

Boulder Area Chamber of Commerce

BOARD MEETING AGENDA

Date: Tuesday, November 15, 2022

Noon - Volunteer Hall - Jefferson County Fairgrounds

To Join Remotely: [zoom.com/join](https://zoom.us/join) Meeting ID: **830 7466 0756 PassCode: **374117****

1. Call meeting to order:
2. Attendance/Roster/Membership:
3. Approval of meeting minutes from: October 11, 2022
4. Financial report, discussion & approval (Balance Sheet, P&L YTD, Reconciliation report):
 - Pat's admin notes distributed via email.
5. Business:
 - a. BTAC Marketing - Jan Zietlow
 - b. Other -
 - c.
6. Committee Reports -
 - a. Garage Sale (Jun. 18) Bettie/Bruce/Pat - (done)
 - b. Farmers Market & Recycle (starts Jul. 7-Sep. 29) Connie/Bruce/Pat - (done)
 - c. Car Show (Aug. 27) Jennifer/Bruce/Pat - (done)
 - d. Music Festival (Sep. 10) Jennifer/Bruce/Pat - (done)
 - e. Holiday Bazaar (Nov. 19) Kerri/Bruce/Pat -
 - f. Boulder phone book and business directory - Pat

Additional adhoc committees or proposed events:

 - f. "Contractors" event - Rose Perna, TBD
 - g. "After Hours" event - Kerri Kumasaka, TBD
 - h. Website - Pat
 - community calendar & adding the url to the monthly Monitor ad
7. Board open discussion:
 - Reimagining Rural - Mechele Anderson
 - Boulder Cemetery Care Corporation - Pat Lewis
 -
8. Next meeting -
 - No December 2022 meeting
 - Prepare for annual membership meeting January 17, 2023 - noon, Volunteer Hall (confirm?)
 - Annual Membership Meeting - February 21, 2023 - noon, Volunteer Hall (confirm?)
9. Adjourn:

Boulder Area Chamber of Commerce
BOARD MEETING MINUTES - Tuesday, November 15, 2022

1/17/2023
approved
as presented
Kerri/Connie

1. Call meeting to order at 12:05p
2. **Attendance:** Directors present: Bruce Binkowski (BB), Patricia Lewis (PL), Mechele Anderson via Zoom (MA), Kerri Kumasaka (KK), Connie Grenz (CG)
Visitors: Jan Zietlow (rep. for BTAC) and Bettie Schlueter (member)
3. October 11, 2022 Board **Meeting Minutes** were approved unanimously as presented (KK/CG).
4. **Financial reports** - to include Balance Sheet, P&L YTD, October Reconciliation Report - were approved unanimously as distributed via email along with agenda and admin notes (CG/KK). Checkbook Balance: \$3864.44; Petty Cash: \$130.22; CD: \$5135.38; funds held on behalf of BTAC Marketing: \$3634.00.
 - Pat's admin notes distributed via email.
5. Business:
 - a. **BTAC Marketing** - Jan Zietlow reports that the Boulder Brochure is done, but not printed (not to exceed monies held in trust by BACC for BTAC). Pat cautioned that if using Certified Folder Display for distribution to consider "rack card" dimensions. Distribution for next year, so no rush. Kiosk needs waterproofing and someone has been found to do that work. Marketing committee discussed a welcome packet to be produced for residents new to Boulder. Also considering a welded sign for the Kiosk. BB reports ARPA funds are dwindling.
 - b. Bettie Schlueter presented an idea for the Bazaar that included name tags or other identifying tags for bazaar vendors to wear so that the public/buyers can easily identify who is in charge of which booth. If not this year, perhaps incorporate this idea into next year's event.
6. Committee Reports:
 - a. Garage Sale (Jun. 18) Bettie/Bruce/Pat - (done)
 - b. Farmers Market & Recycle (starts Jul. 7-Sep. 29) Connie/Bruce/Pat - (done)
 - c. Car Show (Aug. 27) Jennifer/Bruce/Pat - (done)
 - d. Music Festival (Sep. 10) Jennifer/Bruce/Pat - (done)
 - e. **Holiday Bazaar (Nov. 19)** Kerri/Bruce/Pat - reporting that this year's event has attracted numerous vendors to the point of potential overflow into the cafeteria area. Gym setup will start at 4:30 on Friday the 18th. PL & KK are coordinating vendor contact prior to the event. BB to purchase duct tape from Ace and Hank's. Raffle tickets are in stock. This year will try a "silent auction" type raffle. Raffle table items will have receptacles for raffle tickets and buyers can drop their tickets into the receptacles of items they hope to win. CG will host the plastics recycling drop off. Pat has about 100 "Boulder Buck" coupons to give away. YDI students to held tear down at 3pm. Volunteer lunches ok.
 - f. **Boulder phone book and business directory** - Pat & Mechele will tackle the revision after the Bazaar with a goal of distribution in January.

