

BOD Meeting Minutes

Date: 4-3-23

Location: NorthStar Coffee House

Present: Elizabeth Bennett Steven Sullivan Megan Lang Christy Groppe
 Laura Shockley Trish Reay John Berger Tara Steffans
 Laura Kohnen

Not Present: Clare Swann

Secretary's Report: Tara motioned for approval. Laura 2nd. All approved.

Treasurer's Report: Audit was performed week prior and will stand as treasurer's report.

Last month email votes: Debbie Winters was voted in as treasurer.
Laura Kohnen was voted in as BOD to replace Sue Viehland

Old Business:

- Bylaws: Megan sent out the updated bylaws. A 2/3 vote via email or in person will be needed to approve them.
- Chamber Update: Elizabeth gave an update on the status of the new 501c6 and 501c3. The old chamber non-profit was dissolved by the Secretary of State

New Business:

2022 Audit:

- The audit found that the previous Treasurer was unknowingly using illegal methods to keep personal records involving private account numbers in the form of checks and cash.
- Sue Viehland resigned as Treasurer after the audit commenced, and was removed from the BOD.
- The MO Chamber dues were not paid, so our insurance that we offer to our members was not valid. Elizabeth re-registered us and it should be fine.
- The finance committee agreed to use quickbooks moving forward to streamline the records.
- Christie Groppe-Finance Committee Chair-mentioned that balances were not carried over on check registers, balances were incorrect on reports, and \$100 was missing for all of 2022. We had many late payments, payment stubs were missing. Her recommendations moving forward would be to have bills in hand when paying, use an expense report for reimbursements, and allow 30 days to apply for reimbursement.

Gmail Accounts: Christie Groppe recommended that each BOD have a gmail account associated with the Chamber. Elizabeth will look into pricing and report back to BOD.

Sullentrup Benefit: June 9th at Paddlestop Brewery
Elizabeth explained what has been planned with the benefit committee.

- PaddleStop hosts the event
- Chamber oversees
- PaddleStop wants a sample event for the benefit.
- Tara Steffens explained what that type of event is like, and how common it is in order to save vendors on licensing and maximize donation.
- The BOD agreed that this event was not a good fit for us, and we would recommend that Paddlestop continues with their event, and we will offer volunteers. Pastor Sullivan motioned for approval. Tara Steffens 2nd. All approved.
- The BOD agreed to host a Discover New Haven event on Aug. 19th, 2023 downtown. Tara Steffens will spearhead this event. Christie motioned for approval. Laura Kohlen 2nd. All approved.

Handbook: Everyone will get a BOD binder listing out the handbook, BOD regulations, and expectations of being a BOD. The BOD should read over the handbook and submit any changes via email by April 20th.

501c3 Bank Account: A separate bank account needs to be set up for this non-profit. Christie Groppe motioned for approval. Tara 2nd. All approved.

Upcoming Events:

- Masks & Mimosas: only 1 person has signed up so far. Plan to do social media blasts again.
- Spring Fling BBQ- Send out flyers. Megan will order food from Save-A-Lot and get the volunteer sheet out via email.
- Music on the Riverfront-May 5th: Pauper's Crown will play from 6-8pm with Lion's Club selling food.
- MLD: Megan-committee needs to meet.

Fundraising: Elizabeth will draft a generic letter for all BOD to use and send out to potential sponsors.

Items from the Floor:

Director John Berger wanted to make sure we are relying on our new bylaws for everything moving forward.

Tara Steffens motioned to adjourn. Laura Shockley 2nd.