

Boulder Area Chamber of Commerce  
BOARD MEETING AGENDA

Date: Tuesday, October 18, 2022

Noon - Volunteer Hall - Jefferson County Fairgrounds

To Join Remotely: zoom.com/join Meeting ID: 851 3519 1733 PassCode: 144901

1. Call meeting to order: Noon (bring brown bag lunch, beverages provided) 1201
2. Attendance/Roster/Membership: Rox
3. Approval of meeting minutes from: August 2022 (no September meeting) CG/KK
4. Financial report, discussion & approval: as presented

5. Business:

- a. Boulder Buck promotion ✓
- b. BTAC Marketing ad hoc committee ✓ Road sign
- c. Phone book revision, printing ✓
- d. Future meeting dates NOV 15 - NO DEC.
- e. New event signage NO PERMIT NEEDED.
- f. Board vacancy Mechele Anderson
- g.

Connie  
plastic recycle  
invoice watch for

6. Committee Reports -

- a. Garage Sale (Jun. 18) Bettie/Bruce/Pat - (done)
- b. Farmers Market & Recycle (starts Jul. 7-Sep. 29) Connie/Bruce/Pat -
- c. Car Show (Aug. 27) Jennifer/Bruce/Pat -
- d. Music Festival (Sep. 10) Jennifer/Bruce/Pat -
- e. Bazaar (Nov. 19) Kerri/Bruce/Pat -

Additional adhoc committees or proposed events:

- f. ~~"Contractors" event - Rose Perna, TBD~~
- g. "After Hours" event - Kerri Kumasaka, TBD FEB ~ meal
- h. Website - Pat

7. Board open discussion:

8. Next meeting - November 20, 2022 - Volunteer Hall

- a. Items for agenda  
Tables 15

12/16  
park lighting.

9. Adjourn: 12:57 pm

JAN 17 organize  
FEB 21 annual mtg

Boulder Area Chamber of Commerce  
**BOARD MEETING MINUTES Tuesday, October 18, 2022**

Kerri  
Connie  
as presented  
11/15/22

1. Board meeting was called to order at 12:01p (Volunteer Hall)
2. **Attendance** - Directors present: Bruce Binkowski (BB), Patricia Lewis (PL), Kerri Kumasaka (KK), Connie Grenz (CG). Absent: Jennifer Chapman due to resignation.  
Visitors: Mechele Anderson (MA), chamber member Rose Perna (RP).
3. August board **meetings minutes** were approved as presented (CG/KK); there was no September meeting.
4. **Financial report** - as distributed via email along with agenda, chart of director terms and admin notes: balance sheet, P&L, and checkbook September reconciliation report. Discussion & approval and board accepted as distributed. CG advises BACC to expect an invoice for plastics recycling for 2022 (PL and possibly 2021).  
Checkbook balance \$4268,80; CD balance: \$5,135.38; Petty cash: \$405.00; BTAC: \$3,334.00
5. Business:
  - a. **Boulder Buck** promotion - recap to date: KK reported that the Hot Springs had a few coupons come through. KK reported that the Bowling coupon didn't match the offer. Continue with coupons through the Bazaar (remove expired offers). Check back with advertisers at end of season to see how useful this promotion was and review for 2023.
  - b. **BTAC Marketing** ad hoc committee - BB conveyed that the marketing committee was still working on a brochure (funding being held by BACC on behalf of BTAC mktg). KK reported that some additional funding should/could be forthcoming from grants and other funding sources. Investigating location for a highway sign/billboard that would direct drivers to Boulder. CG questioned how to remove old signage on the highway. PL other options might include participating in the "adopt a highway" which may include free signage and a quarterly commitment to clear trash on freeway (usually a dedicated 2-mile section). Discussion
  - c. **Phone book** revision, printing - PL to focus on phonebook revision for 2023 after the events. Board generally agreed that phonebook should be revised, printed and mailed to PO Boxes. Costs could be covered by 2023 ARPA grant funding.
  - d. Future **meeting dates** - November 15, 2022; no December meeting. Meet again on January 17, 2023 to prepare for the February annual meeting which might include "refreshments" of some variety for members after an initial board meeting.
  - e. New event **signage** - this item was in reference to the initial thought that a City permit was needed for the new location for event signage. City Clerk stated that no permit is needed since the sign is not considered 'permanent'.
  - f. **Board vacancy** - past board member Jennifer Chapman resigned in August leaving a board vacancy term that is scheduled to expire in February 2024. A director's term generally expires at the annual membership meeting. Mechele Anderson (MA) volunteered to fill the remainder of Jennifer's term and was appointed a board director by the remaining directors. Her appointment was unanimous and starts this date.



