

Three Forks Chamber of Commerce: Unapproved Minutes
Monday, February 10th, 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

Executive Director, Leandra Hill

Board member, Dave Tudor

Board member, Tara Forsberg

Board member, Chuck Wambeke

Guests:

Member, Three Forks Saddlery- Lola Jeffer

Member, Headwaters Area Foodbank- Kim Gelder

Member, Tanya Gonzales

Member, Dr. Jack Berg

Member, Diane Philips

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 January unapproved minutes were sent prior to the meeting for review and there are 2 printed copies available here.

Chuck Wambeke saw an error to address: Under Approved Checks: Motion to approve was made by Jack Berg and seconded by Jeff Elliot.

Once addressed: A motion to accept the meeting minutes was made by Tara Forsberg.

Seconded by Dave Tudor.

Motion carried.

Treasurer Report:

All Financial reports were sent prior to the meeting.

Leandra is learning how to attach PDFs to MailChimp. This month copies of the financials were not clear. This will be fixed by next month.

There are very large amount of renewals and so notice a large receivable number. CDS are up for Renewal and April so we will wait till next month to get bids and vote on what to do.

There is a balance owed by Bullseye from December. Bullseye builders wanted to join for the Christmas stroll but then never paid. So they still owe money on the books and

we're just sent another invoice. Discussion ensued about whether or not to have any late fees assessed or just immediately drop people from being members after a certain amount of time. Julia feel strongly that as long as they are in good order at the time of issuing the phone book then they should be allowed to be in the phone book. Tonya feels strongly that we should give members 60 days to pay their bill. LeAndre feel strongly that if in that 60 day leeway window and they don't pay and now the phone book is being made that they should not be allowed to be in the phonebook if they're past due.

The outcome of this discussion is that we will table this and Leandra will get together a suggested process for renewals and email the board.

The discussion also included the fact that we currently do not have the ability for people to pay with a credit card on our website. And we cannot with the website we have now with the QuickBooks merchant services, we cannot connect the two and have the website issue the QuickBooks invoice with the credit card option.

Approved Checks

in addition to the sent out list of checks to be approved the deposit for the annual dinner for the venue Headwaters Ranch, which had just arrived, was added.

Discussion ensued in regards to whether or not committees should be allowed to buy lunch during their committee meetings and then charge the committee's budget for that lunch. General consensus was that as long as there was enough money in the budget then yes each committee could do that.

A motion to accept the Approved Checks was made by Chuck Wambeke.

Seconded by Tanya Gonzalez.

Executive Directors Report

For February 2020

**New members: 2 PAID; 2 more pending
Legacy Pipe builders, Cheesecake on a stick, LLC,
Verge Theater, and Kyle Steiner Co
Renewals: I think we are around 10 paid at this point.**

General Information:

Working on becoming more efficient at Quickbooks and Wordpress and making changes as they come up in both. For ex, making sure correct email and contact info is in both, that we are following the benefits listed on the website, getting forms updated and getting the credit card feature up and running.

Website Updates: Created a few new categories: mobile vendors, marketing, vacation rentals and Event Venues.

Spending a concerted effort to make sure the Calendar is up to date.

Social Media: I spend approx. 30 minutes every day on our Social Media and trying to make sure I use instagram and FB both. FYI - Seo stands for Search Engine optimization. Google, for example, is a search Engine. When someone searches for something in a search engine, SEO is why some websites show up in the first few choices. One way to increase this for the chambers FB and instagram page, our website, and all of our members FB pages is to like the post, comment on that post, and then share that post.

I have also started adding #mtfavoritesmalltown to all posts. This also could start showing up in searches online.

There were suggestions to add posts to both Three Forks classifieds Facebook page and also the Madison Valley Women's Group Facebook page.

Mailchimp for sending out emails is up and running.

We are currently using the free account, and there are some limitations.

I am going to look into the cost for upgrading - specifically it would be nice to be able to add pdfs to emails and it would be nice to save certia footnotes, eetc - so I can click the same one instead of reformatting each time.

I am curious to see if you have noticed the difference.

Mailchimp gives us the opportunity to see how many people actually open our emails and wh unsubscribes... So far we have consistently about a 132 successful email deliveries.

Consistently only about 50% open the weekly bulletins.

Much less on the monthly bulletin - only 35% open rate.

Right now we have 2-3 emails a week go out to our members list.

Request for content emails get an average of 34% of members opening.

Discussion topics for the board:

*Mailchimp emails:

It is my understanding that we do not send email one offs.

At this point I get approx 20 - 30 emails a day.

If we decide to send one offs during the week, I will need super clear boundaries of whose emails get forward as one offs and whose dont.

