

Minutes

from

Lawrence Chamber of Commerce Board Meeting

Meeting Date: Tuesday, February 17, 2009

- Board Members in Attendance:
 - David Ring
 - Nate Blume
 - Jim Huguenard
 - Jason Kieninger
 - Carletta Sullivan
 - Jim Joven
 - Joe Heckman
 - John Bryant
 - Phil Terry
 - Bill Cathcart
 - Jim Masur
- Chamber Employees Present
 - Sandi Ballard
 - Kyla Hurst
- Meeting was called to order by Jim Joven. Board Chairman Pat O'Brien was unable to attend due to business requirements.
- Board member John Bryant introduced new board member Phil Terry from Monarch Beverage.
- Jim Huguenard had sent out the minutes from the board meeting held on January 20, 2009 to the entire board via email for their review prior to the 2/17/09 board meeting.
 - Joe Heckman requested an amendment to the 1/20/09 minutes. The amendment was to the roles and responsibilities of the board's Second Vice Chair, currently held by Joe Heckman. Joe wanted to add the verbiage "operational support" in addition to the responsibilities of Human Resource for the chamber staff.
 - Jim Huguenard will make the requested changes and send out the revised minutes to the board

- A motion was made to accept the minutes, with the requested amendment, as published. Motion was seconded and carried.
- Jason Kieninger gave the treasurer report. The January 2009 financial reports were handed out
 - Jason asked the board if they want all the reports he publishes
 - David Ring requested Jason publish hard copies of the monthly Balance Sheet and the A/R Aging Summary for future board meetings. The other three reports, “Profit and Loss by Class”, “Profit and Loss Budget vs. Actual”, and “Profit and Loss” will be sent to the entire board via email.
 - Sandi Ballard requested some additions to the Profit and Loss reports to track income from chamber events. Sandi and Jason will discuss this outside the meeting in order to arrive at a solution to Sandi’s request.
 - Jason stated he opened a checking account with Charter One Bank and closed the checking account with Fifth Third Bank.
 - Jim Joven asked about upcoming Finance Committee Meetings.
 - None are scheduled
 - Joe Heckman stated he will have a follow up meeting with Sandi and Kyla to continue discussion on their current daily tasks and the need for a third person to help them. After this follow up meeting, Jason will schedule a Finance Committee Meeting.
 - The Finance Committee members are:
 - Jim Joven
 - Jason Kieninger
 - Pat O’Brien
 - Joe Heckman
 - Jim Huguenard
 - Sandi Ballard
 - Nate Blume
 - Jim Masur
 - A motion was made to accept the treasurer report as published. The motion was seconded and carried.
- Joe Heckman gave a summary of the meeting with Sandi, Kyla, Pat O’Brien and himself on what their daily tasks were and determine if there is a need for a third person or intern to help.
 - Kyla Hurst gave a summary on her view of how the staff has been reduced since Kris Butler’s administration.
 - David Shinn is no longer supporting the chamber website due to the belief the work being done with eTapestry has rendered David’s support as unnecessary
 - Sandi Ballard has assumed the role of chamber president. Her roles as a board member during Kris’s administration with event planning and implementation have not been taken over by another board member.
 - Kyla is now taking on many tasks Sherilee McClain performed when Sherilee was a board member.

- Jim Huguenard will distribute this report via email
- Sandi Ballard gave the President's report
 - Sandi summarized the results of the State of the City event
 - Sandi summarized the results of the first Netting the Business event held on Friday, February 13.
 - The chamber brought in \$60.
 - There were 13 people in attendance
 - Sandi stated she and Kyla are going to attend the Indiana Chamber Executive Association Winter Conference and Awards Luncheon on March 11 and 12 at the Hyatt Regency in downtown Indianapolis.
 - Joe Heckman expressed interest in attending this event and asked for information
 - Sandi stated there is a cost to attend the event
 - Joe asked Jim Huguenard to acquire information about this event from Sandi or Kyla and distribute to the entire board
 - Sandi asked the board to vote on accepting new chamber members
 - A motion was made to accept the new members as published in Sandi's president's report. The motion was seconded and carried.
- Next Board Meeting will be Tuesday, March 17, 2009 at 7:30 am at Ivy Tech on Fort Harrison in the first floor conference room.
- The meeting was adjourned at 8:45 am

Respectfully Submitted,

Jim Huguenard
Board Secretary