Additional adhoc committees or proposed events:

- g. **“Contractors”** event - Rose Perna, TBD
- h. **“After Hours”** event - Kerri Kumasaka, TBD
- i. **Website** - Pat reported that the chamber’s website has been updated to include a Community Calendar of Events & Meetings. Suggests adding the website url to the events ad that is in the Monitor newspaper. Event changes can be accomplished upon request. The Monitor ad is hosted by the Madison Valley Bank.

7. Board open discussion:

- **Reimagining Rural** - Mechele Anderson reported gathering interest within the community and schedules an initial meeting on **December 3** at 11:30am, at the Senior Center in Boulder. There are many areas of concern within the community that can be addressed with a goal of improvement and/or enhancement. Hopes to get high school kids involved. It was suggested that the chamber not take on the oversight of this project, but to defer to Tara Mastel for guidance that might include activating the State’s(?) Main Street Montana program as a partner or advocate. Keep an eye on projects that BTAC might be working on. Discussion.
- **Boulder Cemetery Care Corp.** (BCCC) - Pat Lewis reported that the SOS has granted recognition of this new 501c3 non profit. More information to come as organization details come together. The major goal of BCCC is to design, fund and get installed a columbarium in the Boulder Cemetery and other support as funds become available.
- **Picnic Table** - Connie Grenz presented information about a potential suitable outdoor city park picnic tables. Funding is the question. “Reimagine” project invite business participation?

8. Next meeting:

- No December 2022 meeting
- **January 17, 2023** - Prepare for annual membership meeting, Volunteer Hall
- **Annual Membership Meeting** - February 21, 2023 - noon, Volunteer Hall

9. Adjourn: 1:14pm

BACC Chamber NOV 15 - Agenda and Financials

1 message

Patricia Lewis <info@bouldermtchamber.org>

Sun, Nov 6, 2022 at 3:15 PM

To: Bruce Binkowski <binkprod@gmail.com>, Connie Grenz <conniegrenz63@gmail.com>, Kerri Kumasaka <bhs@boulderhotsprings.com>, Mechele Anderson <mechelea2017@gmail.com>, Patricia Lewis <radon.gal@gmail.com>, Patricia Lewis <info@bouldermtchamber.org>, Jan Zietlow <jzitlo58@gmail.com>, Rosemary Perna <alpinehouseservices@gmail.com>, Charlie Denison <charlie@boulder-monitor.com>

Attached.

If anything exciting happens between now and the meeting, I'll let you know!

--


Patricia Lewis, Admin Assist

BOULDER AREA CHAMBER OF COMMERCE

PO Box 278, Boulder MT 59632

BACC Tel Msg: 406 465-2106; Cell: 406 422-6512

info@bouldermtchamber.org

5 attachments **BACC BoardMeetingAgenda-November.pdf**
53K **BalanceSheet YTD.pdf**
35K **ProfitandLoss YTD.pdf**
37K **ReconciliationRpt.pdf**
163K **101622 AdminNotes.pdf**
24K

