



Board of Directors Meeting

Minutes

September 18, 2012

Present: Laura French, New Hampshire Telephone Museum (Secretary)
Susan Olsen, Resident Power & Freedom Energy Logistics (Treasurer)
Marc Violette, TDS Telecom
Sean Bohman, YCN & 3 Bidy's Pet Treats
Bob Lutz, Conveyco
Cindy Dumais, ReMax

Missing: Sue Roberts, Fleece & Flower Farm
Cheryl Blais, The Maples
Lynne Haney, Schaefer Mortgage
Rhonda Rood, Country Houses (President)
Maryann Plass, Colby Insurance & Country Houses (Vice President)

Laura opened the meeting at 8:20 a.m. She mentioned to Susan that she had roughly \$87 that the retailers had collected in their Food Pantry cans. The money needs to be deposited into the retailer account and a check and cover letter sent to the Warner Food Pantry. Susan asked why the retailers didn't handle this since they have the checkbook (good point!). See the treasurer's report below for the action item that resulted from this discussion.

Secretary's Report – *Laura French*

Laura reviewed the Secretary's Report from the July 17, 2012 meeting which was distributed previously. A motion was made and seconded to approve the Secretary's report. ***Motion carried unanimously.***

Treasurer's Report – *Susan Olsen*

Susan presented the bank balances as of this date and stated that she has signed up for online banking with Sugar River Bank. The group agreed that the balance in the Savings account, which we assumed was the Festival of Trees account, seemed awfully high. Susan also asked why there were so many separate accounts and why we didn't lump them into one account and keep really good books. Cindy responded that some of the accounts do, in fact, need to be kept separate, namely the Retailer, Kearsarge Happenings and Festival of Trees accounts. The other two – the main checking and the brochure account could be combined. Susan also asked why, if the treasurer picked up

all the mail, didn't she just pay all the bills rather than forwarding the retailer ones to them. We started having the retailers do their own books since they knew what invoices needed to be paid and what the amounts were. If the retailers can give Susan a complete list of advertising and amounts due when they do events, then she could handle their books as well.

More discussion resulted in the following:

Action Items:

- Laura will e-mail Carolyn and let her know that Susan would like to meet with her concerning the handling of the retail account to see if Carolyn wants to do it or would prefer having Susan handle it.
- Once it is determined who will be handling the retail account Cindy will send that person the address and cover letter that she has used in the past for the Warner Food Pantry donation.
- Susan will let Cheryl know that she is picking up the mail now. (Susan wasn't sure if both she and Cheryl were picking up the mail. The group agreed that one person should be doing it and since the Treasurer pays the bills it makes sense for her to pick them up).
- Susan will let Laura and Rhonda know what the online banking passwords are.
- Cindy will send her past treasurer spreadsheets to Susan so she can see the history of which bills were paid out of which accounts.

A motion was made and seconded to approve the Treasurer's report. **Motion carried unanimously.**

Review of Action Items

Member-to-Member discount program – no update.

Locate banners – A banner showed up in Rhonda's office. We aren't sure if it was a new one that Maryann ordered or if it was the old one.

Insurance Renewal – no update. Susan stated that in NH non-profits are exempt from needing Board insurance. **Action Item:** *Susan will research this further to make sure and will talk with Maryann about another potential insurance company if we do, in fact, need to have insurance.*

Laura forgot to notify Mike Cotton of the board's decision not to renew his dues, however, she hasn't heard anything from him or Sue, who actually paid his dues, so will let it go for now.

Committee Updates

Education – Laura French

MainStreet Inc. will sponsor the next Business After Hours on Tuesday, October 23 from 5:30 to 7:00 p.m. at MainStreet BookEnds.

Membership – Cindy Dumais

Cindy is interested in forming a small committee to really start pushing membership and to come up with a new procedure for suspending non-paying members. The group felt that allowing non-paying members to stay on the website until April was too long.

Action Items: Cindy will recruit a committee; come up with new procedures; and order the 2013 membership stickers. Laura will send Cindy the dues renewal letter and the new member welcome letter that she has used in the past.

Marketing – Rhonda Rood

Rhonda had e-mailed a proposed map for use in the chamber brochure. The following changes were suggested:

- The map should be smaller in scope to reflect our true serving area.
- All town names and dots should be the same size.
- The events/attractions that are printed on there (i.e. WFFF, MKIM, Shaker Village) should be eliminated if we aren't going to print businesses on there this time around.
- We should only print a limited number the first time around if we aren't going to list the businesses.

Kearsarge Happenings – Maryann Plass

Laura reported that the deadline for the Nov-Dec-Jan issue is October 10 and the paper will be distributed the first week of November. It was suggested that ReMax, a new member, be the business spotlight. Laura also suggested that the retailers make the Food Pantry donation in person and that we use it as a photo op to include in the paper. *Laura, Susan and/or Carolyn will coordinate this.*

Town Updates

Susan reported that many of the small towns in the area are participating in a Shared Services Committee to save money on office supplies and other products and services that can be bought in an aggregated amount to cut costs. Warner has just signed on joining Webster, Boscawen, Andover and Salisbury. *The group felt that this might be a good topic for a Coffee Talk or for the Annual Meeting.*

Other Business

The Festival of Trees Preview party is Friday, December 7 and the Holiday Shopping Tour is Saturday, December 8.

A nominating committee will need to be appointed by Rhonda during October. Lynne, Bob and Sue's terms are up this year.

The Warner Fall Foliage Festival is coming right up. There's some new stuff going on including an agricultural area which includes vendors such as tractor suppliers, etc.

Buffalo Plaid is playing Friday night. They are sticking with the "Eat Local" theme. The Food Tent is moving back to the midway and the entertainment will take place on Bracket Sheffy's lawn. Unfortunately the stage at the Jim Mitchell Park won't be quite ready.

The next Chamber Board meeting is Tuesday, October 16 at 8:00 a.m.

Meeting adjourned at 9:26 a.m.

Submitted by:

Laura French
Secretary