My understanding is that in general, first rule would be the email must be from one of our members, otherwise the answer would be no.

Right now, I follow this rule/outline;

Any current members item will be put on our website calendar, Facebook and Instagram and in weekly bulletins.

*I need to replace the lock to the shed behind the Caboose and want to know if there is anyone here who can/will do that?

there was a discussion whether or not we needed to replace both the door knob and the deadlock. We found out that Diane Phillips actually has a second key to the door knob. Nobody has a key to the deadlock. We also found out that no one really is having trouble opening the door. So now we have two good keys for the doorknob and we just need to replace the deadbolt. Julia said she would help me get this done.

Website Administrator Report

January, 2020

2/10/20

My time in January was mostly spent preparing to hand off my responsibilities to Leandra. We were able to sit down for some training sessions and I have prepared documents with instructions for different tasks. These have all been emailed to Brooke and Leandra.

I have also transferred all documents, advertisement layouts and pictures that were stored on my personal computer. These are now located on the tfchamber.it@gmail.com Google drive and they have been shared with the tfchamber@gmail.com account.

All online accounts that were connected to the tfchamber.it@gmail.com account have been transferred to the tfchamber@gmail.com account. All account information and payment due dates were sent in an email to Brooke and Leandra.

The one exception is the CenturyLink account. Leandra will get the payment reminder emails but no other changes could be made here because the service is currently in vacation mode while the VIC is closed for the season. In May, Leandra will let me know when the VIC is ready to resume internet service and I will call CenturyLink to activate the service and transfer the account to Leandra.

One change I made to the website was to install a different plug-in for the document archive.

This was necessary as Leandra's computer had compatibility issues with the old plug-in. This

also created a benefit to our members. The document archive is now accessible to members with their profile login. A different password is no longer necessary. To get to the documents in the archive, simply login with your own username and password and then click on the "document archive" link under the Members tab in the top menu.

A new feature recently became available from Chamber Dashboard, our online membership database software provider, that I was able to activate. This feature makes more information available to our members on their home page, the page that comes up after logging into the site. These details include: any payment history or invoice information that exist on the site, membership level and the membership renewal date. As before, there is also the option for the member to update business information for any linked businesses on their account.

Feel free to reach me at katie.laliberty@gmail.com if you ever have any questions.

All the best,

Katie LaLiberty

C&E Development

Committee Report

Economic Development partnership with Three Forks committee has reviewed our details and they are excited to partner with us. Matt parks with the triathlon met with the committee and they will be using Three Forks instead of Bozeman this year because Bozeman will not be available due to construction. They will set up at the ponds for swimming, bike towards Willow Creek and run towards Headwaters. They have 60 people registered currently and will have a 160 Max allowed to join. LeAndre brought up the suggestion of offering fun money to the winners of the triathlon only. \$10 per winner. 16 winners. In general it was agreed upon.

Rob Fox, an angel investor, was at that C&E committee meeting and he works with tech companies and the problem with 3/4 is the lack of broadband so there was much discussion about how to get Broadband to Three Forks. Sean Gifford & Chuck are talking with Jason Wiseman who used to work with CenturyLink they're looking at all sorts of options and 3/4 to get the Broadband for the entire city.

Ambassadors

Committee Report

Business After Hours is set to go and Tara got flowers from Three Forks flowers and Mary Hardin will be coming in helping out and being there, she's the original owner of Main Street office, and Brooke it will be there helping set up and encourage everybody if they can to attend.

Lunar2020 Chamber Annual Dinner

\$5036.40 for 100 At Headwaters Ranch

Deposit was approved today so we will get that to Headwaters Ranch. We would like to change the date for confirming the amount of people. discussion of \$58 ticket price before the early bird deadline and then moving that up to \$70 for the last 2 weeks in at the door.

Special Events

Committee Report

Leandra Suggested changing the non vendor fee from \$25 to \$50 as it will help me with getting memberships.

Brooke suggested this be moved to the special events committee meeting.

New Business

- **Chamber sponsoring the Three Forks Voice Calendar again: \$200**

Motion approved by Dave Tudor.

Seconded by Julia Caruana

Old Business

**50% discount on new memberships Leandra suggests temporary specials Instead.
Discussion ensued about exactly what we wanted to be able to do.**

The motion became:

Let's give the executive director the authority to invoke and revoke the 50% off first year membership discount as deemed appropriate.

The motion was made by Chuck Wambeke.

Seconded by Julia Caruana.

The motion for the meeting to adjourn was made by Tara Forsberg.

Seconded by Rane Berg.

Meeting adjourned.

Next meeting – Monday, March 9th – @ 12:00 pm noon. Location TBD