

PAT BRUCE KERRI

ROSE

JENNIFER

JAN

Boulder Area Chamber of Commerce

BOARD MEETING AGENDA

Date: Tuesday, June 21, 2022

Noon - Volunteer Hall - Jefferson County Fairgrounds

To Join Remotely: zoom.com/join

Meeting ID - 880 5991 7277

Passcode - 300818

Phone: 1-699-900-9128

Noon - bring Brown Bag lunch (beverages provided)

1. Call to Order - Noon 12:06
2. Attendance/Roster/Membership
3. Approval of meeting minutes May, 2022 *Connie / Kerri*
4. Financial report, discussion & approval *CG/SC*
QB line items re ARPA + SW MT FUNDS
5. New business -
 - a. Community ARPA funding/Tourism grants update *BTAC ELKHORN FOUND.*
 - b. July 4th Parade - *FB 11:30 line up start 12 -> on FB*
 - c. Main Street medians - *MDT speed. ON MAIN/CROSSWALK LTR HWY CITY*
 - d. BTAC partnership discussion - *ELKHORN FOUND. MDOT HWP*
 - e. Boulder Buck promotion
Networking after hrs
Contractor Event (pending)
6. Committee Reports /Organizational meetings
 - a. Garage Sale (June 18) Bettie, Bruce, Pat - *PICK A WINNER 16*
 - b. Farmers Market (July 7-Sept. 29) Connie, Bruce, Pat - *sign*
 - c. Car Show (Aug 27) Pat, Bruce, Jennifer -
 - d. Music Festival (Sept. 10) Bruce, Pat, Jennifer -
 - e. Bazaar (Nov. 19) Kerri, Bruce, Pat
 - f. Board open discussion
Phonebk revise - revised
7. Next meeting, July 19, Noon - Volunteer Hall
FOLLOW UP ITEMS
Contractor, Networking
8. Adjourn *1:07*

BTAC
AD VISITORS

Boulder Area Chamber of Commerce
BOARD MEETING MINUTES - June 21, 2022

7/26
Connie
Kerri
as
presented

1. Call meeting to order - quorum at about 12:06pm
2. Attendance - Directors: Pat, Bruce, Jennifer, Connie, Kerri
Members: Rose Perna (Alpine House Svcs)
Guest: Jan Zietlow (BTAC)
3. Approval of meeting minutes from May 2, 2022. Moved to approve with correction: Philadelphia Insurance invoice was approved to be moved by Connie/Kerri.
4. Financials - reports were emailed to Board (Balance Sheet, P&L, Transaction List by Vendor YTD. Checkbook balance is \$16,388.83 (which includes grant funds for BACC and BTAC Marketing committee); CD is \$5134.11; Petty Cash is \$5.00. Financials approved as presented by Connie/Jennifer. Grant funds to BACC and BTAC etc. will be noted as separate line items under "Other Income" and "Other Expense".
5. New business:
 - a. Community ARPA funding - restating the \$10k ARPA funds that have been received by the Chamber to be spent in 2022. BACC is anticipating \$10k in 2023. Also received and deposited the SW MT grant funds for BTAC marketing of \$3422.00. BACC received an anonymous \$300 in cash for the BACC Visitor Guide ad of \$400. Difference of \$100 can be paid by ARPA funds.
Connie proposed that BTAC marketing committee to come in under the umbrella of BACC as BACC is tasked by BTAC to be its pass-through for grant monies applied for and received on behalf of BTAC. Connie makes a motion to ask BTAC Marketing to consider "joining" the Chamber as a committee. Kerri seconds that motion. Discussion ensued resulting in BACC asking BTAC for a formal structure or agreement between BACC and BTAC. Board approves motion to ask BTAC Marketing to become a committee of BACC.
 - b. July 4th Parade - line up at 11:30a, start time is 12p. Need volunteers. Submit event to social media. No costs to be covered by the Chamber per BB (Bruce Binkowski). Encourage community participation.
 - c. Main Street medians - Gerald Craft (TLC Lawncare) trimmed the weeds on the Main Street medians \$75. Still need flowers. All other upkeep is to be addressed to MDOT. Connie has a contact. Board voiced their concerns about safety and marking crosswalks for pedestrians and slowing down traffic on Main Street. Need more visibility by Highway Patrol and speed enforcement. Suggest drafting letters from Chamber to Highway Patrol, City, MDOT. Bruce/Pat?
 - d. BTAC partnership discussion - (see 5a above). Elkhorn Foundation - clarify their needs for partnering with BACC.
 - e. "Boulder Buck" promotion - suggest a coupon promotion at no cost to Chamber members that can be handed out at events. Advertisers to honor a coupon "deal" and include an expiration date. Start with distribution at car show event. Make offer to all Chamber members. Discussion ensued regarding making the offer to the general public vs Chamber members only. Start with Chamber members emphasizing this is a "perk" of membership, solicit when contacting event sponsors.

6. Committee Reports -

- a. Garage Sale (Jun. 18) Bettie/Bruce/Pat - 25 entries. Next year need to put the numbers or pins/stars back on the map (new committee needed for 2023); potential opportunity to incorporate other events for the weekend. Jan Anderson #16 was the winner of the \$25 gift card.
- b. Farmers Market & Recycle (starts Jul. 7-Sep. 29) Connie/Bruce/Pat - discussion on Veterans Park event signage and suggested structure by Connie. Needs additional research on site location.
- c. Car Show (Aug. 27) Jennifer/Bruce/Pat - discussion regarding soliciting car show sponsors: board agrees to continue the same process as in previous years. Increase car registration fee in 2023 to \$20. Website is all updated; no pre-registration needed; need about 3 volunteers at the registration desk.
- d. Music Festival (Sep. 10) Jennifer/Bruce/Pat - website is updated. Talent is lined up. Will solicit sponsors for musicians in the same manner as 2022. Review sponsorship fee structure.
- e. Bazaar (Nov. 19) Kerri/Bruce/Pat - no action.
- f. Phonebook: suggesting a revision because so much content has changed and now stale. Board agrees to proceed with a revision.

