

*Three Forks Chamber of Commerce: Unapproved Minutes*  
*Monday, January 13<sup>th</sup>, 2020 @ 12:00pm noon at the Three Forks Library*

## **Three Forks**

### **Chamber of Commerce: Unapproved Minutes**

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**Present at the meeting were:**

**Board members:**

**President, Brooke Leugers**

**Vice President, Julia Caruana**

**Treasurer, Ranee Berg**

**Website Administrator, Katie LaLiberty**

**Executive Director, Leandra Hill**

**Board member, Dave Tudor**

**Board member, Jeff Elliot**

**Board member, Tara Forsberg**

**Board member, Chuck Wambeke**

**Guests:**

**Member, Kelly Bugland**

**Member Tanya Gonzales**

**Member Dr. Jack Berg**

**Guest, Pam Carey TF All school reunion**

**Guest, George Hoffman Belgrade news**

**Call to Order:**

**The meeting was called to order by Brooke Leugers.**

**Brooke welcomed the members and those in attendance introduce themselves.**

**Approval of Minutes:**

**The December 2019 unapproved minutes were sent prior to the meeting for review And there are 2 printed copies available here. A motion to accept the meeting minutes was made by Kelly Bugland and seconded by Dave Tudor.**

**Motion carried.**

**Treasurer Report:**

**All Financial reports were sent prior to the meeting.**

**Renee reviewed overall trends.**

**For 2019 memberships totaled \$22,925.**

**\$2,000 less than last year and we're going to be working very hard on increasing that this year.**

**There are CD's renewing in April and we will need to discuss opinions on whether or not we renew these, move them or keep them where they're at. Rate options will be available for February's chamber meeting.**

**We did sell some cookbooks at the stroll. We were at a loss for the Christmas stroll. We went \$193 over.**

Brooke joined the conversation explaining that she has been doing an in depth cleanup in QuickBooks. Brooke recommends getting this organized and usable for the reports so that Ranee no longer has to transcode all the numbers to an Excel spreadsheet. There was a discussion whether the group felt a 6 page document would be too lengthy; no one seemed to have a problem with it, and Tanya Gonzales suggested it could most likely be less than 6 pages for most of the year due to collapsible columns that are not in use. General feeling was 6 pages will be fine and we will utilize Quick Books reports moving forward.

The main point is for everyone to have a heads up that the presentations of finances may start looking different as we use the reports from Quickbooks.

We will be getting an updated version of QuickBooks next week and Dave Tudor joined in and recommended the nonprofit version as well.

### Approved Checks

A motion to accept the Approved Checks was made by Dr Jack Berg and seconded by Jeff Elliot.

### Executive Directors Report

Leandra Hill: time so far has consisted of:

General bookkeeping, filing, and member correspondence. Quickbooks recording for AP, AR, Payroll, Payroll Reports. Organizing A/P & A/R files. Brooke has been training Leandra.

Website and Social Media updates. Katie has been training Leandra.

Leandra secured a Mailchimp account and will begin using Mailchimp for emails to board members, Weekly Bulletins and monthly newsletters.

Leandra is starting to think about increasing sales, increasing retention and creating a better tracking system for both.

In Summary: The first part of January has been training with Brooke and Katie, organizing the computer files and duties required, preparing for this first board meeting of 2020, and organizing my home office.

### Website Administrator report

Katie LaLiberty

1/13/20

The first week in December was busy with the last push promoting the Christmas Stroll and managing the interactions and questions we received on the Facebook page.

The stroll button contest continued for the next week after the stroll. We received five entries in total. The winner was Ashley Hickert and I notified her by Facebook message but unfortunately, we never got a response. The low number of entries was partly due to the difficulty Facebook users were having in correctly tagging the Chamber's page. As I mentioned in last month's report, it might be a better strategy to have those wishing to enter the contest to comment on one of our posts.

**Discussion ensued:**

Katie thinks people were probably tagging us on posts on FB but it didn't actually work since we didn't get their entry. Then, last minute, I posted directions to comment on my post, as we had a few messages about people having problems. We then got some more posts. So this is probably the best way to do it in the future. I don't remember the tagging being so difficult on Facebook before.