6. Committee Reports -

- a. ~~Garage Sale (Jun. 18) Bettie/Bruce/Pat-~~ (done)
- b. ~~Farmers Market & Recycle (starts Jul. 7-Sep. 29) Connie/Bruce/Pat-~~
- c. ~~Car Show (Aug. 27) Jennifer/Bruce/Pat-~~
- d. ~~Music Festival (Sep. 10) Jennifer/Bruce/Pat-~~
- e. **Bazaar** (Nov. 19) Kerri/Bruce/Pat - on Friday, November 18 around 6pm, the chamber will have access to the gym to set up for the Bazaar. This entails covering the gym floor with tarps and lining out the vendor spaces. Tables rented by vendors will be placed accordingly. On Saturday, vendors start setting up between 8a-10a. Open to the public by 10am and end at 3pm. At that time the tarps will be taken up and gym cleaned up. YDI volunteers will help chamber.  
Additionally: PL is processing vendor applications and sketching in vendor locations. This year a general invite went out to area contractors in addition to about 50 vendors who had participated in past years. Quite a number of new vendors are attending this year. Expecting cancellations and last minute applications. Goal is 40 vendors. There will also be holiday music, raffle tickets sold (must be present to win), but no ball-game day broadcasts (BB other than an occasional score announcement)

Additional adhoc committees or proposed events:

- f. "Contractors" event - Rose Perna, TBD - PL will take this item off the agenda for now.
- g. "**After Hours**" event - Kerri Kumasaka, TBD - see "Annual membership meeting" notes above.
- h. Website - Pat - RP suggested adding a community calendar to the website.

7. **Board open discussion** - General discussion about meeting attendance, times and dates. This will be addressed in February at the annual membership meeting (after elections). Options and info gathering for a Community calendar was discussed. MA offered use of her document laminating machine to weather-proof KIOSK documents. PL continues to mull the need for a small business center. CG keeps the chamber aware of the need for a new location for the Fitness Club. RP asks about an event banner for Holiday lighting ceremony in December (City Clerk should contact QRS in Boulder, as an option).

8. **Next meeting** - November 15, 2022 - Volunteer Hall, 1 pm

- a. Items for agenda: prep for Bazaar
- b. **Dates to remember:**
  - Nov. 12 - BACC board meeting
  - NO DECEMBER BACC BOARD MEETING
  - Dec. 11 - Kiwanis Community potluck
  - Dec. 16 - Holiday Lighting ceremony
  - Jan. 17 - BACC board meeting
  - Feb. 21 - BACC Annual Membership meeting (director elections\*)(\*Note: DIR 1 - which is a 1 year term - expires 2/2023)

9. Adjourn - board meeting adjourned 12:57pm.

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
	<i>Michele</i>	appointment	<i>10/18/22</i>	<i>2/2024</i>	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



Patricia Lewis &lt;radon.gal@gmail.com&gt;

---

**BOD Resignation**

1 message

**Jennifer Chapman** <simplicityforyou@yahoo.com>

Tue, Aug 30, 2022 at 12:54 PM

To: "Bruce Binkowski dir. (2022)" &lt;binkprod@gmail.com&gt;, "Patricia Lewis DBA dir. (2022)" &lt;radon.gal@gmail.com&gt;, "Connie Grenz dir. (2022)" &lt;conniegrenz63@gmail.com&gt;

Hello friends,

My heart hurts to do this but I have to resign from the board of directors. As of this morning I am no longer an employee of Rustys nor the Elkhorn Bistro, LLC.

It has been a great pleasure working with you and I do hope you continue to help the Community of Boulder grow. Thank you for your kindness.

Sincerely,  
Jennifer C.