Additional adhoc events:

- Networking after hours - (Kerri & Jennifer) later in year.
- Contractor event - (Rose) "simmering" as a future event.

7. Next meeting July 19th 2022, noon, Volunteer Hall

8. Adjourn: 1:07pm

Followup: Park signage & location
Flowers
BTAC agreement
Phonebook revision
Pat needs contact info for music performers
\$25 gift card for Garage Sale winner Jan Anderson
Boulder "Buck" coupon promotion
Letters: MDOT, MT HWY Patrol, City of Boulder

Pat Letters to car show sponsors
Solicit advertisers for Boulder Buck coupon
Letters to music festival sponsors
Invites to music festival vendors

Since May board meeting:

- Garage sale (6/18) - website updates with online and printable registration form and flyer. Bettie ordered a Boulder city map from the county mapping department.
- Developed a flyer for the Car Show - working on letters to invite sponsors. Website event is updated. No pre-registration is required.
- Main Street Medians and Sidewalks - organizing with Bruce for grass/weed trimming and flowers. Sidewalks don't look too bad but could use some sweeping and grass trimming. Need to set a date for a clean up day and get volunteers.

First week of June:

- The Chamber purchased a color printer, warranty, and 1 extra set of color cartridges and a ream of premium 800ct copy paper for the Chamber. Will print 600+ flyers (map/addresses) for the garage sale to be inserted into the June 15 edition of the Boulder Monitor.
- Color ink cartridges for the HP printer are VERY expensive but they should last a long time (I hope). Other Chamber printing projects: just email me the PDF of the forms or flyers and quantity needed and I'll print them up for you.
- The Chamber should charge for any non-chamber color copy projects. This printer is a higher-end model for the purpose of larger quantity printing capacity.
- Received and deposited BTAC/marketing funding.

Week of June 5:

- Car show: submitted the event to the car show event website CMYRYD.COM
- Bought 31 circus tickets for AYA residents and staff
- Bought ad in Abundant Montana for the Farmers Market

Week of June 12:

- TLC Lawn Care was hired to trim the Main Street medians: \$75. Still need flowers!
- Garage Sale maps were included in the Boulder Monitor. Other maps will be made available at local businesses by Friday the 17th: L&P, post office, Hardware Hanks.
- There were 25 registered garage sales - all in or near Boulder
- Meet with Bruce on 16th to finalize some details of the Car Show and Music Festival, go over agenda for June.
- 6/16: Distributed garage sale maps to L&P (they said it is the topic of the day), Hanks, post office, bank. I've printed 50 more for distribution on Friday.
- NOTE: City of Boulder is NOT a distribution point for Chamber flyers etc.

PENDING:

- Write letters to potential sponsors of the Car Show
- Write letters to potential sponsors of the Music Festival
- Write letters to vendors for the Music Festival
- Create & print ballots, day of event registration forms and car numbers for the Car Show
- Phonebook ad outstanding: Tobacco Use & Prevention \$90
- For discussion: consider a Phonebook "revised" edition.

Boulder Area Chamber of Commerce

Profit and Loss

January 1 - June 19, 2022

	TOTAL
Income	
DUES	2,325.00
EVENTS INC	
Car Show	25.00
Farmers Market	58.00
Garage Sale	125.00
Phonebook Ads	7,110.00
Total EVENTS INC	7,318.00
Total Income	\$9,643.00
GROSS PROFIT	\$9,643.00
Expenses	
Advertising	695.00
Website Expense	230.00
Total Advertising	925.00
Bank Fees - CC	62.56
Bookkeeping Exp	300.00
Donation Expense	372.00
EVENTS EXP	
Farmer's Mkt Exp	250.00
Main St Exp	75.00
Music Festival Exp	500.00
Phonebook Exp	3,844.85
Total EVENTS EXP	4,669.85
Insurance - Liability	2,133.00
Legal & Professional Fees	1,200.00
License / Taxes	20.00
Meeting expense	441.70
Membership Exp	95.00
Office Supplies	2,209.15
Postage	112.80
Rent Paid	120.00
Unapplied Cash Bill Payment Expenditure	266.00
Uncategorized Expenditure	125.22
Total Expenses	\$13,052.28
NET OPERATING INCOME	\$ -3,409.28
Other Income	
ARPA Grant Income	10,000.00
BTAC Marketing Income	3,422.00
Interest Earned	1.29
Total Other Income	\$13,423.29
Other Expenses	
ARPA Grant Exp - website	125.00
Reconciliation Discrepancies	-125.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$13,423.29
NET INCOME	\$10,014.01

Boulder Area Chamber of Commerce

Balance Sheet YTD

As of June 19, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD (Mat. 2/18/2023)	5,134.11
CHECKING ACCT	16,388.83
Petty Cash	5.00
Total Bank Accounts	\$21,527.94
Other Current Assets	
Inventory Asset	9.00
Undeposited Funds	0.00
Total Other Current Assets	\$9.00
Total Current Assets	\$21,536.94
TOTAL ASSETS	\$21,536.94
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	14,368.04
Retained Earnings	-2,845.11
Net Income	10,014.01
Total Equity	\$21,536.94
TOTAL LIABILITIES AND EQUITY	\$21,536.94