

**Rolla Area Chamber of Commerce
Board Meeting Summary – April 24, 2008**

Present: David Duncan, Pat Leaders, Steve Malott, Caroleen Ferrell, Anita Carroll, Matt Sanders, Maria Sachs, Sue Brown and Glen Sapaugh, Jr.

Staff: Stevie Kears, Carolyn Peplow and Gail Husted

Absent: Scott Caron, Barry White and Shad Becker

Ex Officio's Present: John Butz, City Administrator

Guest's Present: Mark Kean, Accountant

Meeting Called to Order: Meeting called to order at 7:33 a.m. by President, Pat Leaders.

Meeting Minutes: A motion was made by Malott, second by Ferrell to approve the January and February meeting summaries as presented. Motion passed by vote.

Financial Review: Mark Kean, accountant, reviewed the year to date financials and 2007 annual audit. A motion was made by Malott, second by Ferrell to approve the March YTD financial reports and annual 2007 audit as presented. Motion passed by vote.

Ex-Officio Reports:

Missouri S&T: Malott reported that graduation is in May, this is a large group of graduates and 2 ceremonies will be held.

Old Business:

Call on Members: Board members selected a new member name to call on during the next month. Kears reported that each membership card has a slate of questions for the members to generate feedback.

Marketing Firm: Husted reported that the Marketing Committee would be here for a presentation of current work on May 8 at noon.

Tour of Missouri Update: Kears reported that Caron, the committee chair, is attending Tour of Georgia, gathering ideas to bring back to Rolla to enhance our participation in Tour of Missouri September 11-12. There will be an informational/sponsorship luncheon held at the Centre on April 30 at 11:30 a.m., all are invited, board members were asked to RSVP to the chamber office. This meeting will also include information on volunteer opportunities. Kears also reported that Brewer Science has committed \$10K as a sponsor of the event.

New Business:

Building & Grounds – Lead Abatement: Kears and Butz reported to the board that the date requirement to complete the lead abatement is June 9, 2008. Kears is waiting for a second bid on the abatement, expected to arrive later in the day. Butz stated that the plan of action for abatement must be submitted to the State for approval prior to the encapsulation being completed. A motion was made by Duncan, second by Ferrell to proceed with the encapsulation, going with the lowest bid and sending a letter to the Forest Service stating that we have the plan in process and will complete the abatement process by June 9 or as soon as possible following that date depending on the state approval of the plan. Motion passed by vote.

Building & Grounds – Visitor Center Doors: Kears reported to the board that both sets of doors in the Visitor Center meeting room are in need of repair. A quote was received for Miller Glass for \$900 for the single door and \$2000 for the double door. A motion was made by Malott, second by Sanders to proceed with the repair of the doors using a local business for the repair. Motion passed by vote.

Building & Grounds – Chamber Office Space: Kears reported to the board that the Chamber would like to move their offices to the Visitor Center, utilizing the meeting room for office space. This arrangement would help the Chamber in daily communications, increase efficiency and give a more professional appearance. Kears shared a floor plan and quote of \$8500 from Mike Hall Builders with the board; she will also obtain additional quote(s) from chamber member(s) and bring the information back to the board for discussion/approval.

Chamber of Commerce Membership Appreciation Day: A day of fun for the Chamber members, staff and family at Lions Club Park, Saturday May 3 from 11:00a.m. - 2:00 p.m. The menu will include hamburgers, hotdogs and brats. The Ambassadors are being asked to cook for the event.

Show-Me Scholars: Kears reported to the board that the Chamber would like to present a scholarship to one of the (4) 2007-2008 Rolla High Schools students that qualify for the Show-Me Scholars program this year. Kears stated that she had asked the golf committee to fund this scholarship, they declined. Kears will follow-up with RHS, St. James High School and Newburg High School to verify all the current golf committee scholarships will be used. Kears will send out information via email for a board vote on how to proceed with this agenda item.

Business Showcase/Conference: Kears reported to the board that the Small Business Committee attended the Lake Business Conference and brought back ideas to implement in the Conference the Chamber will be hosting on November 20, 2008 at the Havener Center. The committee is lining up speakers for educational breakout sessions, with a keynote speaker during lunch. The event will include a business showcase, educational breakout sessions and a business after hours social.

Budget/Finance Committee Recommendation on Summerfest Funding: Duncan reported to the board that the Budget/Finance committee met and discussed the current funding of the Route 66 Summerfest. The committee recommends to the board that for the current budgeted year the \$3000 allotment for Summerfest will be used from the Tourism Partnership Grant line item as budgeted. The committee also recommends that a separate checking account for Summerfest be established and a meeting with the Summerfest Chairperson, Nick Barrack take place, to set-up guidelines for the committee to report at board meetings, submit a budget for board approval and let them know the Summerfest will be funded each year according to the Tourism budget.

Executive Director Report: Written report was included in board packets.

Tourism Director Report: Written report was included in board packets.

Membership Committee Report: Written report was included in board packets.

Motel Tax Management Committee: No meeting this month.

Small Business Committee: Written report was included in board packets.

Comments for the good of the order:

Motion to adjourn: Meeting closed at 8:50 a.m. Motion made by Pat Leaders and second by David Duncan.

Closed Session:

Roll Call: David Duncan, Pat Leaders, Caroleen Ferrell, Anita Carroll, Matt Sanders, Maria Sachs, Sue Brown, Glen Sapaugh, Jr. and Stevie Kears

Next Board Meeting: *Thursday, May 22 at 7:30 a.m., Rolla Visitor Center*