Sent from Yahoo Mail for iPhone



---

**BACC financials etc**

1 message

**Patricia Lewis** <info@bouldermtchamber.org>

Sat, Oct 15, 2022 at 1:07 PM

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

Cc: Jan Zietlow <jzitlo58@gmail.com>, Mechele Anderson <mechelea2017@gmail.com>, Rosemary Perna <alpinehouseservices@gmail.com>

All,  
Attached financials and admin notes to date.

--

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](mailto:info@bouldermtchamber.org)

---

**4 attachments****101522 BalanceSheet.pdf**

34K

**101522 PnL.pdf**

37K

**093022 ReconciledCheckbook.pdf**

174K

**0816-101522 AdminNotes.pdf**

32K

# Boulder Area Chamber of Commerce

## Balance Sheet

As of October 15, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BTAC Trust (ARPA)	3,334.00
CD (Mat. 2/18/2023)	5,135.38
CHECKING ACCT	4,268.80
Petty Cash	405.00
<b>Total Bank Accounts</b>	<b>\$13,143.18</b>
Other Current Assets	
Inventory Asset	9.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$9.00</b>
<b>Total Current Assets</b>	<b>\$13,152.18</b>
<b>TOTAL ASSETS</b>	<b>\$13,152.18</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	14,368.04
Retained Earnings	-2,845.11
Net Income	1,629.25
<b>Total Equity</b>	<b>\$13,152.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$13,152.18</b>

# Boulder Area Chamber of Commerce

## Profit and Loss

January 1 - October 15, 2022

	TOTAL
Income	
DUES	2,400.00
EVENTS INC	
Bazaar	470.00
Car Show	1,350.00
Farmers Market	390.00
Garage Sale	125.00
Music Festival	2,316.00
Phonebook Ads	7,110.00
<b>Total EVENTS INC</b>	<b>11,761.00</b>
Grant Income	200.00
<b>Total Income</b>	<b>\$14,361.00</b>
GROSS PROFIT	<b>\$14,361.00</b>
Expenses	
Advertising	840.00
Bank Fees - CC	69.43
Bookkeeping Exp	520.00
Cell Phone	102.69
Donation Expense	372.00
EVENTS EXP	634.95
Car Show Expenses	759.40
Farmer's Mkt Expense	566.00
Garage Sale Expenses	309.20
Main St Exp	240.00
Music Festival Expense	9,845.00
Phonebook Exp	3,844.85
<b>Total EVENTS EXP</b>	<b>16,199.40</b>
Insurance - Liability	2,133.00
Legal & Professional Fees	2,100.00
License / Taxes	20.00
Meeting expense	716.19
Membership Exp	95.00
Office Supplies	1,692.30
Postage	112.80
Rent Paid	240.00
Repair & Maintenance	200.80
Unapplied Cash Bill Payment Expenditure	0.00
Uncategorized Expenditure	125.22
Website Expense	702.48
<b>Total Expenses</b>	<b>\$26,241.31</b>
<b>NET OPERATING INCOME</b>	<b>\$ -11,880.31</b>



# Boulder Area Chamber of Commerce

## Profit and Loss

January 1 - October 15, 2022

	TOTAL
Other Income	
BACC ARPA Grant Income	10,000.00
BTAC Mktg Income	3,782.00
Interest Earned	2.56
<b>Total Other Income</b>	<b>\$13,784.56</b>
Other Expenses	
BTAC Mktg Expense	400.00
Reconciliation Discrepancies	-125.00
<b>Total Other Expenses</b>	<b>\$275.00</b>
NET OTHER INCOME	<b>\$13,509.56</b>
NET INCOME	<b>\$1,629.25</b>

