

**BRILLION CHAMBER OF COMMERCE
BOARD MINUTES**

November 16, 2016

Brillion Nature Center

12:00 PM

1) CALL TO ORDER: Jason Ruebl called the meeting to order at 12:11 PM.

ROLL CALL: Present were Jason Ruebl, Tim Hanson, Jennifer Kolberg, Jennifer Schmidlkofer, Shannon Shinsky, Vineta Caune-Meyer and JoAnne Moehr. Also present were Karen Novy and –nonvoting and Cheryl Welch. Absent was Wendy Allen, Doug Neils, Linda Alger, Callie Barribeau and Nick Madison.

2) APPROVAL OF THE AGENDA:

Motion – Tim Hanson made a Motion to Approve the Agenda. Seconded by Jennifer Schmidlkofer. Call vote taken. Motion carried. Agenda Approved.

3) APPROVAL OF MINUTES –July 2016 Minutes.

Motion –Jennifer Kolberg made Motion to Approve Minutes. Seconded by Vineta Caune-Meyer. Call vote taken. Motion carried unanimously.

4) PRESIDENT’S REPORT: Jason Ruebl- Jason welcomed JoAnn Moehr and introduced everyone.

5) SECRETARY-TREASURER REPORT:

Karen Novy presented November Secretary’s report and October Treasurer Financial Report. Savings \$18,337.45 Chamber Bucks \$483.24 and PayPal Acct. 1493.16.

Motion – Tim Hanson made a motion to approve the Secretary & Financial Reports. Seconded by Jennifer Schmidlkofer. Call vote taken. Motion carried unanimously.

6) COMMITTEE REPORTS:

A. Retail Committee:

- a. Committee:** Tammi Gasch from Brilliant Blooms and Shannon Shinsky will serve on this committee.
- b. Holiday Advertisements:** It was agreed upon to do the same as last year.
- c. Shop Local/Coupon Book:** Jason Ruebl spoke with Beth at Zander Press about the coupon book and gave her all the specs. Beth gave Jason a rough estimate for a 2”x4” book, printing 4000 books with 50 pages at \$1760 and with 75 pages the cost would be \$2450. Jason mentioned that it does not have to be just coupons in the book. For service oriented businesses they could offer giveaways (like pens) and drawings. Jason also mentioned that he spoke with Sarah Pielhop about handing out the books at the light parade in summer and she said yes.
Karen Novy will make copies of the coupon book and send them to the board for them to show the chamber members when they visit. She will also send a copy of the questionnaire and a membership form to each of the board members.
Cheryl Welch offered to make copies of the questionnaires that will be used during the member visits but most of the board members stated that they would print their own. For those who are not able to print off 10 copies she will print it for them.
- d. Invite member to Meeting:** Still going forward with this.

B. Beer Wine & Cheese Committee: It was mentioned that the bench and garbage can by the trail entrance looks nice and has received some good comments.

C. Membership Committee: Still looking for members to be a part of these committees...

D. Website Committee:

E. Chamber Bucks Committee:

7) NEW BUSINESS:

- A. Next Meeting:** Originally the board meeting in December was set for a chamber social; Karen Novy approached Bakkheia for availability and the dates they had open did not work with many of the board members. The board discussed moving the social to January 12, 2017 and having a regular board meeting in December. Therefore, the next meeting will be held at either Cobblestone Suites or Brillion Community Center and ordering food from Subway.
- B. 2017 Membership Mailing Update:** Membership renewals have gone out to all regular and associate members. Slowly members are sending in their renewals. Vineta Caune-Meyer mentioned that we should add a due date on the statements so that people would return them earlier.
- C. Board Resignations:** In addition to JoAnne Moehr we still needed one more board member. Jason Ruebl spoke with Aaron Kabat about a board position and he declined this year. He will re-consider in the future. Cheryl Welch offered to be on the board since her job for the city will be ending soon. It was questioned if Lori Gosz will take her place at the Chamber meetings and Cheryl will ask. Jason Ruebl mentioned that we would have to present Cheryl's nomination to our membership.
- D. Website:** Karen Novy mentioned that the website directory is up and running. We also had purchased the backup plan for \$48 for 3 years to prevent this from happening again.
- E. Christmas Social:** Karen Novy will contact Bakkheia to schedule January 12 for the membership social. See above for additional information.
- F. Calumet County Civic Meeting:** Jason Ruebl is still looking into it.
- G. 2017 Chamber Budget and Calendar:** Karen Novy mentioned that it is time to meet and assemble the 2017 budget and calendar. Jennifer Schmidkofer and Jennifer Kolberg will set up a time with Karen Novy to meet and complete the 2017 budget and calendar.
- H. Essential Technologies:** Karen Novy mentioned that Clark Curtis, the owner of Essential Technologies, had passed away and was wondering if the Chamber sends anything to the memorial. It was agreed upon that we should send a sympathy card from the Chamber.
- I. Calumet County Aging Network:** Jennifer Kolberg shared the information regarding the special bicycles for the elderly that this network is raising money for. Each bike costs \$6000. One of these bikes would be housed at Westhaven in Brillion. Jennifer will ask if a representative from this network will be available for the next meeting. Jennifer also asked if chamber directory address labels were available and if so how much does it cost. Jason Ruebl mentioned that it is available on the website and not have labels for sale.

8) OLD BUSINESS:

A. Review By-laws, Budgets and Audit Accounts including Payroll: At this meeting we reviewed Articles V and VI. There were minor changes with the spelling of Ferguson and removing Brillion Iron Works. Next meeting is Article VII & VIII. Be sure to add a revised date when the review is complete.

9) SCHOOL DISTRICT UPDATE: – Nick Madison was not available.

10) CITY OF BRILLION: - Cheryl Welch – Cheryl stated that at the next council meeting they will vote on the budget that includes a part time contracted position on the RDA that she could fill. The city is hiring a Director of Public Works in which some of Lori Gosz’s duties would be passed on to this person. Therefore Lori would be taking on some of Cheryl’s duties.

The RDA would like to expand boundaries to include the Brillion Iron Works property. A good portion of Brillion including BIW is located on wet sands. The DNR would like to declare it as wetlands. If so this may affect the sale of BIW.

Cheryl also mentioned that they are talking with the owners of BIW in regards to the railroad bed and asking for usage rights for the trail.

ADJOURNMENT: Motion Tim Hanson moved to adjourn. Seconded by Jennifer Kolberg. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:40 pm

Respectfully Submitted

Karen Novy, Secretary/Treasurer – Brillion Chamber of Commerce