

**Indian Valley Chamber of Commerce (IVCC)
Offline Board of Directors Meeting**

**Tuesday, October 10th, 2023 – 7:00 p.m.
Alicia Hammerich's Residence**

Meeting Minutes

- Members Present: Kira King, Karisa Joseph, Cassie Barr, Alicia Hammerich (In-person), Mary Shero (via Zoom)
- BOD Positions
 - Each board member to create SOP's for their position
 - SOP's to contain daily, monthly, and annual tasks
- Membership Plaques
 - Need to add to end of the year download
 - Cassie to talk to Kori re: wood chips
- Insurance
 - Must be a member to request insurance
 - Available for events that support multiple businesses only, not for single business use
 - Will solidify policy during end of the year download
 - November meeting – we will announce that all events for 2024 need to be submitted to Cassie by 12/4/2023 to be considered for the blanket insurance policy
- Chamber Hire
 - Workforce Alliance is non-responsive
 - We would like to hire an assistant
 - Karisa to talk to her VA assistant, we would like to hire a VA short term to solidify the job description duties, and SOPs prior to hiring a local assistant.
 - Salary and hours to be determined once we have the annual financials
- CD
 - To be added to November meeting agenda
 - \$200,000 in CD's in a 3 and 6 month rotation - Motioned: Kira King, Karisa Joseph second
 - Karisa to follow up with her financial guy
- Purchase of Lot/Sale of Property
 - Alicia/Cassie can sell the property, just need to recuse themselves from any votes related to the sale
 - Add to November agenda, \$15,000 – going rate w/no utilities, possible donation?
 - Karisa to send Letter of Intent template to Cassie
 - Value to be \$75,000 – Motioned: Kira King, Alicia Hammerich second
 - Final value to be discussed with owner re: partial donation

- Printer
 - 225.92/month
 - Includes 1,000 black/500 color
 - Per copy fee – color/b&w – member/non-member price
 - Move forward with 39 month contract – Motioned: Karisa Joseph, Kira King second
 - Cassie to find out if it's a straight lease or if a lease w/option
- PG&E – current lot
 - PG&E proposes green box in the front of the lot
 - No, we do not authorize placement on our property - Motion: Karisa Joseph , Kira King second
- Leadership Training
- By-Laws – to review during end of the year download
 - Augment positions
 - Add membership position
 - Board members are required to solicit new members
- Financials
 - Income and expenditures for the year need to be categorized prior to the December meeting
- Website – board members to review the entire website and provide bullet pointed feedback by page and click prior to October 31st via email to kiraking@sbcglobal.net
 - If changes are photographic – please provide new/suggested photos
- KD's House
 - KD's final inspection will be 10/12
 - Karisa to follow up with law firm on possible furniture donation
 - Kira to come up with letter of intent
 - \$0 lease
 - Chamber to cover:
 - Renters insurance and liability insurance – Cassie to follow up on suggestions w/insurance company
 - Water, sewer and power