

**BRILLION CHAMBER OF COMMERCE**  
**BOARD MINUTES**  
**October 15<sup>th</sup>, 2014      Brillion High School      12:00 PM**

**1) CALL TO ORDER:**

Tammy Koehler called the meeting to order at 12:07 PM.

**ROLL CALL:** Present were Tammy Koehler, Bill Veit, Todd Brehmer, Doug Neils, & Mark Vechart. Also present were and Michelle Ruebl, Nick Madison, Lori Gosz & Cheryl Welch. Absent were Gary Kabat, Jennifer Kolberg & Jason Levash

**2) APPROVAL OF THE AGENDA:**

**Motion** – Mark Vechart made Motion to Approve Agenda. Seconded by Doug Neils. Call vote taken. Motion carried. Agenda Approved.

**3) APPROVAL OF MINUTES –September 24<sup>th</sup>, 2014 Chamber Board Meeting.**

**Motion** –Jason Ruebl made motion to approve Minutes. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

**4) PRESIDENT’S REPORT:**

Tammy Koehler gave a huge Thank you to the entire Board for their turnout at the Banquet. Nearly all board members made it. Tammy also wanted to take a moment to recognize and thank Michelle Ruebl for the time and attention she gave to organizing the banquet. A committee did not form this year, therefore Michelle prepared the entire banquet on her own. Tammy also mentioned that with budgeting coming up and auditing of payroll, the Board should take into consideration and acknowledge that Michelle is donating her time in the months that go over 40 hours. September and now October have been well over the 40 hours allotted. Committees will help lessen the time invested by the Secretary/Treasurer position.

**5) SECRETARY-TREASURER REPORT:**

Michelle Ruebl presented the September Secretary and Treasurer Financial Report. A letter from the Salvation Army was passed around looking for help this year and will be emailed to the Chamber members.

**Motion** –Doug Neils made a motion to approve/accept the September Secretary. Seconded by Mark Vechart. Call vote taken. Motion carried unanimously

**Motion** – Doug Neils made a motion to approve September Financial Reports. Seconded by Jason Ruebl. Call vote taken. Motion carried unanimously.

**6) New Membership Approvals** Kreative Knots & Mount Tabor Center. Michelle Ruebl mentioned that we had already voted on Mount Tabor Center with the associate upgrades. They did also come to the banquet.

Motion – Todd Brehmer made a motion to approve Kreative Knots membership. Seconded by Jason Ruebl. Call vote taken. Motion carried unanimously.

**7) COMMITTEE REPORTS:**

**A. Business After Five:** Next Business After Five will be Calumet County Bank-Sherwood Office November 13<sup>th</sup> at 5pm. Michelle Ruebl is working with Calumet County Bank and The Heart of the Valley Chamber on attendance/check-in. It will likely be opened up to non-members as well. As soon as flyers are made, we can start marketing the event.

**B. Retail Committee:** No report

**C. Beer, Wine & Cheese** Meeting today at noon at Bullwinkles

## **8) NEW BUISNESS:**

**A. JEM Payroll:** Tammy Koehler is looking for a sub-committee to meet with Jennifer to do a review of payroll. Bill Veit and Doug Neils volunteered.

**B. Dues/Budget Review committee 2015** – Committee typically is President, Pres-Elect, Past-President. Tammy Koehler, Jason Ruebl, Todd Brehmer and Michelle Ruebl will do a review for the next board meeting. Discussion followed with the loss of the Associate Members due to the new mandates of the ACA. Budget needs to be watched closely now that these funds have dwindled.

**C. Banner Ads** -Now that the website is done, we are able to resume offering banner ads. The cost is \$50/quarter. Todd Brehmer was under the impression it was \$50/month for a quarter. Michelle Ruebl will look into the website description to make sure it's clear. Michelle Ruebl will send out an email explaining it better to the members. Mark Vechart asked about the top of the new website and if the bigger donors were being seen anymore? Michelle responded that the website is closely in line with the City of Brillion's new website. Michelle also mentioned that since she took over, she has had complaints that the banners that are paid for by the members are not noticed as much and are much smaller than big manufacturer pictures. Doug Neils also brought up that these were prominent on the main page and was part of their larger fee. The budget/dues committees can discuss and look at the options