Boulder Area Chamber of Commerce

CHECKING ACCT, Period Ending 10/31/2022

RECONCILIATION REPORT

Reconciled on: 11/06/2022

Reconciled by: Patricia Lewis

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance.....	4,935.15
Checks and payments cleared (16).....	-1,231.06
Deposits and other credits cleared (10).....	775.00
Statement ending balance.....	<u>4,479.09</u>
Uncleared transactions as of 10/31/2022.....	
Register balance as of 10/31/2022.....	-241.12
Cleared transactions after 10/31/2022.....	4,237.97
Uncleared transactions after 10/31/2022.....	0.00
Register balance as of 11/06/2022.....	196.47
	<u>4,434.44</u>

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2022	Expense	9023	Self Service Storage (auto...	-30.00
10/01/2022	Expense	9024	Self Service Storage (auto...	-30.00
10/04/2022	Check	1770	Edge Marketing	-100.00
10/05/2022	Expense		Quickbooks Online	-55.00
10/05/2022	Check	1769	Boulder Monitor (vendor)	-680.00
10/05/2022	Expense		Google Workspace	-6.00
10/06/2022	Expense		QuickBooks Payments	-1.12
10/06/2022	Check	BB		-10.98
10/07/2022	Check	1771	Patricia Lewis (vendor/1099)	-300.00
10/07/2022	Expense		QuickBooks Payments	-1.12
10/09/2022	Expense		QuickBooks Payments	-1.12
10/09/2022	Expense		QuickBooks Payments	-1.99
10/18/2022	Expense		L&P Grocery (Vendor)	-9.68
10/18/2022	Expense		QuickBooks Payments	-1.12
10/23/2022	Expense		QuickBooks Payments	-0.40
10/26/2022	Expense		QuickBooks Payments	-2.53
Total				-1,231.06

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/05/2022	Deposit		EVENTS:BAZAAR	30.00
10/07/2022	Deposit		EVENTS:BAZAAR	30.00
10/09/2022	Deposit		EVENTS:BAZAAR	60.00
10/09/2022	Deposit		EVENTS:BAZAAR	30.00
10/11/2022	Deposit		EVENTS:BAZAAR	290.00
10/18/2022	Deposit		EVENTS:BAZAAR	30.00
10/23/2022	Deposit		EVENTS:BAZAAR	40.00
10/26/2022	Deposit			175.00
10/26/2022	Deposit		EVENTS:BAZAAR	70.00
10/27/2022	Deposit			20.00
Total				775.00

Additional Information

Uncleared checks and payments as of 10/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/18/2022	Expense	1772	Jefferson County	-75.00
10/26/2022	Check	1773	Helena Recycling LLC	-195.00
10/31/2022	Expense		QuickBooks Payments	-1.12
Total				-271.12

Uncleared deposits and other credits as of 10/31/2022

Admin Notes - since 10/16/22

Since October 16, 2022

- 10/16 - posted FB vendor opportunity to contractors and others to present at the Holiday Bazaar.
- 10/16 - Processed two more vendors. Vendors to date: 15 (13 paid); about 20 spaces. Halfway to our goal of 40 vendors.
- 10/17 - gave chamber report at city council meeting; and one more paid vendor added.
- 10/18 - chamber board meeting.
- 10/19 - two more bazaar vendors.
- 10/22 - submitted the question to EDGE regarding a Community Calendar.
- 10/23 - transcribed October board meeting minutes, emailed to Board.
- 10/26 - processing more vendor applications; updating Bazaar flyer that will be inserted into the Monitor on 11/16; bank deposit of vendors to date.
- 10/27-29 - worked with EDGE to create a Community Calendar for events and meetings. Testing the application, then will advertise broadly.
- 10/30 - Bazaar vendors to date: 31 for 37 spaces. 40 spaces max.
- thru 11/6/22 - Bazaar vendor applications: 40 spaces, 4+ waiting list. Reconciled checkbook, printed 500 Bazaar flyers for Boulder Monitor newspaper insert on Nov. 16., prepped Agenda and backup documents for Nov. 15 Board Meeting. Putting together 100 Boulder Buck packets to give out at the Holiday Bazaar.
- Also: there is now an active Community Calendar for Events and Meetings on the chamber's website.



