

**BRILLION CHAMBER OF COMMERCE  
BOARD MINUTES**

**December 16<sup>th</sup>, 2014**

**Cobblestone**

**12:00 PM**

**1) CALL TO ORDER:**

Tammy Koehler called the meeting to order at 4:09 PM.

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

**2) APPROVAL OF THE AGENDA:**

Bill Veit made correction that the meeting is Tuesday, not Wednesday.

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

**3) APPROVAL OF MINUTES –November 19<sup>th</sup>, 2014 Chamber Board Meeting.**

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

**4) PRESIDENT’S REPORT:**

Tammy Koehler appreciates all of the Boards’ work and attendance over the past year. She gave a big Thank you for the past several years. Mark Vechart thanked Tammy for stepping up and finishing out the year.

**5) SECRETARY-TREASURER REPORT:**

Michelle Ruebl presented the October Secretary and Treasurer Financial Report. She did purchase a new phone for 1 penny plus the cost of a case. It’s a smartphone and will allow for the Brillon Chamber Facebook Page updates as well as emails to be handled timely. The cost will be nearly the same as before.

**Motion** -Todd Brehmer made a motion to approve the November Secretary & Financial Reports. Seconded by Doug Neils. Call vote taken. Motion carried unanimously

**6) COMMITTEE REPORTS:**

**A. Business After Five:** Business After Five for Join Me Realty is delayed until March.

**B. Retail Committee- Holiday Promotions:** Tammy Koehler stated there was good turnout in the committee planning and the promotions are underway. Mark Vechart asked about Survey Monkey and sending this to the membership if its still free.

**C. Beer, Wine & Cheese** Tammy Koehler has been in contact briefly with the committee. Date is February 21<sup>st</sup>7-10pm. She asked the board members to clear their calendars and make themselves available. Advertising may be a possibility for room tax dollars. Cheryl Welch

mentioned that a draft for a committee has been given to Lori Gosz. It then goes to council for approval. As it stands it calls for 2 chambers members and 1 hospitality member. 2 hospitality members could be on in this committee if the tax were larger but due to smaller size can only have 1 from the hotel.

## 7) NEW BUSINESS:

**A. Next Meeting: January 15<sup>th</sup> – corrected to be January 21<sup>st</sup>** Meeting will be held at the Hearthstone

**B. Welcome new Board Members.** –Wendy Allen & Vineta Cuane-Meyer Michelle Ruebl asked Todd Brehmer to talk to Wendy and see if she is receiving any emails from us. Concerned that she has not responded to any. Michelle also stated that Vineta could not join due to work.

**C. Budget 2015 Review** – Budget review is still not finished. There likely will be a \$12,000 hit from last year due to the insurance changes. Tammy Koehler stated that the initial budget meeting showed a shortage of about \$6000. Second meeting had a shortage of \$2000. Once budget was entered into QuickBooks it somehow shows a positive \$2000. Not sure what is missing to cause the change.

**D. Calendar of Events 2015 Review.** – Michelle Ruebl will fix some dates and resend. Doesn't print well in black/white. Two shades blue are too close together.

**E. Jason Levash Absent Meetings:** Michelle Ruebl stated that Jason Levash has not attended nor given reasons in over a years' time.

**Motion** –Todd Brehmer made a motion to remove Jason Levash from Board due to non-attendance. Doug Neils seconded the motion Motion carried unanimously.

**Motion** –Jason Ruebl made a motion to nominate Bill Veit to complete the Open Board position for remainder of 2015. Todd mentioned that Tamara from Hopscotch may be interested. Mark mentioned that she will be a great candidate for the upcoming election. Doug Neils also mentioned to keep Glen Braun at Deer Run in mind. Doug Neils seconded the initial motion made for Bill Veit to remain on Board. Bill Veit agreed. Motion carried unanimously.

**F. Holiday Social:** Chamber's Thank you to the membership.

## 8) OLD BUSINESS:

**A. Dues Letters** – Michelle Ruebl is working on the balance of the associate membership letters. All of the regular member letters have been sent for 2015.

**B. Chamber Audit:** Information is still being gathered for review

**C. Chamber Bucks :** Bill Viet mentioned that Payable & Receivables in Quickbooks should show which ones were given out to the banks and which ones were cleared.

**9) City Updates - Cheryl Welch** – Room tax should go to council this month. The Tourism Board Resolution must pass first. The Chamber may want to have names to for participants by January or February’s meeting. Then must appoint on the recommendations. 0% must be spent on tourism projects. 30% is the city’s to do as they see fit. The tourism Board makes the recommendations and then the City council approves them. Tammy Koehler mentioned downtown projects as well as events can be optimal choices for these dollars. Look for strong members. Todd Brehmer asked if beautifying a town is a stretch on these dollars. Cheryl Welch stated that the statutes should be checked first but if it attracts people to the area it could work. Some examples could be the recent Frisbee Golf course the Optimist Club did. This brings s in new people to Brillion. Clubs that make these types of improvements could put requests in for some of the funds.

**10) School District Update – Nick Madison** – Not present

**ADJOURNMENT:**

**Motion** Todd Brehmer moved to adjourn. Seconded by Jason Ruebl. Call vote taken. Motion carried unanimously. The meeting adjourned at 5:04pm

Respectfully Submitted

Michelle Ruebl, Secretary/Treasurer – Brillion Chamber of Commerce