

**BRILLION CHAMBER OF COMMERCE  
BOARD MEETING MINUTES**

**August 1, 2012**

**Brillion Community Center**

**12:00 Noon**

**CALL TO ORDER:**

President Mark Vechart called the meeting to order at 12:00 PM.

**ROLL CALL:** Present were Tammy Williams (non voting), Bill Veit, Mike Buboltz, Tammy Koehler, Mark Vechart, Doug Neils, Wayne Volkman (non voting), Nick Madison (non-voting), and Joy Buboltz (non voting). Absent were Rebecca Flanders, Eric Nies, Rob Jensen, Gary Kabat, and Josie Kilgore.

**GUESTS:**

Dorene Sutilla.

**APPROVAL OF THE AGENDA:**

**Motion** – Tammy Koehler moved to approve the agenda. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

**APPROVAL OF MINUTES – JUNE 6, 2012 MEETING:**

**Motion** – Bill Veit moved to approve the June 6, 2012 Chamber Board Meeting minutes as printed. Seconded by Tammy Koehler. Call vote taken. Motion carried unanimously.

**PRESIDENT’S REPORT:**

Mark Vechart reported on the following:

1. The City of Brillion will be hosting the Calumet County Economic Development Group on September 21<sup>st</sup> at SDF Strapping.
2. He will be attending a meeting in August for “Igniting Fox Cities”. If there is any Board member interested in attending this meeting should let him know.
3. There is a free business counseling session scheduled in August at the Calumet County Courthouse.
4. Brillion Events for 2012 for the Calumet County Visitors Guide is due by September 15<sup>th</sup>.
5. Brillion Chamber members recently received an email and a contribution request for the upcoming Alice in Dairyland event that will be held in the City of Brillion.

**SECRETARY-TREASURER REPORT:**

Joy Buboltz presented the August 1, 2012 Secretary Report, the August 1, 2012 Treasurer Financial Report, and the current 2012 Chamber Budget to the Board.

She reported there will be some upcoming expenses for the direction signs being used for the USH 10 Project. Some of the signs needed to have the wording and arrows changed with the Phase 2 Project.

**Motion** – Tammy Koehler moved to approve/accept the August 1, 2012 Financial Reports. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

**COMMITTEE REPORTS CONT:****A. Marketing/Branding Committee Update – Tammy Williams/Wayne Volkman:****1. Lunch and Learn:**

No report. Wayne Volkman stated the next Marketing/Branding Committee meeting will be held on Thursday, August 9<sup>th</sup> at 12:00 PM at Cobblestone Creek Dining & Banquet.

**2. Leadership Series – Next Session – September:**

No report.

**3. February 11, 2012 Wine & Cheese Event – Donation Amount:**

No report.

**B. Business After Five – Next Event – August 2<sup>nd</sup> – Hardware Plus/Todd’s Plumbing - Tammy F.:**

The next Business After Five event will be held at Hardware Plus and Todd’s Plumbing. Joy Buboltz stated another Business After Five event will be held in January 2013 at Touch of Tranquility.

**C. Web Site Committee – Status of Updates on Website – Eric Nies:**

Joy Buboltz read an email from Eric Nies on the status of the Chamber website.

**D. Government Affairs Committee – Tom Kees:**

No report.

**E. Business Recruitment Committee – Brad Grant:**

No report.

**F. Retail Trade Committee – Mike Buboltz:**

Mike Buboltz reported that Kim Simmons from Bullseye Screen Printing approached him a few weeks ago on having a summer Sidewalk Sale. With the help of Kris Bastian from Zander Press, a Sidewalk Sale was held in July. He was hoping more businesses would have participated in the Sale. Mark Vechart asked why more businesses did not participate. Mike Buboltz stated he did not know why, since Kris Bastian from Zander Press did contact them and ask for their participation.