Patricia Lewis <info@bouldermtchamber.org>

BACC October board meeting minutes - DRAFT

1 message

Patricia Lewis <info@bouldermtchamber.org>

Sun, Oct 23, 2022 at 2:43 PM

To: Bruce Binkowski <binkprod@gmail.com>, Connie Grenz <conniegrenz63@gmail.com>, Kerri Kumasaka <bhs@boulderhotsprings.com>, Mechele Anderson <mechelea2017@gmail.com>, Patricia Lewis <radon.gal@gmail.com>, Patricia Lewis <info@bouldermtchamber.org>

Cc: Rosemary Perna <alpinehouseservices@gmail.com>, Jan Zietlow <jzitlo58@gmail.com>, Charlie Denison <charlie@boulder-monitor.com>

October meeting minutes
Board Terms - updated

Pls advise glaring errors or omissions, minor errors or corrections can be made at November meeting.

Again, WELCOME, Mechele and thank you for volunteering to fill the board vacancy!

--

Patricia Lewis, Admin Assist

BOULDER AREA CHAMBER OF COMMERCE

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info@bouldermtchamber.org

2 attachments

 **BACC-BoardMeeting-101822 DRAFT.pdf**
62K

 **10-2022-BoardDirectors.pdf**
38K



Patricia Lewis <info@bouldermtchamber.org>

BACC

1 message

Patricia Lewis <info@bouldermtchamber.org>

Sun, Oct 23, 2022 at 2:46 PM

To: khammonds@gmail.com, Patricia Lewis <info@bouldermtchamber.org>

Next BOULDER CHAMBER board meeting Nov. 15.
NO DECEMBER Board meeting.

--

Patricia Lewis, Admin Assist

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 **BACC-BoardMeeting-101822 DRAFT.pdf**
62K

DIRECTORS SERVE as noted below: from appointment or election until next election or appointment.

Appointments fill remaining terms vacated.

Board	Name		Date In	Date Out	Term Expires
DIR 1-1yr	Sarah Bauer	elected	1/2011 (?)	12/31/13	12/31/13
	Carellen Nix	elected	1/8/2014	12/31/16	12/31/16
	Anika McCauley	appointment/resigns	2/8/2017	12/31/17	12/31/19
	Carellen Nix	appointment/resigns	2/1/2017	12/31/18	"
	Bettie Schlueter	appointed	1/9/2019	12/31/19	"
	Bettie Schlueter	elected/resigns	1/10/2020	12/31/21	12/31/22
	Patricia Lewis	elected	2/15/2022		2/2023
DIR 2-2yr	Betty Charlton	elected	1/2011 (?)	12/31/13	12/31/13
EXP 2/2024	Lynn Price	resigned	1/8/2014	12/10/14	12/31/16
	Shellie Lee	appointed/resigned	12/10/2014	12/31/15	"
	vacant		1/2016	2/10/16	"
	Deborah Colella	appointment	2/10/2016	12/31/16	"
	Deborah Colella	elected/resigned	1/11/2017	11/14/18	12/31/19
	LaDana Hinz	appointed	12/12/2018	12/31/19	"
	LaDana Hinz	elected/resigned	1/2020	2020	12/31/22
	Jennifer Chapman	elected/resigned	2/15/2022	8/30/22	2/2024
	Mechele Anderson	appointment	10/18/2022		2/2024
DIR 3-3yr	Kerri Kumasaka	elected	1/2012 (?)	12/31/2014	12/31/14
EXP 2/2024	Courtney Atkinson	elected/resigned	1/14/2015	6/8/2016	12/31/17
	Connie Grenz	appointment	6/8/2016	12/31/2017	"
	Bruce Binkowski	elected	1/10/2018	12/31/2020	12/31/20
	Bruce Binkowski	elected	1/2021		2/2024
DIR 4-2yr	Sarah Layng	elected	1/2012 (?)	12/31/2014	12/31/15
EXP 2/2024	Sarah Layng	resigned	1/14/2015	11/20/2017	12/31/18
	Lori Smith	appointed/resigned	1/10/2018	3/16/2018	"
	Sharla Samuels	appointment	4/11/2018	12/31/2018	"
	Sharla Samuels	elected/expires	1/9/2019	12/31/2021	12/31/21
	Connie Grenz	elected	2/15/2022		2/2024
DIR 5-3yr	Patty Vossler	elected	1/9/2013	12/31/2015	12/31/15
EXP 2/2025	Kayla Holman	elected	1/13/2016	12/31/2018	12/31/18
	Aubrie Carey	appointed/expires	1/15/2020?	12/31/2021	12/31/21
	Kerri Kumasaka	elected	2/15/2022		2/2025

