

**BRILLION CHAMBER OF COMMERCE  
BOARD MINUTES**

**January 20, 2016**

**Village Hearthstone**

**12:00 PM**

**1) CALL TO ORDER:** Jason Ruebl called the meeting to order at 12:09 PM.

**ROLL CALL:** Present were Jason Ruebl, Doug Niles, Jennifer Kolberg, Jennifer Schmidlkofer & Vineta Caune-Meyer. Also present were Karen Novy & Cheryl Welch-nonvoting. Absent was Michelle Ruebl, Wendy Allen, Tim Hanson, Dan Dietrich, Gary Fischer & Nick Madison.

**2) APPROVAL OF THE AGENDA:**

**Motion** – Jennifer Kolberg made a Motion to Approve the Agenda. Seconded by Doug Niles. Call vote taken. Motion carried. Agenda Approved.

**3) APPROVAL OF MINUTES –November and December, 2015 Chamber Board Meeting:**

**Motion** – Vineta Caune-Meyer made Motion to Approve Minutes with changes adding Gary Fischer and William Groskopp’s name. Seconded by Doug Niles. Call vote taken. Motion carried unanimously.

**4) PRESIDENT’S REPORT: Jason Ruebl** – Nothing noted

**5) SECRETARY-TREASURER REPORT:**

Karen Novy presented November & December Secretary’s report and November & December Treasurer Financial Report. Doug Niles commented about still missing one payment from the golf outing. Karen Novy stated that the payment just was received. Doug Niles also questioned why the Homecoming judging checks have not been cashed yet. We stated that Nick Madison was looking into it.

**Motion** – Doug Niles made a motion to approve the Secretary & Financial Reports. Seconded by Vineta Caune-Meyer. Call vote taken. Motion carried unanimously.

**6) COMMITTEE REPORTS:**

**A. Retail Committee:**

The Christmas/Holiday advertisements were questioned on why they were not as successful as in the past and was determined that they were promoted later than usual. Vineta Caune-Meyer asked about results for the Turkey Promotion. No results were available. Jason Ruebl stated that he will ask Michelle Ruebl for any ideas and results available for the next meeting. We also discussed spreading the advertising funds throughout the year and not just during the holidays.

Cheryl Welch inquired about who was on the Retail Committee because she wanted to talk with them about using some of these funds for the Fall Fest.

**B. Beer Wine & Cheese Committee:**

Jason Ruebl brought up the survey that was discussed at the December Chamber Meeting. Tim Hansen suggested having one available for the Beer, Wine & Cheese event and that he would create it. Karen Novy will e-mail Tim Hansen for an update.

The Beer, Wine & Cheese Committee was not able to submit the grant per discussion between Kris Bastian and Michelle Ruebl.

Jennifer Kolberg submitted a grant request for the sign to the Tourism Committee but it was tabled because it was incomplete. Jason Ruebl will complete and submit it for the next round. Cheryl Welch will send a full application to Jason Ruebl. Copy of the 501 3C will also be needed.

Jason Ruebl had asked about getting a credit card for the committee to use to purchase some of their large ticket items. It was suggested that Karen Novy set up a separate account tied to our regular bank account for this committee to use but with some restrictions. Karen Novy will look into it. The Chamber may need to have an e-mail vote so that the Beer, Wine & Cheese Committee could use it immediately.

**C. 2016 Calendar Events and Budget Committee:**

A few of the members did not have a chance to look over the budget. It will be available for the February meeting.

**7) NEW BUISNESS:**

**A. Next Meeting:** February 17 at Deer Run at noon will be the next meeting. Kim Johnson from J Loss Associates will be our guest to discuss business options at the old Piggly Wiggly store. His group handles the listing. Karen Novy will send out an e-mail to the membership requesting business ideas before the next meeting.

New Hope Center invited us to their facility for a tour. Since they are currently not a member the tour will be tabled until the chamber is able to discuss membership possibilities with them and set up a luncheon or Business After 5 event.

**B. Swear in New Officers:** Jennifer Schmidkofer was sworn in today. Gary Fischer will be sworn in at the next meeting.

**C. Brochure:** –The brochure was tabled to until the new pictures from the Beer, Wine & Cheese event and golf event are added.

**D. 2016 Fall Banquet Event:** Jason Ruebl discussed the Murder Mystery program and he will find out more information to bring back for the next meeting. Jennifer Kohlberg commented about using this event as a way to get people out into the local businesses.

**E. Fox Cities Chamber:** Patti at the Fox Cities Chamber approached Cheryl Welch (during our meeting today) regarding acquiring a data base of students for a job sharing program. Patti will be invited to our March meeting to discuss this program further.

**8) OLD BUSINESS:**

**A. Funds from Beer, Wine & Cheese:** – This was discussed earlier under the Beer, Wine & Cheese committee report.

**B. Review By-laws, Budgets and Audit Accounts including Payroll:** Jason Ruebl and Gary Fischer will meet before the next meeting. Jason Ruebl will contact Karen Novy to borrow the computer for the audit.

**9) SCHOOL DISTRICT UPDATE:** – Nick Madison – Not available

**10) CITY OF BRILLION: - Cheryl Welch** – The RDA committee is working on ideas for the Fall Fest on October 15. Some ideas are a 5-K run, dance and or scavenger hunt. Cheryl Welch is asking the Chamber to partner with them on the 5-K program. The next RDA meeting is scheduled for the second Thursday of February (Feb. 11) at City Hall and invited the chamber to attend. The Chamber will add the 5-K event to the next meeting for further discussion.

In February a community block grant may be available but would have to declare the HUB as blighted. Randy Schmekle was not pleased.

Cheryl Welch also shared that she will be leaving her position in summer.

**ADJOURNMENT: Motion** Jennifer Kolberg moved to adjourn. Seconded by Doug Niles. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:20pm

Respectfully Submitted

Karen Novy, Secretary/Treasurer – Brillion Chamber of Commerce