Mike Buboltz asked how the Board wanted to handle the operation of the Retail Trade Committee once he has his term completed on the Chamber Board. He stated he is not sure what the next avenue is. Tammy Williams suggested finding other individuals that may be willing to join the Retail Trade Committee. Mark Vechart stated if any Chamber Board member knows of individuals willing to help to let Mike know.

**NEW BUSINESS:****C. Partners in Education (PIE) – Nick Madison:**

Nick Madison asked if any Chamber Board members received nominations for the Partners in Education awards. Joy Buboltz stated she received approximately five (5) nominations. Nick Madison stated he will contact the PTO to see if they will help will trying to getting more nominations for the awards. He stated once he has contact the PTO he will then ask that an email be sent to the Chamber members

asking if any members would be willing to help with the selection process for the Partners in Education awards.

**SCHOOL DISTRICT UPDATE – NICK MADISON:**

Nick Madison reported on the following:

- The School District will be installing a new sign in front of the Brillion High School which will match the new City signs.
- The School District received donations towards the new notebook covers.
- The School District is looking at a possible future referendum which may be held on April 13<sup>th</sup>. This referendum is proposed to be a little smaller than the last referendum. This referendum is part of the proposed three (3) phase renovation plan.
- The Annual School District Meeting will be held on August 20<sup>th</sup>. The proposed School District budget will be presented that night. The School Board is not looking at a big tax increase.

Wayne Volkman asked the district enrollment amount. Nick Madison stated it is anticipated that the enrollment will not see a significant increase or a significant decrease. Enrollment has remained steady.

**NEW BUSINESS (CONT.):**

**A. Chamber Golf Outing – July 26, 2012 – Deer Run Golf Course – Rob Jensen:**

Tammy Williams stated that the Chamber golf outing has a great turnout. Hole sponsors for the event were down from last year.

Joy Buboltz stated she will have an amount for the golf outing within the next few weeks.

**B. Wisconsin Public Service 2012 Energy Challenge to Organizations – Mark Vechart/Joy Buboltz:**

Mark Vechart stated this Challenge is geared more towards smaller clubs and organizations than to this Chamber. The due date for this challenge was July 31<sup>st</sup>.

**D. Proposed Revisions to Chamber Bucks Policy – Mark Vechart/Doug Neils/Bill Veit:**

Mark Vechart explained revisions are being proposed due to the amount it costs the Chamber. He explained the changes are in Section B and Section C. This change would only apply to Chamber members that purchase Chamber Bucks. It is hoped with these changes to maintain a viable program.

Mark Vechart also explained another change would be the use of the “Chamber Bucks Purchase Form”. With this form, when Chamber Bucks is purchased the teller at the financial institution would fill this form out and Joy Buboltz would then monitor the purchases of Chamber Bucks. Tammy Koehler asked if the financial institutions are fine with filling out these forms. Joy Buboltz explained that the Board would first need to approve the changes to the Chamber Bucks Policy and the use of the Chamber Bucks Purchase form before she can approach the financial institutions.

Mark Vechart also stated there is language in the Policy that states that Chamber Bucks cannot be used for any Script Program.

Mark Vechart stated the purpose of this program is to promote businesses in the City.

Joy Buboltz stated she will send the revised Policy to the Chamber members and will contact the financial institutions regarding the use of the new Chamber Bucks Purchase Form.

**Motion** – Tammy Koehler moved to approve the revisions to the Chamber Bucks Policy as presented and to approve the use of the Chamber Bucks Use Form by those selling Chamber Bucks. Seconded by Mike Buboltz.

Doug Neils explained the need to make these changes in the Policy.

Call vote taken. Motion carried unanimously.

Mark Vechart stated these changes to the Policy will start immediately.

**E. Next Meeting Date – September 5, 2012:**

Mark Vechart stated the next Chamber Board meeting will be held on September 5, 2012.

