

West I-10 Chamber of Commerce

P. O. Box 100, Pattison, Texas 77466

Board of Directors Meeting

January 5, 2011 12:00 PM

At

Igloo 1st Floor Conference Room

**Board of Directors: Greg Turner, Pat Doucette, Deborah Tallman,
Jim Vaughn, Michael Montgomery, Marla Van Overbeke, Rosemary Gambino**

MINUTES OF THE MEETING

Attendees: Greg Turner, Jim Vaughn, Marla Van Overbeke, Rosemary Gambino, Deborah Tallman, Pat Doucette, Kathryn McAdams Wilson, Paul McConnell
Absent: Michael Montgomery

A) Quorum recognized and the meeting was called to order at 12 noon by Greg Turner. Director Marla Van Overbeke provided invocation.

Action Items:

B) Motion was made by Jim Vaughn, second by Marla Van Overbeke, to approve the Minutes of the December 1, 2010, Board of Directors meeting and Planning Retreat. No discussion. All in favor/Motion passed unanimously.

C) After review and discussion of the financial statements, motion was made by Marla Van Overbeke, second by Rosemary Gambino, to approve financial statements and bills to pay through December 31, 2010, (filed in 2010-2011 financial binder). Motion passed unanimously. Discussion: Going forward, the financial statements will show Budget vs. Actual so that performance can be watched as we go through the year. Discussion: P/L and Balance sheet does not reflect the \$3,000 Reserve account which has been set up but not yet funded. ACTION: GREG to follow up with check to Edward Jones. Discussion: Committee to be appointed to perform a mini-audit of financials. ACTION: GREG to speak with Greg Murray/Enterprise regarding same.

D) There were no new member applications to approve.

Discussion Items:

E) 2011 Priorities per Board's Planning Retreat – The attached Planning Retreat follow-up list is and will be kept on the agenda all year to keep up with progress of performance.

- 1) Membership growth (64 active members at end of 2010)
- 2) Successful Austin Trip
- 3) Fundraising event

F) Committee Reports

- 1) Membership directory (Marla Van Overbeke and Daphne Bottos) - No response yet from Daphne to Marla's request for specific requirements of design software and artwork for building template for directory advertisements. Marla has list of members who wish to advertise in the directory. ACTION: Marla to advise Greg Turner of outcome of next try to speak with Daphne and we will proceed from there.
- 2) Programs (Pat Doucette & Rosemary Gambino) – The majority of the 2011 programs and speakers are confirmed. Goal is for confirmed lineup of speakers in order to publish the calendar for 2011 programs and send out to members.
- 3) Fundraising: (Pat Doucette) – Pat to bring ideas and cost estimates for fundraisers to the next meeting.
- 4) Membership (Karl Skadowski). As proposed in the Planning Retreat, Karl Skadowski and Stephen Alaniz are talking about combining the Membership and Ambassadors committees.

- 5) Government Affairs (Adam Traweek) – No report from Adam. The Governmental Affairs committee will meet in January and February in order to plan the March 2nd Austin Trip – After the Austin trip it will resume meeting every other month, alternating with the EDC meetings. Time and place to be determined. Greg to work on coordinating with Jon and Adam.
- 6) Ambassadors (Stephen Alaniz). Stephen and Karl working on combining committees for the purpose of obtaining and retaining members.
- 7) Website (Paul McConnell) – Paul is in discussion with Vince regarding two additions to website: Membership renewal form and blog. Paul is ready to scan Minutes. ACTION: KATHRYN to provide Paul with the BOD minutes which he is missing.
- 8) Public Relations & Advertising (Michael Montgomery) Nothing to report.
- 9) Economic Development (Jon Strange) No report
- 10) Annual Banquet (Roberta Meader) – No report

G) Old Business:

- 1) Admin. Manager's Report (Kathryn) – Membership renewals – ACTION: GREG to email new renewal forms to Kathryn for distribution after the January 8th luncheon. Members to be notified at the luncheon to expect the 2011 Membership Renewals by email. Members to receive opportunity for free luncheon sponsorship (Spotlight Speaker) if payment for renewal is received by certain date.
- 2) Annual party at Turner house: January 7th

H) New Business

- 1) Follow-up items from planning retreat (See attached): set dates to complete. List to be attached to the agenda each month to remember and see that we are making progress. (1) Attached are proposed Committee Mission & Job Descriptions for providing guidance, goals and structure for committees. ACTION: ALL DIRECTORS to look at before the next meeting and then talk about how to tweak at the next BOD meeting. (2) Form Education Committee – Greg would like to have more feedback on education committee goals and structure before proposing the chairmanship to Robert Ormond. Greg and Rosemary to contact Robert; (3) Fundraising Committee – Pat to update next month; (4-5) forming alliance between Membership and Ambassadors committee; (6) Greg to meet with Anthony Francis about retooling the membership luncheon programs to get the most out of them; (7) Economic Development & Governmental Affairs committees alternating months – Greg to check with Adam Traweek and Jon Strange for update; (8) Pat and Rosemary to confirm 2011 events and membership luncheon programs and Kathryn to email calendar of events and membership luncheons to all; (9) Banquet – Kathryn and Roberta to confirm availability of Brookwood for the proposed dates, November 5th or 12th and advise Greg; Greg to contact Robert Ivany for a commitment as keynote speaker on either date.
- 2) Board & Committee workshop by Art Roberts – Greg has spoken with Art Roberts regarding a workshop for the directors and committee chairman. Art will provide 3-4 hour workshop for \$750 which is half of his regular fee of \$1,500 for larger chambers. Discussion: Directors proposed that we wait until next year to consider the expenditure. Greg to speak with Art again for a better description of the workshop and its benefits and bring back next month to discuss.
- 3) Greg to check with Enterprise Bank regarding procedure for two signatures on checks.

I) Open discussion & other business: Discussed the chamber participating in the FFA Parade on Saturday, March 5, 2011. Kathryn to acquire cost of magnetic signs and bring to February BOD meeting for discussion. Rosemary reported on attending Fort Bend County Judge Bob Hebert's presentation of the I-69 Corridor at the Fort Bend Chamber Alliance meeting in Rosenberg.

J) Closing

- 1) Next Meeting Date: **Wednesday, February 2, 2011.**
- 2) Meeting adjourned at 1:00 p.m.

Kathryn McAdams Wilson

For/Rosemary Gambino, Secretary