

**Pending Approval!**

**BRILLION CHAMBER OF COMMERCE  
BOARD MINUTES**

**November 6, 2013**

**Village Hearthstone -Hilbert**

**12:00 PM**

**CALL TO ORDER:**

Tammy Koehler called the meeting to order at 12:00 PM.

**ROLL CALL:** Present were Tammy Koehler, Mark Vechart, Rob Jensen, Christina Kortnetske, Bill Veit, Doug Neils & Jason Ruebl. Also present were and Michelle Ruebl and Justin Linzmeier (both non-voting). Absent were Jason Levash, Gary Kabat and Nick Madison (non-voting).

**APPROVAL OF THE AGENDA:**

**Motion** – Bill Veit made Motion to Approve Agenda Seconded by Christina Kornetzke. Call vote taken. Motion carried. Agenda Approved.

**APPROVAL OF MINUTES –September 4<sup>th</sup>, 2013 Chamber Board Meeting.**

**Motion** – Rob Jensen made motion to approve September 4<sup>th</sup>, 2013 Chamber Board Meeting Minutes. Seconded by Bill Veit. Call vote taken. Motion carried unanimously.

**PRESIDENT’S REPORT:**

No report.

**SECRETARY-TREASURER REPORT:**

Michelle Ruebl presented the September and October 2013 Secretary Report, as well as the September and October 2013 Treasurer Financial Report.

Chamber Banquet report-Many great comments on the speaker in particular. Numbers were down, however with recent changes, there may have been many chamber members who were inadvertently not invited. The teacher rewards were addressed and an apology was given for the mishap of not giving the teachers time to speak. It was not an intentional act. Nick Madison had made an offer to assist with future chamber events and creating a bio for each award recipients.

**Motion** –Rob Jensen made a motion to approve/accept the September and October, 2013 Financial Reports. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

**COMMITTEE REPORTS:**

**No Committee Reports given**

**NEW BUISNESS:**

**A. Next Meeting Date:**

Meeting is set for December 4<sup>th</sup>, 2013 at Mariaø.

**B. Entered into Closed Session to discuss Quorum Issues and Attendance-** A review of the bylaws will be done if needed.

**C. President & President Elect 2014**

Christina's job will require extensive travelling for 2014. As new President the concern of making the meetings came up for discussion. The board agrees that the meetings do not have to be on the first Wed of each month. The meetings will vary accordingly. President Elect must be a board member. Tabled for December meeting.

**E. Wisconsin Journey's Magazine-Summer Quote Submitted:**

The request to update the summer quote to include more members was made.

**F. Christmas Open House December:**

Tammy Koehler brought in the ads from last year to review. Temp & Wrightstown were also advertising locations along with the Shopper. Budget was \$250 Chamber Bucks, communication was sent out based on last year's numbers at \$500. Rather than make changes, we will adjust the advertising dollars. A budget of \$1150 is being given to Zander Press to take care of advertising in the various locations. Reviews of ads to be sent to Tammy Koehler and Michelle Ruebl

**G. Holiday Promotions:**

Duplicate covered with Christmas Open House

**H. Purchase of Accounting Software Program:**

Michelle recommended that a financial program such as Quickbooks be purchased for the Chamber. This will enable better track of membership, events and their cash flow and communications. Christina Kornetzke made a motion to purchase software that Michelle Ruebl finds fitting for our needs. Mark Vechart seconds that motion. Vote taken. Motion carried unanimously. Jason Ruebl made a motion to amend the motion with a cap of \$400 for the software cost. Mark Vechart Seconded. Vote taken. Motion carried unanimously.

**I. 2014 Budget & Calendar:**

Past, Current & President Elect typically create the next year's budget. Tammy Koehler recommended inviting Jen with Payroll Solutions to the meeting. She will schedule the committee meeting. Calendar for 2014 should also be reviewed. Bill Veit, Christina Kornetzke, Mark Vechart, Tammy Koehler and Michelle Ruebl will make up the committee. Michelle Ruebl stated that 34 members have sent in their 2014 renewal forms for continued membership.

**OLD BUSINESS:**

**A. 2013 Calendar Review:**

Budget and 2014 calendar to review for December's meeting.

**B. Sub-Committees-Requirements-Volunteers:**

No volunteers at this point. Mark Vechart mentioned that events will not occur if there are no volunteers as the Board could not assume all of the responsibility. Tammy Koehler recommended sending messages out to capture the talent that is already out there. Lisa White and many others area underway

with the Beer, Wine & Cheese event. We should get a list of committee members. See if the members can be rotated based on their talents so as to not burn people out.

### **C. Annual Chamber Banquet Results**

Financials are included in the Treasurer report. Discussion followed on setting up a procedure for future banquets. The notion that the school should designate a speaker to introduce the teachers and allow time for each teacher to speak. The President can then hand out the awards.

**Motion** - A motion was made by Rob Jenson for a representative from the school to introduce and give a bio of each teacher. Doug Niels made a second motion. Vote taken. Motion carried unanimously.

### **D. Homecoming Windows & Boards – winners/funds**

A request from the school to pay out \$300 in rewards was received. Discussions followed on the procedure regarding the homecoming windows and the homecoming boards. They each have their own set of winnings. The Chamber budget is \$150. In the past the windows were what was in the original budget. The boards were added at some point. The school can always add more items to judge, but the Chamber is paying an award only for the Windows.

Doug Neils made a motion to pay \$75 to the top winner and \$25 to the remaining classes for window judging only. Christina Kornetzke made a second motion. Vote taken. Motion carried unanimously

### **E. NSC Hosting of Chamber Website**

Michelle Ruebl is meeting with NSC next week to go over website and will get details.

### **F. E-Ticket Program is underway**

Discussion of making sure the ticket program is working properly before going public. A test run is recommended.

### **F (2). Business Recognition Website**

Need to seek for one if not received. Michelle Ruebl is meeting with Eric Nies next week on location for this feature and on the photo gallery. Cost is recommended to keep in mind before making changes.

### **H. Room tax membership Ballot Results – Yes –Next Steps**

Christina Kornetzke and Justin Lintzmeier will work with the city on finding out if the TIFF would effect that. League of municipalities has been contacted by Lori Gosz with the City of Brillion on the rules and regulations with the TIFF. The chamber is designating Christina Kornetzke as our representative for the Chamber. We requested Justin to keep Christina updated. There is question on whether the Sandman was ever taxed. One hotel from city must sit on the Board for such a tax, which would be Christina anyway.

### **CITY UPDATES/COMMUNICATIONS- JUSTIN LINZMEIER:**

Fox Cities Partnership has chosen Brillion as one of their sites. Normally 2 hours in an area and they stayed here for 3 days. Adopt-A-Flower flyer handed out. Asked to put on our Events tab. Debriefing was attended by Justin for the review of the whole area. FVTC is very advanced. We were labeled as Hot Spots for non-profits in the Fox Cities area.

**SCHOOL DISTRICT UPDATE – NICK MADISON:**

Not Present.

**ADJOURNMENT:**

**Motion** – Rob Jenson moved to adjourn. Seconded by Doug Neils. Call vote taken. Motion carried unanimously. The meeting adjourned

Respectfully Submitted

Michelle Ruebl, Secretary/Treasurer ó Brillion Chamber of Commerce