

Three Forks Chamber of Commerce

Promoting Strategic Economic Growth and Vitality

Montana's Favorite Small Town

August 9, 2021 @ 1:00pm

TF Library 607 S. Main St. • Three Forks

Present at the meeting were: President -Brooke Leugers, Board Member -Jill Peterson, Treasurer - Rancee Berg, Executive Director, Melissa Jenkins (no quorum)

Guests: Lisa-Dobbs-Crooks, left, already presented to the group that was at the meeting.

Julia Caruana Vice President -via zoom

Approval of Minutes A motion to approve made by via email Jill
Seconded by via email Julia

Motion carried.

Treasurer Report: Able Christmas Stroll - Globes should they be 'other' should be moved -- under supplies move to 2020. If we sold them or something similar in future we could be under promotional. Porta potties not showing up under Rodeo Dayz, not on Budget, should have been under supplies? Got missed on budget, might work out with credit. Stick horses could be moved to Rodeo instead of Farmers Market since it is not under Diane. Might need to start considering buying decorations, maybe once a year, maybe the city might help with that. Brought a brochure for Brooke to look at, have some with bad plugs, and have had to replace bulbs. Move dinner sale and christmas stroll sponsorship showing up in July. Look for workmans comp payment. Double check the payment for alcohol license 2 payments showing up, \$263 double check the ribbon cutting too.. Melissa - to do- Add additional hours, for VIC paying employees that stayed the entire season more in August. Make a proposal for hours for Melissa - Melissa submit to the Board. AR aging summary, past-due memberships should be 4 months then delete them. Buy more stick horses, 75 for next year.

Executive Directors Report:

- **Renewing members**

Helens' Critter Care

TF Schools

- 1.) General bookkeeping, filing, weekly bulletins, and member/visitor correspondence.
- 2.) Quickbooks recording for AP, AR, Payroll, Payroll Reports. Organizing A/P & A/R files and adding to current year binders.
- 3.) The month of July was spent gathering sponsorships for Stick Horse Derby, parade, and vendors. I spent a good amount of time working with the street fair vendors. All vendors were very good to work with and reported good sales that weekend, the 2 food vendors on Cedar felt a little removed since 1 food vendor ended up being on Main. We ended up with \$122 in cash deposited; \$362 from Paypal and minus our 200 cash for the cash box that ended up with \$162 for that, plus \$275 for the vendors that pre paid and Sacajawea ending up with \$559 in vendor and/or sales. I ran the numbers more than once, and vendors must have shown up, paid their vendor fees but didn't fill out paperwork, or were not marked on the paperwork.

- 4.) Working on the 2021/22 phone book. We sent a notice to the community requesting updates via L & C Journal, Voice, Facebooks and Bulletin. We have a list of several new numbers that have been sent over from City Hall and others that have made a call or sent an email to the Chamber requesting updates. I will begin working on getting the entries added to phone book pages. Emails with full instructions will be sent to all members who will receive advertising spaces in the yellow pages and cover pages of the new phone book. I will be following up with phone calls as the deadline of August 16th approaches and reach out to members that are late in renewing. We should be on track to have the phone book in the mail to the community toward the end of September.
- 5.) The VIC has had a few employment issues this summer, last month we had 3 employees leave and a new hire no call no show. Despite the issues, we have made our minimum of 24 hours per week or 300 for the season. The caboose is currently being sandblasted and painted and will hopefully be done in the next week or so. We have received a lot of brochures and tourist information that is available for all visitors who stop by the VIC. Staff is doing a great job despite being short handed!

Approved Checks:

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/12/2021	7327	Main Street Office, Inc.	invoice 18175	(191.25)
Liability Check	07/31/2021	E-pay	UI Contributions Bureau	031 6978 QB Tracking # -17193338	(44.33)
Liability Check	07/31/2021	E-pay	United States Treasury	81-0398584 QB Tracking # -171763338	(586.98)
Bill Pmt -Check	07/31/2021	7333	Montana Secretary of State	2021 Montana Annual Business Report	(35.00)
Bill Pmt -Check	07/31/2021	7324	The Party People, LLC	2021 Rodeo Days Magic Show	(275.00)
Bill Pmt -Check	08/04/2021	7329	Cowgirl Creativity.	2021-900	(176.65)
Bill Pmt -Check	08/04/2021	7330	Brooke Leupers	Reimburse Stick Horse	(1,358.39)
Bill Pmt -Check	08/09/2021	debit	Three Forks Market	beverages BAH, Limes for raffle basket	(36.65)
Bill Pmt -Check	08/09/2021	debit	Costco	beverages BAH	(37.97)
Bill Pmt -Check	08/09/2021	7328	Three Forks Voice	2021 Rodeo Advertising	(240.00)
Paycheck	08/09/2021	7332	Jenkins, Melissa L.		(1,010.94)
Paycheck	08/09/2021	7333	Berg, Jordan		(85.87)
Paycheck	08/09/2021	7335	Miller, Carolyn C		(123.83)
Paycheck	08/09/2021	7339	Stratton, Roberta		(245.64)
Paycheck	08/09/2021	7334	Hamilton, Shayla R.		(368.47)
Paycheck	08/09/2021	7337	Nietflier, Karla		(87.73)
Paycheck	08/09/2021	7336	Miller, Mary A		(248.05)
Paycheck	08/09/2021	7338	Smith, Jack H		(676.94)
					<u>(6,828.60)</u>

A motion to accept the checks made by via email Jill
 Seconded by via email Julia
 Motion carried.

Guest Speaker - Lisa Dobbs-Crooks - confirmed for Thursday, important information for businesses like; free money for employers to train new employees. Push BAH this week!!

C&E Development - tabled Chuck not at meeting

- Billboard (Update on Skins -Julia) - Do we want 3 skins, or stick to the 2 in Budget, change to generic skin with activities listed for winter, what are people going to stop in for the winter? Lodging specialty shopping, restaurants, printing will take about 2 weeks, available to put up in September, should we make the Christmas Stroll smaller since it is more locally attended. First Friday in December is always Christmas Stroll. Will send revised version.

Ambassadors Committee

- Business After Hours/Ribbon Cutting update from Aug. 5th went well, seemed appreciative. Make a new add for Three Rivers Laundry - expanding to add more

Special Events

- Rodeo Dayz- Julia - Parade Route needs to be revisited to make sure it's set ahead and turns too tight, make a different route. Every year vendors need more attention, nobody checks in, and they need one designated person for vendors. Every year the last 2 hours are slow, need something to fill in or shorten hours, maybe move vendors to park, one of the problems getting vendors is being on concrete. Out of whack with missing a year, everyone had a good time, maybe changing the time of the magic show. Re-evaluate.
- Christmas Stroll - start planning next month, keep Thursdays at noon for meetings on special events.

New Business

- Accepting credit to account from Hoffman's Potty Princess via email
- Non-Quorum voting - a thought, a member brought it up it isn't fair we aren't able to vote if there is ruam, maybe sending it out to members - if they were in person maybe extend them to the vote, ultimately it is a vote and members have a vote, non-quorum voting- just states Roberts rule, not outlined. Include the entire board, plus whoever was present to vote.
- Fall Event discussion - special events committee discuss @meeting bring proposal to Board.

Old Business

- Membership with Montana Chamber of Commerce, tabled.

Next meeting – Monday, September 13th – @ 1:00 pm at the Three Forks Library/TBD maybe lunch meeting