BACC DRAFT Novmeber Board Meeting Minutes

1 message

Patricia Lewis <info@bouldermtchamber.org>

Wed, Nov 16, 2022 at 1:38 PM

To: Bruce Binkowski <binkprod@gmail.com>, Connie Grenz <conniegrenz63@gmail.com>, Kerri Kumasaka <bhs@boulderhotsprings.com>, Mechele Anderson <mechelea2017@gmail.com>, Patricia Lewis <radon.gal@gmail.com>, Patricia Lewis <info@bouldermtchamber.org>, Jan Zietlow <jzitlo58@gmail.com>, Charlie Denison <charlie@boulder-monitor.com>, Keith Hammonds <keith@boulder-monitor.com>, Rosemary Perna <alpinehouseservices@gmail.com>, Bettie Schlueter <yatizme@gmail.com>

Attached.

Please advise any major errors or omissions. Minor edits can be done at the January meeting.

--

Patricia Lewis, Admin Assist

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 **BACC BoardMeetingMINUTES-November.pdf**

64K

Boulder Area Chamber of Commerce

Balance Sheet
As of November 6, 2022

Connie
Kerou
12/15

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BTAC Trust (ARPA)	3,634.00
CD (Mat. 2/18/2023)	5,135.38
CHECKING ACCT	3,864.44
Petty Cash	130.22
Total Bank Accounts	\$12,764.04
Other Current Assets	
Inventory Asset	9.00
Undeposited Funds	400.00
Total Other Current Assets	\$409.00
Total Current Assets	\$13,173.04
TOTAL ASSETS	\$13,173.04
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	14,368.04
Retained Earnings	-2,745.11
Net Income	1,550.11
Total Equity	\$13,173.04
TOTAL LIABILITIES AND EQUITY	\$13,173.04

Boulder Area Chamber of Commerce

Profit and Loss

January 1 - November 6, 2022

	TOTAL
Income	
DUES	
EVENTS INC	2,425.00
Bazaar	
Car Show	1,260.00
Farmers Market	1,450.00
Garage Sale	410.00
Music Festival	125.00
Phonebook Ads	2,316.00
Total EVENTS INC	7,110.00
Grant Income	200.00
Total Income	\$15,296.00
GROSS PROFIT	\$15,296.00
Expenses	
Advertising	840.00
Bank Fees - CC	77.13
Bookkeeping Exp	575.00
Cell Phone	102.69
Donation Expense	372.00
EVENTS EXP	734.95
Car Show Expenses	759.40
Farmer's Mkt Expense	761.00
Garage Sale Expenses	309.20
Main St Exp	240.00
Music Festival Expense	10,045.00
Phonebook Exp	3,844.85
Total EVENTS EXP	16,694.40
Insurance - Liability	2,133.00
Legal & Professional Fees	2,400.00
License / Taxes	20.00
Meeting expense	811.85
Membership Exp	145.00
Office Supplies	1,692.30
Postage	112.80
Rent Paid	270.00
Repair & Maintenance	200.80
Unapplied Cash Bill Payment Expenditure	0.00
Website Expense	908.48
Total Expenses	\$27,355.45
NET OPERATING INCOME	\$ -12,059.45