

**BRILLION CHAMBER OF COMMERCE
BOARD MINUTES**

March 15, 2017

Brillion Community Center

12:00 PM

1) CALL TO ORDER: Jennifer Kolberg called the meeting to order at 12:10 PM.

ROLL CALL: Present were Jennifer Kolberg, JoAnne Moehr, Jennifer Schmidlkofer, Linda Alger, Tim Hanson, Doug Neils, and Callie Barribeau. Also present were Karen Novy, as non-voting members. Absent was Wendy Allen, Shannon Shinsky, Cheryl Welch, Lori Gosz, Jason Ruebl and Nick Madison. Visitors were: Keith Krepline, Kim Simons and Mary Kohrell.

2) APPROVAL OF THE AGENDA:

Motion – JoAnne Moehr made a Motion to Approve the Agenda. Seconded by Doug Neils. Call vote taken. Motion carried. Agenda Approved.

3) APPROVAL OF MINUTES –February 2017 Minutes.

Motion – Doug Neils asked about what happened with the outstanding check for the Jaycees that was discussed last month. Joanne Moehr just finished the audit and said she located it in April. Tim Hanson made Motion to Approve Minutes. Seconded by Jennifer Schmidlkofer. Call vote taken. Motion carried unanimously.

4) PRESIDENT’S REPORT: Jennifer Kolberg:

5) SECRETARY-TREASURER REPORT:

Karen Novy presented March Secretary’s report and February’s Treasurer Financial Report. Savings \$21106.56; Chamber Bucks \$133.24 and PayPal Acct. 2867.14

Motion – Tim Hanson made a motion to approve the Secretary & Financial Reports. Seconded by Jennifer Schmidlkofer. Call vote taken. Motion carried unanimously.

6) COMMITTEE REPORTS:

Karen Novy passed out the Questionnaire synopsis from the Chamber membership done in Fall. This listed members that would be interested in being on our committees listed below. Karen Novy will contact these people and pass along the info to the Chamber liaisons that are listed below.

A. Retail Committee: This committee will now be combined with the Chamber Bucks Committee. The board liaison will be Doug Neils

a. Retail Committee:

c. Shop Local/Coupon Book: Karen Novy brought a box of coupons and asked all the board members to take a stack of 28 books to disperse to the businesses.

B. Membership Committee: Joanne Moehr will be the liaison. Keith Krepline stated that the City of Brillion has a welcome folder and that maybe we should put our coupon book in that.

C. Website Committee: Keith Krepline is interested in being on this committee. He is knowledgeable in Word Press. Any major changes needs to go through the board. Karen Novy will be the liaison.

D. Chamber Bucks Committee: Tim Hanson made a motion to delete the Chamber Bucks Committee and combine it with the Retail Committee above. Second by Joanne Moehr.

7) NEW BUSINESS:

A. Next Meeting: The next meeting will be held at the Brillion Public School on April 19 at noon.

- B. Invite Chamber Member to Meeting:** Kim Simons from Bullseye was our guest for the day. Jennifer Kolberg asked Kim to tell the board about her business. Kim stated that she has been in business for 21 years, doing screen-printing and embroidery. Bullseye can take on orders small or large, such as her largest order of 28,000 shirts for Piggly Wiggly. Kim also shared that many small businesses have not joined the Chamber because they don't see the benefits. Also she stated that it is hard to get the locals to shop in town.
Jennifer suggested and made a motion that each month's visitor will have the opportunity to have their business highlighted on the Chamber Facebook page and website. Jennifer Schmidlkofer second it. Kim will send me the info. (Keith Krepline stated that he would help put this page together.)
- C. Mary Kohrell; Community Economic Development Director:** Mary Kohrell introduced herself to everyone. She began by explaining that this is a new position that started in January. Her duties involve workforce development (filling gaps for employers and skill settings); business development, expansion & retention (counseling and finding funds) and community development. She mentioned that she is helping the RDA and City of Brillion with the Iron Works building.
- D. After 5 Social Event:** Karen Novy sent out a request to all of our members asking for any interest since we are now opening this program as a social networking program and not just for new businesses. She received one request from State Bank of Chilton for May 17th. And now another from Bakkheia in summer.
- E. Beer Wine & Cheese Committee:** Karen Novy received an update from Dana Hoyer. Dana stated that they had 292 in attendance, with 20 vendors. They are hoping next year to offer free tickets to those sponsors that reach a certain dollar amount. The intentions with the funds from this event will go towards the purchase of additional snowflakes for Ryan Street.
- F. Golf Outing:** Karen Novy mentioned that the tentative date for the 2017 golf outing will be Thursday July 20. She will contact Glen at Deer Run to set a date and get the committee together. New additions to the committee will be Tim Hanson, Jennifer Schmidlkofer, Joanne Moehr and Keith Krepline.
- G. Gas & Internet Reimbursement:** Karen Novy had mentioned that she is using her own gas and home internet and was looking for reimbursement. The board stated that since it is not in the budget that it would not be allowed. Should put this as a line item for next year. A note will be added to the budget for fall.

8) OLD BUSINESS:

A. Review By-laws, Budgets and Audit Accounts including Payroll: At this meeting we reviewed Article X and XI; all was well. We have now completed the review. A new revised copy will be handed out at the next meeting. (Be sure to add a revised date when the review is complete.) JoAnne Moehr and Al Scharf agreed to audit the Chamber's accounts. Karen Novy sent all the info to her. Joanne mentioned some minor issues that will be taken care of. Joanne also mentioned that the same person that writes the checks should not be the same that balances the monthly statements. Joanne and Karen will meet on a monthly basis to complete this task. Tim moved to change this procedure and Jennifer Schmidlkofer second and motion carried.

9) RDA: - Cheryl Welch- N/A

10) CITY OF BRILLION: - Lori Gosz – N/A

11) **SCHOOL DISTRICT UPDATE:** – Nick Madison- N/A

ADJOURNMENT: Motion Linda Alger moved to adjourn. Seconded by Tim Hanson. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:18 pm

Respectfully Submitted

Karen Novy, Secretary/Treasurer – Brillion Chamber of Commerce