

**BRILLION CHAMBER OF COMMERCE
BOARD MINUTES**

May 18, 2016

Brillion Library

12:00 PM

1) CALL TO ORDER: Jennifer Kolberg (acting president) called the meeting to order at 12:09 PM.

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

2) APPROVAL OF THE AGENDA:

Motion – Karen Novy added 2 items to the agenda. These items were: 1.Information on where the planters and bench on main street were purchased and 2. Westlund Tour Company Brillion Ariens tour. Jennifer Schmidlkofer made a Motion to Approve the Agenda with additions. Seconded by Vineta Caune-Meyer. Call vote taken. Motion carried. Agenda Approved.

3) APPROVAL OF MINUTES –April 2016 Minutes.

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

4) PRESIDENT’S REPORT: Jason Ruebl –Jennifer Kohlberg was acting president and no report was available.

5) SECRETARY-TREASURER REPORT:

Karen Novy presented April Secretary’s report and April Treasurer Financial Report.

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

6) COMMITTEE REPORTS:

A. Retail Committee:

- a. **Holiday Advertisements:** Not available – tabled.
- b. **Shop Local/Coupon Book:** Not available – tabled.

B. Beer Wine & Cheese Committee:

No new information.

C. Golf Committee:

Karen Novy mentioned that at the first golf committee meeting on Friday April22 only one person showed up. Another meeting is scheduled for May27th at noon at Deer Run and a notice was sent out to all of last year’s golf members and an email was sent out twice asking our membership to volunteer their time.

7) NEW BUISNESS:

- A. Next Meeting:** The next meeting will be held at the Brillion Nature Center with food from McDonalds.

- B. Purchase Software:** Karen Novy explained the need for a new programs to create flyers and save to GIF formats making it easier to transfer to the website and Mailchimp e-mails. Jennifer Kohlberg suggested Karen contact Tammie Koehler regarding discounts to purchase the software and asked if the money was available. Jennifer Schmidlkofer mentioned that there was \$300 in the general marketing fund but Karen should speak with Michelle Ruebl on what that amount would be earmarked for. Jennifer Kohlberg made a motion to check into these funds and if available spend up to \$200 on a purchase of Publisher software. Vineta Caune-Meyer 2nd.
- C. Brochure.** –no information - tabled
- D. 2016 Fall Banquet Event:** There were many ideas discussed for the Fall Banquet. Linda Alger suggested a program by the Green Room Comedians from Green Bay. This program is similar to Drew Carey’s Who’s Line Is It. Vineta Caune-Meyer suggested Tim Hawkins a Christian Comedian. Tim Hanson suggested that we start the Murder Mystery on Thursday and end it at the banquet. He will check on the Homecoming dates to make sure it will not interfere with this program.
- E. City of Brillion 5K event:** No news.
- F. Board Resignations:** Karen Novy passed along news that Gary Fischer had resigned from the board. Dan Dietrich suggested to contact Steve Fischer that he may be interested in filling this role and Karen Novy contacted him. He is not available at this time. She also e-mailed Gary Kabat for the Iron Works but never heard back from him. Karen Novy will now call Iron Works requesting a representative. The 2 visitors from NEW Hope Center Linda Alger and Callie Barribeau volunteered their time as a co-board member. There was some discussion and Jennifer Kohlberg made a motion and Wendy Allen 2nd. They also requested a copy of the Chamber By-Laws. At the next meeting Karen Novy will e-mail copies to all board members. Karen Novy will talk with the owner of Hopscotch to see if she is interested and Tim Hanson will speak with Renee at Verve Credit Union.
- G. Planters/Benches on Main Street:** Ann Marx from the Community Center called Karen Novy asking if the Chamber had information as to where the planters, benches and trash cans were purchased. They wanted to purchase similar items for their facility. The Chamber was not involved and was mentioned that Karen Novy should speak with Cheryl Welch or Lori and the RDA Committee regarding this purchase.
- H. Westlund Tour Company Ariens Tour:** The Chamber was contacted in order to facilitate a mystery tour at the Ariens Museum and plant. Two tours of 50 people each will be arriving to tour these facilities. Tim Hanson will speak with Mel Edinger about the plant tour. Westlund Tour Company from Marinette recently purchased Sonnabend Bus Company.

8) OLD BUSINESS:

A. Funds from Beer, Wine & Cheese: – Karen Novy will contact Cheryl Welch regarding the ownership of the Brillion Welcome sign that needs to be fixed.

B. Review By-laws, Budgets and Audit Accounts including Payroll: Gary Fischer had performed an audit and passed along suggestions.

9) SCHOOL DISTRICT UPDATE: – Nick Madison – Not Available

10) CITY OF BRILLION: - Cheryl Welch – The end of May is when the block grant for the HUB is due. She asked if the Chamber would write a letter of recommendation. It is due by the end of the following week. At the council meeting in April the HUB listing as blighted was passed. Jennifer Schmidlkofer made the motion regarding the letter and Vineta Caune-Meyer 2nd.

ADJOURNMENT: Motion Jennifer Schmidlkofer moved to adjourn. Seconded by Tim Hanson. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:15 pm

Respectfully Submitted

Karen Novy, Secretary/Treasurer – Brillion Chamber of Commerce