



## BOARD MEETING MINUTES

**Date:** March 22th, 2024

**Time:** 7:00 am

**Location:** Franklin County Farm Bureau Building, 33 S 1st E, Preston, ID 83263

President Lance Zollinger conducted the meeting. Meeting began at 7:08 am.

Items available were the Handbook and the board contact list. Members attending were Brittney Smith, Stevie Emerson, Lance Zollinger, Cindy Checketts, Jeannine Groll, Janet Nalder, Marcia Kunz, Julie Stuart, and Ashley Nate.

**This meeting was strictly to revise and amend the proposed Chamber Handbook.** Lance had several notes he wanted to go over. There were a few parts that were missing, such as the individual committee's vision and mission paragraphs, that each committee lead would submit to Stevie for revision. Lance thought that item "g." under the President's expectations should be moved to the Treasurer's. Also, the annual report and the state report filings should be moved to the Treasurer's duties. All voted in agreement to these items.

On page 3, under "Chamber Board Members should plan to:" the last bullet point should be combined with another bullet to reduce redundancy. The Chamber Board Positions on page 4 will be subject to change at any time, given the needs of the Chamber.

Comments were made by Julie about how the handbook was thorough enough that it helped her to not be overwhelmed with what was expected of her and it clarified what was needed. Coming from our newest board member, this was insightful.

As discussed in the previous meeting, we need to amend who we want to include as ex officio members, and their boards should not be able to vote on Chamber matters, so as to not undermine what we want and what we are trying to accomplish.

Under Ancillary Chamber Board Members and Liaisons, we will add Weston, Clifton, and Oxford.

To the board member section, we need to add an onboarding section for the new board members. All agreed that it would be good to have overlap between new members and

who they are replacing. That way they will know the expectations of their role. We also need to build out on how to find replacements for board members.

For term lengths, we will start to stagger for 3 year terms. Officers will change every year, with the Vice President expected to become the President. One-third of the board will switch every year. Officers may also shift to committees when their term ends.

In the section “Relation to other Affiliations,” it is proposed that maybe the members participating in other groups will report briefly on what happened in their group meetings. This is something that members will be expected to have prepared monthly, to report on their affiliated groups. Stevie volunteered to draft this paragraph.

For communication, we will continue with email reminders. Stevie suggested to Ashley that she add automated calendar invites for certain items, such as City Council Items due, and Agenda Items due. Ashley will work on setting these up in the next month. For Monthly Board Meetings, Agenda Items will be due to the Secretary 2 days before the meeting. These items will need to be sent to the Secretary and to the President, so that the President will have an idea of things being discussed.

Attendance expectations for Liaisons will be as they are able to attend. When a board member is unable to attend and is consistently finding someone to step in to attend in their place at meetings, then we will need to replace that board member. The President and Vice President will communicate with the missing board member; i.e. there are missing milestones and goals, they are not communicating, or they are missing meetings, this will need to be addressed. Attendance requirements for City Council Meetings held the 4th Monday of the month will be that the officer presenting is required, but all other board members may attend as available.

Under the “Annual Review” section, Stevie will work on creating an annual report outline/template, and where we are on our goals, milestones, and tasks.

For our committee driven meetings section, the Monthly Representative meetings will be held every 2 weeks for now. The Quarterly Service Group Meetings will be held the 2nd Thursday of the 1st month of the quarter.

Lance made the comment on our ribbon cutting section that he was very appreciative with how Stevie had communicated with Soda Love for their Grand Opening. He thought it was great that there is an expectation to plan ahead, but also for last minute ones, we can still do something for them.

**We will make these amendments to the Handbook and have them ready by the next Chamber meeting, scheduled for April 12th @ 7 am, at the Franklin County Farm Bureau.** Lance adjourned the meeting at 8:34 am.