



BOARD MEETING NOTES

Date: January 16th, 2024

Time: 7 - 8 am

Location: Franklin County Farm Bureau

In attendance: Lance Zollinger, Ashley Nate, Brittney Smith, Kris Beckstead, Stevie Emerson, Jeannine Groll, and Janet Nalder

We began the meeting at 7:05 am

1. First up for discussion was the Annual Banquet on January 25th @ 6:30 pm
 - **Catering (Brittney, Lance, and Janet):** Stokes will do Brisket, Chicken, and Potatoes, with salad and dressing, Natalie Foster will make oreo and double chocolate brownies, and the Citizen Center will make the rolls. **Lance** will ask High School Service Organizations to help serve ice water and food. **Janet** will be in charge of plates, utensils, pats of butter, ice, etc.
 - **Setup/ Cleanup (Everyone):** **Stevie** will work with Amanda Conley for decorations. The Robinson Building will be open @ 10:30 am, but setup will begin @ 1 pm. **Stevie** will also pick up the tablecoths and napkins from Red Poppy Rentals, in Logan.
 - **Be sure to wear your Chamber Polos if you have one!**
 - **Program (Officers):** Program and Invitation was sent out by Stevie via email. Doors will open @ 6 pm, with dinner starting @ 6:30 pm. People will eat, then when dessert is served (at 7-7:15 pm), we will begin with the Chamber Board Strategic Plan. The officers will go over the mission and the purpose of the Chamber. **Each Committee Head** will have 3 to 5 minutes to talk about their committee and how their purpose and vision for their committee supports the main mission of the Chamber. We will end our portion with our vision. Our full strategic plan is shared online and our program will direct people to our website for this information.
 - **Jeannine and Chris** will then do a short introduction for Todd Johnson (at 7:45 pm) and he will have approximately 30 minutes for his portion.

- We also spoke about doing a business of the year, and citizen of the year. It was brought up that we should put together specific criteria and perhaps a vote for this, to make it fair. Also, citizen of the year could tie into our service organizations. We will keep this exclusive to our annual banquet and plan to do this for next year, with more preparation. Lance spoke about our purpose stated in the By-Laws, and had drafted a simple Mission statement. After further discussion from the officers in a different meeting (on Friday, the 19th), we were able to come up with a solid vision and mission for our program for the banquet.
2. Next on the agenda was our **City Council Meeting January 22nd @ 5 pm**. Lance was unable to attend this, so Brittney volunteered to speak. Lance, Stevie, and Ashley put together a template and items to speak about at the City Council Meeting. Chamber will have a permanent slot on the 4th Monday of the month, to go over updates on what the Chamber is working on and upcoming events. The agenda will be due the Thursday before the 4th Monday, at noon, submitted to Linda Acock at the Preston City Hall.
 3. **Our Legislative Update Call was on January 17th @ 7 am**. Marcia led this discussion with Representative Dan Garner and Tyler Olson in attendance. It went well, and we are moving ahead with doing this call at least once a month, when Dan Garner is available. We are still learning what Public Policy means for us and for Preston.
 4. Next up for discussion was meeting notes. We shall send meeting notes out to the board, which will then approve or update with anything missing. Then the notes will be sent to Stevie to format and turn into a monthly newsletter to post/ share. This approval from the board will happen via email. We will set board meetings to be at least monthly; more frequent when needed. A **consistent date for board meetings will be the 2nd Friday of each month @ 7 am**. More to follow.
 5. Jan Taylor would like to be replaced as Chamber Treasurer. Jan was able to submit a description of her duties, which Stevie then delivered to Cindy Checketts. Cindy would like to accept the position of Treasurer. She has 18.9 years of experience doing payroll, benefits, etc for Franklin County Medical Center. We will further discuss a formal transition process for replacement of a board member after our banquet. This discussion brought up a need for each board member coming up with a summary of our tasks. This will help us to create a continuity plan and a process for appointing and ousting members.
 6. Stevie brought up that we should possibly look into doing a new membership welcome basket, or something similar.

7. We have also had requests for receipts for businesses that pay their membership dues. More to come on this at a later date.
8. We would like to have a date set for **Professional Development Luncheons once a month. The recommendation for this is the 3rd Thursday of every month.** Lance will communicate with Bailey on this and report back.

Next Meeting is set for February 9th @ 7 am at the Farm Bureau Insurance, 33 S 1st E, in Preston.

Thank you on behalf of the Preston Area Chamber of Commerce Board.

Lance Zollinger, <i>President</i>	Bailey Beckstead, <i>Business & Professional Dev</i>	Krista Burns, <i>Social Media</i>
Brittney Smith, <i>Vice President</i>	Jeannine Groll, <i>Service Groups Outreach</i>	Janet Nalder, <i>Board Member</i>
Ashley Nate, <i>Secretary</i>	Marcia Kunz, <i>Public Policy</i>	Amber Almond, <i>Board Member</i>
Jan Taylor, <i>Treasurer</i>	Stevie Emerson, <i>Marketing & Member Relations</i>	Kris Beckstead, <i>Board Member</i>

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