

**BRILLION CHAMBER OF COMMERCE
BOARD MINUTES**

June 22, 2016

Brillion Nature Center

12:00 PM

1) CALL TO ORDER: Jason Ruebl called the meeting to order at 12:06 PM.

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

2) APPROVAL OF THE AGENDA:

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

3) APPROVAL OF MINUTES –May 2016 Minutes.

Motion –Doug Neils made Motion to Approve Minutes. Seconded by Tim Hanson. Call vote taken. Motion carried unanimously.

4) PRESIDENT’S REPORT: Jason Ruebl –No report was available.

5) SECRETARY-TREASURER REPORT:

Karen Novy presented April Secretary’s report and May Treasurer Financial Report. Savings \$24,617.97 Chamber Bucks \$363.24 and PayPal Acct. 1781.38. Jason Ruebl suggested looking into a savings account or money market /CD. Jennifer Kolberg suggested interest bearing checking accounts as well.

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

6) COMMITTEE REPORTS:

A. Retail Committee:

- a. **Holiday Advertisements:** Not available – Jason Ruebl mentioned that Kim Simmons, Mike Bubolz and Cully Schroth on the retail committee. Jason will speak with Kim on any summer ideas.
- b. **Shop Local/Coupon Book:** Not available – Jason Ruebl will look into it further.

B. Beer Wine & Cheese Committee:

Kris Bastian presented all the info and expenses for the 2015 and 2015 ideas to purchase with the BWC profit. For the year of 2015 the funds would go towards LED snowflakes that would be displayed on the light poles located from Dairy Queen to Kwik Trip. The city will take on the responsibility of setting them up and taking down during the Holidays. The cost including electrical work would be \$2430

The funds for 2016 will go toward a bench and garbage can by the walking trail along with landscaping. The cost for this project is \$4991

Karen Novy will review the profits to make sure these projects fall within the allowed amount and e-mail the information to the board.

Jason Ruebl asked if they received more than one quote and utilized business within the chamber. Jason also mentioned that not all the funds need to be spent. Linda Alger suggested that for future BWC events the Chamber Board should put together a wish list and post it as a draw for the event. People may have a tendency to donate more to items of interest.

Karen Novy mentioned that it may be a good idea to have stated that for future BWC events that possibly 80% of the funds go towards purchasing items needed and the remainder of 20% go towards administrative costs.

Jennifer Kolberg made a motion to approve the 2 projects as long as it stays within the dollars stated. Doug Neil second the motion and the motion carried.

C. Golf Committee:

Karen Novy mentioned that there were 2 golf committee meeting and a notice was sent out to all of last year's members. Also the Golf sponsorship form was sent out to all Chamber Members. We have received a couple of commitments. Jason Ruebl suggested to put the flyer on Facebook. Also Doug Neils requested a copy to be sent to him. Karen Novy mentioned that Keller had asked if there was a sponsorship amount for those who don't want to golf. Jennifer Kolberg stated that this was a fundraiser and that they could surely come with a foursome.

7) NEW BUISNESS:

A. Next Meeting: The next meeting will be held at Hopscotch.

B. UW Oshkosh Speaker: A representative from UW Oshkosh would like to attend the July meeting to speak to us about a Leadership degree being offered.

C. Purchase Software: Karen Novy discussed again the need for Publisher software. Jennifer Kolberg made a motion to approve but not spend more than \$200 and was second by Doug Neils. Motion carried.

D. Brochure. –Karen Novy said that she has been communicating with the brochure designer. She also mentioned that at this point we may want to wait and use pictures from the golf outing. It was agreed upon. Jason Ruebl said that it would be ideal if they would be ready to distribute at the Fall Banquet.

E. 2016 Fall Banquet Event: Jason Ruebl mentioned that a comedian may draw more of the public and asked Linda Alger to look into the Green Room from Green Bay. Linda Alger also suggested Let's Be Frank (Frank Hermans from Brillion) as another idea. Karen Novy will look into that. Jason Ruebl also suggested Darcy Zander's husband who is a speaker from U W Oshkosh. Karen Novy will verify the date of October 11 and send to the board.

F. City of Brillion 5K event: No news.

G. Board Resignations: We are still needing representation from the Iron Works and one other position to fill the vacancies. Someone with financial background would be ideal.

8) OLD BUSINESS:

A. Funds from Beer, Wine & Cheese: – See above for information on how the funds will be utilized.

B. Review By-laws, Budgets and Audit Accounts including Payroll: A copy of the Bylaws were sent to all board members. Jason Ruebl suggested that to all to read them and discuss at next meeting. Once reviewed they will then be posted on the website.

C. Board Member Terms: Karen Novy will research the amount of time left for all board members.

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

10) CITY OF BRILLION: - Cheryl Welch – Cheryl was not available but passed along the following to Karen Novy and she reported the information.

- The RDA will be taking the “Trail Route” to the Plan Commission for addressing any changes for signage or City Codes. The proposed Trail Route is from Friendship Trail to Center St. to Custer St. to Jackson, south on Main to the railroad bed by Ariens, to E. Water St. to Horn Park.. As changes occur at the HUB site the trail may be adjusted around that area but at this time the RDA believes it is a great start. The goal is to work with Calumet County, DOT, DNR, and Manitowoc County to continue the route to Manitowoc. The RDA will be developing a Trail Committee to further the project.
- The RDA will sponsor a Downtown Farmer’s Market that is free to the vendor and they choose their spot based on first come first choice approach. There is no registration required or anyone collecting fees. There has been some interest by individuals to return to selling their produce in Brillion which offers them the opportunity to do so.
- The RDA is preparing for October 15 Fall Fest and is working on a late afternoon early evening 5K Run/Walk event. Would like to use the same route as Holy Family used for their walk. The RDA and Chamber are partnering on this event. Volunteers are welcome.

ADJOURNMENT: Motion Doug Neils moved to adjourn. Seconded by Tim Hanson. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:20 pm

Respectfully Submitted

Karen Novy, Secretary/Treasurer – Brillion Chamber of Commerce