

# Minutes

from

## Lawrence Chamber of Commerce Board Meeting

**Meeting Date: Tuesday, January 20, 2009**

- Board Members in Attendance:
  - Pat O'Brien
  - David Ring
  - Nate Blume
  - Jim Huguenard
  - Jason Kieninger
  - Carletta Sullivan
  - Jim Joven
  - Joe Heckman
  - John Bryant
  
- Chamber Employees Present
  - Sandi Ballard
  - Kyla Hurst
  
- Meeting was called to order by Chairman Pat O'Brien
  
- Pat stated expectations of 2009 board members, specifically:
  - Attend Board Meetings
  - Participate in their respective councils
  - Attend chamber events (breakfast meetings, after hour events)
  - Be present at chamber member events such as grand openings, ribbon cuttings, special events
  
- Jim Huguenard had sent out the minutes from the board meeting held on November 18, 2008 to the entire board via email for their review prior to the 1/20/09 board meeting.
  - A motion was made to accept the 11/18/08 board meeting minutes as read. No changes to them were expressed. The motion was seconded and carried.

- Jason Kieninger gave the treasurer report. The December 2008 financial reports were handed out
  - A motion was made to accept the financial report as published and read. No changes were expressed. The motion was seconded and carried.
- Jim Joven discussed the board positions and their respective responsibilities.
  - Pat O'Brien added to the discussion discussing:
    - Council roles
    - Office roles
    - Council reports
      - Council reports will be issued to the board prior to the next scheduled board meeting
      - The chairman of the council will be responsible for creating the report
      - Jim Huguenard will distribute the council reports to the entire board prior to the next scheduled board meeting
- The board discussed and decided on the following roles and responsibilities for the First and Second Vice Chair:
  - The board's First Vice Chair, Jim Joven, will be the liaison between all four councils and the board
  - The board Second Vice Chair, Joe Heckman, will oversee the Human Resource duties for the chamber staff
- The four councils and their respective staff are:
  - Advocacy Council
    - Jim Masur – Chair
    - Paula Patrick
    - Jim Joven
  - Connections Council
    - No current chair – Need to vote on a chair
    - Jason Kieninger
    - John Bryant
    - Bill Cathcart
    - Jim Huguenard
    - Larry Marcum

- Information Council
  - No Chair – Need to vote on a chair
  - Joe Heckman – Chair
  - Jim Huguenard
  
- Opportunities Council
  - No Chair – Need to vote on a chair
  - Nate Blume
  - David Ring
  - Carletta Sullivan
  
- Jim Joven gave a chamber staff report
  - The board discussed the possibility of adding a 3<sup>rd</sup> person to the chamber staff
  - A question was raised on what the 3<sup>rd</sup> person's role and responsibilities will be
  - It was stated that if the 3<sup>rd</sup> person was a high school intern, past interns with the chamber office have reported on feeling frustrated due to not knowing what they needed to accomplish on a daily basis
  - Joe Heckman, Pat O'Brien, Sandi Ballard, and Kyla Hurst will meet on Tuesday, January 27, 2009 at 3:00 pm at the chamber office to discuss what Sandi and Kyla's current responsibilities are and how a 3<sup>rd</sup> person could be best utilized to help them.
  
- Sandi Ballard gave the President's report
  - Sandi issued a copy of the report to the board
  - The board voted on and approved the new members listed in the report
  - A motion was made to accept the President's report as published and read. No changes were expressed. The motion was seconded and carried.
  
- Next Board Meeting will be Tuesday, February 17, 2009 at 7:30 am at Ivy Tech on Fort Harrison in the first floor conference room.
  
- The meeting was adjourned at 9:20 am

Respectfully Submitted,

Jim Huguenard  
Board Secretary