael uses a CPA in Ballard, but doesn't know if he does non-profit bookkeeping.

**MOTION:** Ken moved that we authorize Suzie and the Exec committee to find a bookkeeper by the end of the month and a CPA to do taxes and review. Michael seconded. **Motion Passed.**

## Finance Report – Phil

### Open Business from Last Meeting

- A. Cranes in the ‘Hood—Molly Barry, Turner Construction
  - a. Molly passed around flyers around the neighborhood about the cranes. They attended our board meeting and SDOT meeting. They have stepped up and are paying attention to our concerns.
- B. Rocket Maintenance—Paul
  - a. Contractors were out there looking at it yesterday under Adrian’s leadership. This includes any equipment getting up there, etc. Suzie believes it’s going to be pricey. Adrian asked for 3 different bids. The bid may include the new stenciling, or not. If not, we’ll need to find an artist to do the stenciling. The Chamber could donate what’s in the Arts Fund.
  - b. Brandi is talking to Adobe team working on their own project code named “Rocket” to see if they want to participate. Or sponsor it.
  - c. Paul—it has been painted before.
  - d. Suzie—Requires electricity to enable the paint to adhere.

### Chamber Staff Reports—see handouts

- A. Membership and Office Management - Caroline Sherman
  - a. Michael knows someone at Gravity Payments who could take Jane Kelly’s place. Should he reach out?
  - b. No—we are set. We don’t want to bring in folks who don’t have a connection.
  - c. Drop Fremont Studios.
  - d. **MOTION:** Make Rodman Miller a Member for Life. Suzie moved, Pete seconded. **Motion Carried!**
  - e. Paul, Whitney & Caroline will attend the Experience Momentum Grand Opening.
- B. Membership & Marketing – Whitney Moore
  - a. Adding our Premier members with logos on Blast.
  - b. Sharing Google biz list to Adobe, as well.
  - c. Need a mechanism for creating Blast (or other info) once and replicating on multiple platforms, without having to adapt/re-write to each platform.

- d. American Cancer Society is asking for a LOT. They are a high-demand member. We need to put a cap on when we will begin promoting events. They want it 6 months in advance.

## Committee Reports

### A. Membership—Pete

- a. Pete & Ken met with The Riveter. There are lots of little businesses in big buildings. “Incubators”. We aren’t going to be able to get them all, but we want them to get involved and come to our meetings. The Ask is to get The Riveter, Brian Regan (landlord), Space Building to a higher spot. So the Chamber Member rate is offered to all those small businesses. Right now The Riveter is paying \$150 for membership. We want them to go up to Milky Way and we would extend the member rate to small businesses leasing spaces. This will build participation.
- b. Ken: The Riveter is going to partner with us on an event. They are expanding. They have a small board room—have our board meetings there. The manager there will promote businesses and let folks know about membership events. We need to get back to them with a proposal of here are the benefits. Is the board comfortable with this model? Instead of 1 Riveter member we get 50.
- c. Brings more money in at the Premium Member levels. Increases participation, networking, etc.
- d. Riveter becomes part of our marketing arm.
- e. Offices are tiny. 100 businesses in there. 99% won’t join us as a member, but 25% might benefit from participating in our programs.
- f. Updating our benefits package:
  - i. Category for Business/non-profit. Change this to Shining Star (1-10) employees
  - ii. Free passes offered to larger members to come to meetings. Green Lake, West Seattle chambers do not offer that. If Adobe brought 10 folks in with free passes, no way to guarantee things with the caterer. Ken’s recommendation is to do away with free meeting passes. Work with Whitney to rotate premium member logos on Blast, etc.
  - iii. Deleted: Sustaining @ \$3k. No one has signed up for that.
  - iv. Non-Profits: small at Shining Star, Large at Solar System.
- g. Comments on new matrix by Ken with benefits changes.

### C. Action Plan—Visit each month. Mark things off.

### D. Proposed Marketing Plan for the Chamber – Ken

- a. Will punt on this. Not sure we should spend money on this yet. (Get back to Conner Cayson on this!)
- b. Missing a big opportunity on getting the word out to the Tourist Market. Can we give Whitney 30 hours over the next few months? Like could we meet with/work with Theo’s on how to take advantage of their tour folks? Sunday Market, Ride the Ducks, Seattle Concierge deal, Fremont Chamber goodie bag (Theo’s chocolate, Fremont Brewing can, brochures about the breweries, etc.)

- c. Group on Instagram—popular way to reach out on Instagram. Invite a bunch of those folks to Fremont and get them to write about Fremont!
- d. Little stuff to talk about tourism development now. Ride the Ducks Captain’s party. Fremont centric, etc.
- e. Focus on Tourism!
- f. Fremont Rocket bar by Theo’s!
- g. Does Whitney have the capacity for 30 extra hours over the next two months to focus on Tourism? Can the budget handle it?

### **Member Engagement Telethon**

Everyone should review the list, use the geographical component and communicate with the staff.

- Street in Ballard near Ballard Library named for Rob Matson for his 40 years of community support.
- Treat Tom Whittemore as a member because we want him at the meetings!
- Suzie: Letter from Department of Transportation that we are getting a light at 1<sup>st</sup> Ave NW & 36<sup>th</sup>. \$200,000 needing to be raised by the community for that light. \$300k is coming out of Seattle Public Utilities thing. Suzie needs backing of FCC to say let’s go do this. She’ll be talking to businesses nearby. The City will push the project on the other corner. All of that is in play, but we may need to send a letter that we need time, etc. She is confident we will get the light

### **Announcements and New Business—Pete**

- A. Business Owners Insurance Renewal: Rain City CPA good till April 29<sup>th</sup>.
- B. Friends of Troll’s Knoll Planter Box Sponsorship—we are in for one box.
- C. Suzie met with Ken Snipes, head of Seattle SPU’s solid waste about garbage cans.
- D. Phil coached FNC on how to get a banquet license, since they were not selling beer.
- E. Award Ideas for April – who and why?
  - a. North Precinct for Increased Patrols
  - b. Parking Enforcement lady—additional to what Whitney posted.
  - c. Metro for new garbage cans—let the original poster woman know about it—pictures!
  - d. Rodman Miller
- F. Jeff, Turner Construction—Notifications on crane removal at 36<sup>th</sup>. Keeping sidewalks open for pub crawls. Hope to be done on Saturday, but could go through Sunday. Also need them to inform the folks on the alley. Kirby reached out to FAC. Metro has been notified.

### **Programming—Ken**

- A. Anti-shoplifting program was a big success! Thanks to Sarah Kennedy for hosting.
- B. Pete—how to handle folks who just can’t come because it’s too expensive. Cover our costs, but give staff latitude to let some folks come if they can’t attend. YES, primarily for smaller businesses.
- C. Meeting with Sam Zimbabwe—terrific. 30 people attended. Ivar’s great host. Lots of feedback at NSIA meeting. Diverse businesses attended.

- D. This month at Google for Killer Tech Tips. Google, Adobe, Tableau, Culture Foundry. Google sponsoring and underwriting.
- E. June is Picnic on the Dock at Maritime Academy. List of 3 districts of candidates. Ken sending out invitations now & Commissioner from port of Seattle.
- F. July at Riveter with some program
- G. August at Mischief/Happy Hour
- H. Sep, CEO at Theo's
- I. Oct, social good event.

**Adjourned:** Motion to adjourn by Suzie, seconded by Ken. So moved at 10:06 am.

Minutes submitted by **Caroline Sherman**