**OLD BUSINESS:**

**A. Farmers Market – Project Report – Michelle Ruebl/Doreen Sutilla:**

Doreen Sutilla stated this year's Farmers Market is going well. There have been between 8-10 new members signed up for this year's Market and she has been receiving calls weekly from interested vendors. Doreen Sutilla stated she is currently creating a binder of information on the Farmers Market and will turn that binder over to Joy Buboltz at the end of the season.

Tammy Williams asked how the opening weekend of the Farmers Market went. Doreen Sutilla stated it went well with over \$4,000 raised for the Flanders family.

Doreen Sutilla stated she is still trying to get local stores to open during the Farmers Market hours.

Mark Vechart thanked Doreen for helping the Chamber with this year's Farmers Market.

**Doug Neils left the meeting at this time. Therefore a quorum was not present so the Board only discussed the following items and no action was taken on any of the following items.**

**B. Brillion Gateway Sign – South Sign – Update – Tammy Williams:**

Tammy Williams reported that the west City sign is now lit. She will bring to next month's meeting a quote for the landscaping for the other sign.

Tammy Williams reported that as far as the south City sign she was recently notified that the location where they wanted to place that sign is in the road right-of-way. They were notified of this once easements and the foundation for the sign was done. A title search on that property is being done.

Tammy Williams reported at this time the Sign Committee is looking at different options for the placement of the sign. Two options discussed were near the Brillion Community Church and a vacant lot in the Fawn Ridge Subdivision (along County Highway PP). With the vacant lot in the Fawn Ridge Subdivision the present covenants in that subdivision would not allow for this placement of this sign. The property located across from the Wastewater Treatment Plant was suggested.

Tammy Williams stated the Sign Committee is looking for guidance. Tammy Koehler stated to have the Sign Committee do what they feel is best.

### **3. 2012 Calendar Review:**

Item tabled. It was suggested to include dates of events on the calendar.

### **D. USH 10 Project – Update – Wayne Volkman/Joy Buboltz:**

Wayne Volkman reported Phase 2 has now started. The biggest change with Phase 2 is the one way traffic heading westbound. There is a concern with the speed at which vehicles are going on Hacker Road. He also stated meetings on the project are held every first and third Thursday of the month at the Brillion Community Center at 12:30 PM where updates on the project are given and questions can be asked of the contractor.

Wayne Volkman stated the project is hoped to be completed by October or November.

### **E. Discussion on Promoting Chamber Held Events –Mark Vechart:**

Item tabled.

### **CITY UPDATES/COMMUNICATIONS – WAYNE VOLKMAN:**

Wayne Volkman reported on the following:

- He will be submitting his retirement letter to the City on September 4<sup>th</sup>. November 30<sup>th</sup> will be his last day of work with the City.
- He will be holding a meeting later this month with the Principals of all of the Schools in the City regarding the promotion of the Safe Routes to School.
- Yesterday he received a proto-type street banner. This banner will be placed near the Ariens property along Main Street in the next few weeks.
- He will be spending most of time working on the Community Development Block Grant and working on the Safe Routes to School Grant for a trail to be constructed out to Trinity Church and School in spring/summer of 2013.
- Jer's Home Furnishing is no longer in business.
- The Redevelopment Authority Commission will be discussing new City Directional Signs at their next meeting.
- City Staff is completing the work on the 2012-2013 City Directory. The Directory will be distributed through the Lake to Lake Shopper in mid August.
- The City will be discussing his future replacement.

Tammy Koehler suggested placing the future of the Community Development Director position on the next Chamber Board meeting agenda.

**1:07 PM – Mike Buboltz left the meeting at this time.**

Tammy Koehler suggested, regarding Chamber held events, that each Board Member contact a few Chamber members and inform them of upcoming events. Wayne Volkman stated that larger Chambers have Ambassadors.

**1:10 PM - Due to a lack of a quorum, the meeting ended at this time.**

Respectfully Submitted

Joy Buboltz

Secretary/Treasurer – Brillion Chamber of Commerce