Since August 16, 2022 thru October 15, 2022

- 8/16 - Attended the Chamber board meeting; dropped car show flyers at Dave's 32
- 8/17 - Working with Bruce on the event signage; processing event sponsors and vendors for events; finalized artwork on Boulder Buck contributors to date; cut check to City for event restroom fees; the Chamber uses a Tracfone cell phone and there is an annual renewal requirement for airtime service - that is done.
- Due to the amount of newspapers going out, changed car show flyer to a 1/4pg ad. The 8/24 edition of the Monitor will be delivered to every PO Box in 59632.
- 8/20 - Quickbooks and new member (Rocky Mountain Title Guaranty), submitted to EDGE for inclusion on website (done).
- 8/21 - prepping for car show: people's choice ballots, coupons, registration forms.
- 8/24 - finalized coupons for "Boulder Buck" - compiled 100 sets for distribution at Car show; event banner has been installed on property owned by Kayla Holman, with her permission.
- 8/25 - 11a-2p manned the recycle station at the Farmers Mkt for Connie, emptied dog poop container and informed Animal Care Committee their responsibility for future attention; met Burdicks lock smith to replace lock on Chamber storage shed, keys got lost; finalizing sponsor ballots and other paperwork for Car show.
- 8/26 - Meet Bruce to set up for Car show.
- 8/27 - Car Show with Bruce, Connie, Jan Z., Jennifer C., - went smoothly. 73 entries. Information about winners is posted on FB. Took in \$1125.00. One sponsor plaque was missing for the Silver Saddle. Will refund Gail (done 8/30/22 ck#1745) and contact Rallye (done 8/30/22 - Rallye will give us a \$15 credit).
- 8/28 - Processed two music festival vendors (#9, #10). Reconciled the CD: posted 1.27 in interest (!) For a new balance of \$5,135.38. (Matures 2/18/2023).
- 8/30 - Processed music festival sponsor L&P. To date 9 sponsors, 10 vendors.
- 8/30 - Was notified that Jennifer Chapman has resigned from the board.
- 8/31 - Pulled Bistro coupon, added Hot Springs coupon.
- 9/2- Ordered full pg ad for Music Festival
- 9/4 - Reconciled checkbook
- 9/6 - Updating flyer and printable app for Bazaar. Printed 20 flyers w/applications on reverse for Connie/Farmers Market. Created vendor grid for Bazaar.
- 9/6 - 1pm meet Bruce for music festival coordination and organization.
- 
- 9/8 - Prepared checks for musicians, sound and other supporting vendor expenses; processing the last of the craft vendor applications. 15 total with a couple of day of event applicants; distributed Bazaar applications to Connie at Farmers Mkt.; finalized music program flyer to include most recent sponsors and vendors; program flyer will be printed via county 250ct estimated. Will attend "Reimagining Rural" event this evening.
- 9/9 - 10-11am will work with Bruce to set up at the park
- 9/10 - 8am-7pm attend Music Festival - successful event!
- 9/11 - Process expense and income for Festival. Total income: 2316.00; Total expense to date: 9195.00 (pending: gas & meals for Denison Trio)
- 9/15 - w/Bruce agreed to cancel the September board meeting and reconvene in October.

- 9/19 - While waiting to test negative for covid, the Holiday Bazaar vendor applications have been printed and will be mailed to past participants. About 55 invites are going to be mailed. Posted event on Chamber Facebook page and Everything Boulder Montana. Also broadcasted to chamber members and directors.
- 9/25 - Updated the ABOUT on chamber website (still more tweeking to do). Bazaar registration forms are starting to come in.
- 9/28 - Emailed phone book advertisers - in regards to a revised phone book edition - to submit ad changes by Dec. 1 for 2023.
- 10/1 - Processing vendor applications for Holiday Bazaar. 9 to date.
- 10/8 - More vendors. 12 to date; bazaar gym diagram and vendor placement.
- 10/15 - Board agenda.



---

**BACC October board meeting Oct. 18 - noon**

1 message

**Patricia Lewis** <info@bouldermtchamber.org>

Sat, Oct 15, 2022 at 12:45 PM

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

Cc: Jan Zietlow <jzitlo58@gmail.com>, Mechele Anderson <mechelea2017@gmail.com>, Rosemary Perna <alpinehouseservices@gmail.com>

All,  
Attached agenda for October board meeting.  
Draft meeting minutes from August.  
No September meeting.  
For easy reference: board of directors terms as the board looks to fill the vacancy left by Jennifer Chapman.  
any other urgent matters can come up in Board Discussion

--

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](mailto:info@bouldermtchamber.org)

---

**4 attachments** **BACC-MeetingAgenda-October.pdf**  
53K **02-2022-BoardDirectors.pdf**  
41K **GML ChapmanResignationLtr.pdf**  
62K **BACC MeetingMinutes 081622 DRAFT.pdf**  
49K