Brooke also tried multiple times to do it and it didn't tag the Chamber.

Katie's time during the rest of December was mostly spent doing some small website updates and getting ready to transfer all my files to the new Director.

Katie informed the attendees she will be stepping down from her position and hand everything over to Leandra after we make sure that everything is taken care of.

Katie submitted her official resignation letter.

**Discussion:**

Here is my letter and my last day is the 31st. After that, I'm going to be available if there's questions. I also just want to say thank you.

Brooke - when did you start?

Katie - 2012 Thank you for the opportunity and for letting me be a part of this chamber for so long; it's been really great, great experience.

C&E Development

## **Committee Report**

**Ross group survey will dictate next decisions. We will be able to share resources with other towns and increase exposure. Hopefully they're going to be able to send people that have an interest of being in an area like Three Forks, businesses that could benefit from being in a smaller Community.**

**They are now looking at updating the zoning here in Three Forks, example issues with the daycares.**

**We're also going to put more of an effort this year into this Civic part of the committee.**

**We're going to try to gather with a lot more the organization's, the nonprofit organizations, even the people that are not members.**

**Hopefully we can get them on board.**

**Discussing the Three with wings: Scholarship Foundation started by the parents of the three children that were killed in an accident 15 years ago. Trees planted at the school in their name. Remind kids to wear their seatbelts. Remind people to donate.**

**\*Directive to leandra:**

**We need to post on social media about City Council meetings, zoning and planning meetings, reunion meetings, and school board meetings.**

## **Ambassadors**

### **Committee Report**

### **Business After Hours**

**We do not want a business after hours in March at the same time as the Annual dinner.**

### **Pharmacy moved to April**

**Do we have anyone we thinking wants to still do February 12th?**

**Let's give it to the weekend and see if anyone comes up with someone.**

### **Discussion on days:**

**Wednesdays we have decent turnouts.**

**Non profit gathering was discussed (as done about 3 years ago.)**

**Tanya - recommends Foundations doing a Business after hours the latter part of the year as a push for tax deductions.**

**Roots Hair Salon Ribbon Cutting**

**We need to make the date. Delayed due to pregnancy and she may want to do it**

**Right before/closer to Prom.**

**2020 Chamber Annual Dinner**

**March 27th ? Maybe a Friday or Saturday this year. Discussion on places:**

**Land of Magic is probably out then**

**Special Events**

**Committee Report**

**Christmas Stroll decorations take down**

**We need some alternatives because the price is too high;**

**BBG**

**Charlie Christensen**

**Dallas & DALLas**

**Chris Lein**

**Let's also secure prices and people to do the Christmas stroll decorations, fix lights, and GFI issue now.**

**Current decorations must be done by Sunday Jan 19th. Current bid is extreme at \$750 when it was \$350 last year. But now we are in a time crunch.**

**Motion to approve paying the current bid if we cannot find anyone else to do it made by Tanya**

**Tara seconded.**

**Motion carried.**

**New Business**

## **2020 All Class Reunion – Pam Carey**

### **Questions:**

**Will the chamber give approval for the parade Marshals to be the oldest graduate graduates? Yes.**

**Can they rent the Chamber tent?Yes**

**Will there be food vendors?**

**Can we block off more of the street.**

**We have to look into additional barricades and work with the city.**

**The ambulance may be willing to do something.**

### **Discussion:**

**Can we advertise on the inside of the barricade??**

**Not on a state highway....perhaps on the side roads and not on Main st?**

### **Appoint Committee Chairs**

**C&E: Jeff Elliot & Chuck Wambeke**

**Ambassadors: Dave Tudor & Tara Forsberg**

**Special Events: Ranee Berg & Julia Caruana**

**Financial Formatting Change**

**Discussed previously - using Quickbooks for reports.**

**50% discount on new memberships**

**Let's wait till Chuck is here to discuss in detail, and come up with other ideas.**

**The motion to adjourn was made by Renee and seconded by George and the meeting adjourned.**

**Next meeting – Monday, February 10th – @ 12:00 pm noon at the Three Forks Library**

