

Minutes

from

Lawrence Chamber of Commerce Board Meeting

Meeting Date: Tuesday, March 17, 2009

- Board Members in Attendance:
 - Pat O'Brien
 - Jim Masur
 - Carletta Sullivan
 - Joe Heckman
 - John Bryant
 - Phil Terry
 - Jim Huguenard

- Chamber Employees Present
 - Sandi Ballard
 - Kyla Hurst

- Meeting was called to order by Board Chairman Pat O'Brien.

- Jim Huguenard had sent out the minutes from the board meeting held on February 17, 2009, to the entire board via email for their review prior to the 3/17/09 board meeting.
 - No changes to the minutes were stated by the attending board members.
 - A motion was made to accept the minutes as published. Motion was seconded and approved.

- Jason Kieninger was not in attendance. He did send out the financial reports which were distributed via email on the evening of March 16, 2009.

- Joe Heckman gave a summary of the follow up meeting with Sandi, Kyla, and himself to continue his evaluation of what Sandi's and Kyla's daily tasks are and the need for a third person in the office.

- Joe concluded there is a need for a third person based on the below listed facts:
 - 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.
 - Since Sandi has taken over as the chamber president, the board has lost three (3) support people whose roles have fallen on Sandi and Kyla.

- Pat O'Brien reported he and Kris Butler of the Fort Harrison Reuse Authority had a discussion about the current office space.
 - The rent for the current office space is \$500 / month and is on a month to month lease
 - The Reuse Authority will not pay for new paint or carpet for the current office

- Pat O'Brien summarized Sandi's "Upcoming Financial Needs" report. The report contained the costs for new office furniture, new computers for Sandi and Kyla, and a third person for the office staff.
 - New Office Furniture / Office Remodeling
 - Joe Heckman made a suggestion to have Sandi move forward with the remodeling plan of the current office
 - A motion was made to have Sandi move forward with implementing the office remodeling plan with the stipulation the total cost is not to exceed \$15,000.
 - The motion was seconded, voted on by the attending board members and approved.
 - New Computers for Sandi and Kyla
 - Sandi was asked to find out lease options for new computers instead of purchasing them.
 - Sandi will find out the options and report to the finance committee
 - A motion was made to either purchase or lease new computers for Sandi and Kyla.
 - The motion was seconded, voted on by the attending board members and approved.

- Third Person for Office Staff
 - The board agreed with Joe's assessment that a third person be added to the office staff
 - A motion was made to move forward with adding a third person to the office staff.
 - The motion was seconded, voted on by the attending board members and approved.
- Pat O'Brien scheduled a Finance Committee teleconference for Thursday, March 19 at 2:00 pm to determine method of payment to implement the three actions approved by the board.
 - Pat will set up the number for the conference call and send out to the committee members.
- Sandi Ballard gave the President's report
 - Sandi summarized the meetings and events she has attended since the last board meeting.
 - Upcoming chamber events and their respective dates were stated.
 - Sandi stated 6 new businesses have asked to join the chamber. She asked the board to vote on accepting these new members.
 - Cartridge Specialists INK
 - Chairman's Cigar Lounge
 - The Grill
 - Northwood University
 - Insurance Associates
 - Magnovo
 - A motion was made to accept the new members. The motion was seconded and carried.
- Next Board Meeting will be Tuesday, April 21, 2009 at 7:30 am at Ivy Tech on Fort Harrison in the first floor conference room.
- The meeting was adjourned at 8:50 am

Respectfully Submitted,

Jim Huguenard
Board Secretary