



Chamber Board of Directors Meeting Minutes

DRAFT for review 03-16-2021

6:30 PM, Tuesday, February 16, 2021

Location: Virtual - GoToMeeting

Drafted by Rick Francois & distributed on 3-16-2021

Present were, **Tyler** Nate Perry, Julie Gilkes, Mark Schwoegler, Rick Francois and **visitors** Steve Haak and **Executive Director** Rebecca Olson-**Haak** **Mellissa** Francois

Rick Francois called the meeting order at 6:32

Call to order and attendance

Item #3 Minutes from 11/17/2020 were discussed and approved (no minutes are available)

Item #4 Outstanding Monthly Financial reports were discussed and approved

Item #5 Review Draft year end financial reports

Item #6 Review of 2020 tax prep documents, discussion centered around being ready to complete 2020 taxes on time this year, Rick informed the board that Becky and Shelley Mancusi **have updated and improved the data, financials etc..** needed to complete taxes, and fully expect the taxes will be complete on time.

Item #6 Review of By-Laws

Becky presented a draft of updated **bylaw** in the board packet.

Followed by discussion on 501C3 and **501D6.**

Becky updated the board on the Chamber's 501C6 status and the **difference between a 501C6 and a 501C3.** She confirmed the Belleville Chamber is a 501C6.

Becky advised everyone to follow **there** individual tax advisors concerning donations

Term limits were discussed, Becky advised that the 8 year limit has worked well in other organizations she's been involved with. Steve also gave several examples of where 8 or 9 years work well if only to cause an adjustment in members. If people still want to serve they can sit out a year or move to another position.

Article 3 was discussed, the number of members, and being able to have a quorum for meetings. And can a non board member committee chairperson vote at meetings. **(Result of discussion?)**

Rick asked if there was anymore discussion, Tyler moved for approval, 2nd by Nate

Vote was unanimous in favor of updated bylaws

Committee Reports

#8 Board recruitment Missy and Steve and Maria Barry are potential candidates

Mark mentioned we may want to update contact info on the website as he is still receiving phone calls for chamber information. Becky will check on those phone numbers

Annual meeting date was discussed, Becky reminded everyone to update their business information as it shows on the website.

Becky shared with the board examples of good financial reporting, and a chart of accounts and discussed the necessity of having the **backup data to all of the chamber spending/revenue streams**. Informed the board of the need for proper accounting for many reasons such as grant applications, funding, and of course keeping the Chamber in good standing.

Encouraged the board to move forward with better accounting practices.

It was agreed Becky would meet with S Mancusi and get the accounting improved.

And have it ready for the Annual Meeting.

Melissa Francois asked the question if we should approach accountants that are members and or businesses in Belleville take over. **Bo**

Item #9

Annual Meeting date was discussed in the past it was held in early March, **it was decided that April**

Becky will set up virtual meetings and also plan for a person at Sugar River Lanes, Mark confirmed covid protocol is 50% capacity currently.

Francois motioned that the chamber hold its annual meeting on April 24, 2021 **exploring** both a virtual and in person meeting. Motion was seconded by M Schwoegler, Motion was amended adding a start time of 11:00 am, motion carried.

Item #10

Board discussed UFO day. Becky informed everyone that a drone show would be a great fit for UFO days and could also be socially distanced. Becky gave some examples of some very fun ideas for drones and UFO day. It was decided to have Becky explore the options for a drone show. Tyler informed the board that the information he had on covid and the effects it would have on UFO days was that **by mid to late summer our lives should be returning to normal**.

Rick will reach out to the community club and confirm their participation in 2021. Board also discussed the possibility of a parade this year. Discussion centered around having 2 plans one with a parade and a second without a parade. Tyler will keep the board informed with the latest info.

Discussion followed about the Village Board upcoming elections and the Chambers holding a candidate forum to help inform the voters about the candidates. Nate gave a report about how the forum went for the School board elections. 40 people watched it live, several hundred viewed it later, very well received, PTO put it on. It was very successful.

Becky informed the board that she has to be cautious about her involvement, but that the chamber can certainly do this.

Next meeting date was set for March 16th

Mark made a motion to adjourn, Tyler seconded, motion carried.

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