

## **Vashon Chamber of Commerce Board of Trustee Meeting.**

**Minutes for 2/11/15**

**Meeting Started: 8:10**

**Attending:** Angela Gist, Laura Griffith, JR Crawford, Jim Schmidt., Melissa Schafer

**Staff Present:** Jim Marsh, Sue Stinson

**Approval of Previous Minutes:** December's minutes were posted to the website before they were approved. Changes to December minutes must be: Date of meeting, Need to correct and approve Dec. minutes to read approval of Oct and Nov minutes. MOTION by Laura G to approve December Minutes with changes as noted, Seconded by Jim S, VOTE: All approved.

Board Reviewed Annual meeting minutes, officer elections need to be added to minutes

**MOTION** by Laura G, Approve of Annual Meeting minutes with results of officer election added. Seconded by JR. VOTE: Approved.

### **PRESIDENT REPORT:**

3 Board positions are open, Nomination Committee were unable to recruit 3 more candidates by Annual Meeting. Board expressed desire to fill the 3 positions so that board could be made up of 13 members.

by Angela G. Nomination committee find and vet 3 candidates for the open Board positions and allow the board of directors to elect 3 candidates for the 2 year terms. This would only apply to Board Elections that were open as of January 14<sup>th</sup>, 2015. Seconded by Jim S., VOTE: Motion Passed Unanimously

Jim S suggested that nominating committee (John, Rick, Angela, Melissa) seek out some candidates. Several names were mentioned and who would follow up with potentials. Nominating committee will email each other names, approach potential candidates and bring candidates up for vote by the rest of the board.

**Executive Director Review** – Exec. Committee met and went over narrative review of Jim Marsh, made some constructive comments and lots of praise. Approved what last recommendations were. For 2016 staff will come up with new salary options. In past Jim and Sue have received bonuses at end of year and true desire is to raise salary rather than large bonus not tied to a certain tasks. Executive Committee recommends an increase for future years but not as large. Executive Director Salary will be increased to \$34,750 in Jan and an additional \$750.00 per year in June dependent on getting website. Executive Director Salary would be 35,500 by the end of 2015 and a decision will be made in Dec. about bonuses. Office and Event Manager pay was raised significantly last year. Angela said they would look at both positions and what should they grow to and target salaries. Bonuses for 2014 were approved. Executive Director works over 30 hours per week.

Melissa asked about hiring someone for festival. Laura asked if Jim was dependent on Royce for website ads to start and Jim M replied that he was not.

Board will wait on planning a strategic planning meeting

**Treasure's Report:** Treasurer George Brown was not able to provide the report so Jim Marsh presented financials.

P&L YTD vs Previous Year: YTD: So far this year we are better on membership dues, getting less auxiliary members but that is to be expected. Publication income is lower because billing for HOTS started in OCTOBER. (2015 HOTS came in in both years 2014 and 2015) and collected early. HOTS income increased \$3000.00 from last year. . SF income already coming in and is early but will level out by end of quarter.

Expenses for Publication Income are high compared to last year because bill for HOTS came in Feb where as last year it was in May. Rent is higher, it went up by 7%. Jan. shows two months of rent.

Angela asked about what items were included in misc. income: Jim M answered that this is income for water from other building members and mostly the Light for Tykes Program. PSE sponsored this program and needed a NP to pass money through to the organizer. This was a sponsorship pass through and all income went to the program. Also popcorn sales, posters, etc.

Depreciation – will be about the same as last year Includes things such as the depreciation on Power poles, computers, purchase of tables,

Laura is doing reconciliations; Jim will start doing them. It has been cleaned up and Jim will stay on track with it.

Angela asked about timeline for budget. Jim hopes to have before next board meeting so it can be approved at next meeting. Issues with Budget are: Chamber needs a new copier; contract is up in June, Jim needs a new computer, office chairs are breaking, Can't finalize booth income due to issues with fire marshal regarding space allotments. Also – need to budget in carnival activity costs. Jim is working on getting hard numbers.

#### **EXECUTIVE DIRECTOR REPORT:**

Wedding and Events Collaborative becomes part of Chamber : Jim M explained how the group voted to become a subcommittee of the Chamber. Jim M has outlined things that need to happen – close bank account, pay all debts, and pass on all the copy and images on [www.vashonweddingandevents.com](http://www.vashonweddingandevents.com) Jim handed out his rough draft of wedding group commitment. Want to continue their efforts to market Vashon as a wedding destination. Most are members of chamber already. Jim has proposed that all people who have paid into this group that are not current members will be made full chamber members for the rest of the 2015 Membership Year. This is due to the investment they all made in the separate group and it would be supportive of the Chamber to bring them in and work with them.

Micro-Entrepreneurs Group - Jim explained group, small group run by a member and looking to create events to market small micro entrepreneurs like AVON, Mary Kay folks and others.

The Pay it Forward Vashon Campaign: Jim explained how this was started by and Islander related to the owners of Zombies and was design to help them financially by creating a way for people to support the business financially. Basically they by a coupon and can pass out the coupon to anyone they want. This allows the business to get cash up front for food/services they would deliver later minus the coupon discount. Kind of like a Pre-pay cards/gift card idea. So far they raised about \$3,000 for Zombiez. They are looking to do this every month by highlighting a different business. While it is similar to a cash mob it mixed a message of donating to a for profit making organization while not really donating. The feel good nature of supporting a local business is good, but at the end of the day they are soliciting money for a for profit organization. The Chamber has not been asked to endorse this and while it seems like a good idea if fraught with issues that the Chamber does not need to be involved with. Our message continues to be: If you want to support local businesses shop there, want to help them out with money, become an investor.

#### **REPORT ON EVENTS:**

**Chamber Mixer** – 2/18 at Windermere Too; Hosted by VMI Properties and Windermere 5:30 pm

**Home Fair and Health and Wellness Fair** – see dates on sheet.

**Spring Fling** – Sat., April 4<sup>th</sup>? Need to meet with merchants association.

**Wedding and Event Tour** – May 17<sup>th</sup>

## **STRAWBERRY FESTIVAL**

Fire Marshall: Met with Fire Marshal around regulations, working with VIFR to get variance on the buffer zones KC requires around food vendors.

Security: Looking into costs for contracting private security firms for festival security. Can save money from Off Duty KCSO and have security at stages so Festival saves money on the labor of tearing down stages every night.

Alternative Carnival – we will be carnival producer; interactive things are getting more popular; we have to rent the equipment and get our money back. Pricing education is key. Jim has numbers of cost and is breaking down on how many people per hour can use it (cost analysis) so we can figure out what to charge.

Artist Coordinator: Carole Mariam is stepping Down JR Crawford is taking on this role –

Music Coordinator: Pete Welch mentioned that he needs to lower his work load on Festival Music, he would like to find someone one to work with him this year so that he does not get burned out. Board will look for other volunteer coordinators.

**MOTION TO ADJOURN:** Melissa made motion to adjourn, JR seconded. Vote: approved Meeting adjourned at 10:00 AM