**D. For Sale/For Lease requests.** – Michelle researched all of the prior minutes on this subject and the only thing noted was a brief discussion on For Sale properties. Nothing is noted on keeping or removing them. Tammy Koehler mentioned that she was aware of the discussions at that time. The concern was being fair to the members and the timing of the updates to those properties. The Chamber didn't want to give the appearance of giving privileges to one Relator and not another. The time it took to post, or even change a post was also an issue. Todd Brehmer stated that when he was looking for a place some chambers had classifieds or for sale/lease properties, which helped him in his search. Brillion did not. Cheryl Welch stated that the city also has a list of available sites and that list is free. Jason Ruebl stated that with the decline in associate members, having a for sale of both properties and perhaps large equipment with a fee might benefit the members. Tammy Koehler asked Michelle if she could set up a draft page for the Board. Michelle stated that she would not have the time before the next board meeting, but could set up a procedure and present it to the Chamber. If approved than will work on a webpage

**E. Floral Arrangements – Large Planters:** Tammy Koehler and Michelle Ruebl both received an email from the Marketing and Branding Committee asking for \$50-\$80 to put fall flowers in the planters for fall fest. They had intended to have part of the Beer, Wine & Cheese event pay for seasonal changes to the pots. Lori Gosz mentioned that depending on the materials fo the pots, they could deteriorate if left out over winter. Mark Vechart stated dthat they are now owned

by the city so they certainly can and should take care of the pots to help them last longer. Tammy Koehler stated the committee would like \$50 set aside for fall and \$50 for winter, but these are not currently budgeted. To be able to pay out this year, would need board approval. Next years can be addressed in the budget committee. Discussion followed on the seasons. **Motion:** Mark Vechart made a Motion to allow for \$50 to be paid for fall decorations with Fall Fest this weekend. Doug seconded the motion. Call Vote taken. Motion passed. Lori Gosz will have the planters then taken down for the winter season.

#### **9) OLD BUSINESS:**

- A. Form/Policy Updates** – tabled
- B. Farmer Market Sponsorship Update:** No request-season is over this weekend.
- C. Chamber Bucks :** Tabled
- D. Membership Drive/Update:** Committee will look at the list that was invited to join for free the remainder of the year and make phone calls.
- E. Bylaws** –Approved by a majority.

**10) City and Room tax update – Lori Gosz & Cheryl Welch** – We are welcoming the new Community Director. Lori Gosz made the introductions. This is a part-time position with 20-30 hours/week. Cheryl will be attending our future meetings. Cheryl has spent many years with working on workforce and economic development in the Fox Valley. She has strong experience with the New North initiatives. Cheryl's hope is to meet with businesses to strengthen and build the businesses up. She has a background in grant writing as well. Cheryl's history with counseling and strategic planning should help local businesses. She wants to partner with businesses and not get in their way.

**11) School District Update – Nick Madison** – Nick Madison mentioned that we should consider using their board room at the other school for our meetings and cater in from the various companies. While the referendum was passed, the bids coming in are too high. The school is re-negotiating to bring the cost down. Due to the economy picking up, the contractors are now very busy. So they are currently in limbo. The school structure has changes. Changes to the athletic director, principal and the dramatic changes schools are going through is keeping them busy. They are seeing schools serving kids at higher levels. Brillion has had a great relationship with the local businesses. It's unique. The school is working on a project to develop a STEM Center in the elementary gym. STEM is very hands on and teaches engineering skills. The initial plans for this should be completed by December and then funding can be addressed. STEM already is a class, but the classroom is not fully equipped to support the curriculum. Their likely will be outside support to help make this happen. The referendum only covers a small portion of the STEM room, so outside funds will be needed to make it happen. This allows skills to be taught and students can then keep on going for higher education while already having some basic skills. Nick Madison stated there is a good article in "Inside Manufacturing" on Brillion and what is happening here.

#### **ADJOURNMENT:**

**Motion** Jason Ruebl moved to adjourn. Seconded by Bill Veit. Call vote taken. Motion carried unanimously. The meeting adjourned at 1:18pm

Respectfully Submitted

Michelle Ruebl, Secretary/Treasurer – Brillion Chamber of Commerce