INTERLOCHEN AREA CHAMBER OF COMMERCE

February 8, 2017 ~ Board Meeting Minutes

Attendance: President Clint Klabunde, Vice President Bob Allard, Treasurer Barry Bialik, Secretary Harold Schmidt. Directors: Jane Deering and Laurie Bouwman. Absent: Simon Wolf. Excused: Brian McCallister and Jan Crossman. Also in attendance: Gwen Stinson, Office Manager.

Meeting called to order by President Klabunde at 5:30 PM.

**Minutes:**  No meeting minutes from January (meeting cancelled).

**Winterlochen:** Deering stated she has heard voice ads on the radio, sounded good. Schmidt reported attending meetings with ICA staff making decisions for activities and S’more sales during the event. Two volunteers from Chemical Bank, Laura Turmel will be there to help. Hopefully enough help to work games and s’more table.

**Board Elections:** Nominees: OM received one new nomination from Jan Crossman (Elizabeth Koeppen @ Chemical Bank). OM requested to e-mail out ballots to membership. Also looking for other positions from ICA and Green Lake Township in hopes of new ideas and input to the chamber board. OM to make contact with both organizations looking for candidates.

**Treasurer’s Report:**  (see attached) President Klabunde asked for retroactive motion to pay bills. There was not a quorum last month to gain official approval to pay bills so board members present agreed it would be prudent to take care of outstanding debts and ask for approval the following month. Motion by Schmidt, supported by Allard to approve last month’s bills. Motion carried.

Motion by Schmidt, supported by Deering to pay bills from this month as presented in OM report. Motion carried.

Tina Lentz is now employed by Kellett and Associates and has offered to continue on as our accounting services provider. They have offered to trade services for membership dues and ad space in our VOICE and Area Guide. Discussion. Tina Lentz to continue as our accountant.

**VOICE:**  Office Manager to forward pre-print proof to board members for approval prior to printing.

**Office Manager’s Report:**  (see attached) Office space rent is in arrears from October; $920.00 is owed. Discussion.

Business After Hours: March location TBD. April – Morse Moving & Storage.

**Old Business:**

* By-law update: President Klabunde requested a change in by-laws allowing and increase to $300.00 spending limit without board approval. Motion by Deering, supported by Schmidt to approve increase. Motion carried.
* 2017 Autumn Festival Date – Sunday, September 10, 2017.

**New Business:**

* Annual Review of Office Manager – Tabled until next meeting.
* Annual Dinner – Tabled until next meeting.
* Basler Scholarship – Jane Fouchey (former Interlochen Community School Administrative Support Staff) has agreed to manage who is eligible to receive funding. Mr. Basler will continue his role as facilitator of mailings and tickets. Discussion.

Motion by Allard, supported by Bialik to adjourn. Meeting adjourned at 6:29 PM.

These minutes are subject to approval at the next regular meeting, Wednesday, March 8, 2017 at 5:30 PM.

Minutes respectfully submitted by:

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Gwen Stinson, Office Manager