

Board Meeting

April 23, 2018

Schwoegler Sugar River Lanes

Present: Mark Schwogler (President), Laura Vorpahl (Secretary), Chuck Martin (Treasurer) and Brian Wilson (Village Administrator)

Chamber Part-Time Position: Brian shared with us a transition plan for a chamber lead/EDC support staff position. Below is the “job description” we created up as a board and agreed to. Our understanding is that, per our discussion, we’ll proceed to use this list of qualities to hire an intern to follow transition plan to a potentially permanent part-time chamber lead, funded by the Chamber at the end of a 2-year period.

Treasurer’s report: Taxes done and submitted for 2017; Paid \$170 to accountant. Made \$640 at bowling fundraiser. Have \$4112 in our scholarship fund and \$2726 in our general fund.

Membership: Chuck has processed all memberships he has received so far and followed up with a thank you email to the business. Kami received several forms in mail and will get them to Chuck along with post office box key. Discussed options for encouraging membership including physically visiting businesses as well as sending a blast communication. Chuck will draft the communication and send to the rest of the board to review. Laura will email Chuck the list of all businesses from the Super Committee google docs.

Garage Sale Weekend: To be held May 4-5. We have 14 locations signed up so far.

Business Seminar: Everything is ready for the business seminar coming up May 15th. Please help us continue to promote it.

Quilt: Brainstormed some options for raffling off the quilt that Lynn Alme so generously donated to us to help us add to our scholarship fund. Discussed having a live auction at an upcoming event; putting on ebay raffle site or Etsy. Chuck will explore some options. We’ll revisit at future board meeting before finalizing any plans.

Meetings: Next board meeting will be May 22nd at Schwogler’s SRL at 6 pm. Next quarterly member meeting is July 10th at Corner Café at 12 Noon.

Applicant qualities:

- Relationship building skills
- Proactive problem-solver
- Marketing skills/an eye for advertising and strategies/creativity
- Multitasker

- Project management experience
- Volunteer coordination
- Social media – administer facebook, twitter and Instagram
- Outgoing/communication skills/able to handle complaints
- Able to manage and set expectations
- Comfortable with technology tools (Microsoft Office, Google, calendaring/email/documenting tools)
- Meeting planning/event planning experience
- Organizational skills/time management
- Background in chamber activities a plus
- Flexible schedule but willing to accommodate some nights and weekends for meetings and events execution
- Knowledgeable about area (Belleville, Paoli, New Glarus, etc)