

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

**Monday February 12<sup>th</sup>, 2024 7pm**  
**Offline**  
**Meeting Minutes**

- Members Present: Mickey McKinnon, Travis Goings, Alicia Hammerich, Kira King, Cassie Barr
- Scholarship Fund
  - Parameters
  - Amount - \$1000, \$500
  - Who decides
    - The BOD, to have an offline discussion post April meeting
  - Motion: Travis Goings, Cassie Barr – All in favor, zero opposed
  - To be added to the next meeting agenda
- Open Position on the Board
  - Bylaws state that the board appoints the position
  - Announce at next meeting that we have a position open, if anyone has any interest or a person of interest please bring to the following meeting.
  - Kira King - motion to accept Suzette's resignation, Alicia Hammerich – Seconds
  - Kira King - motion to appoint Karisa Joseph as interim treasurer – therefor she, Cassie Barr and I (Kira King) will be the signatories for the bank and upcoming brokerage accounts.- Alicia Hammerich – Seconds
  - Kira King - motion that all other existing Board Officer positions remain the same for 2024, Karisa Joseph – Seconds
- Board Member Duties
  - **Secretary and Membership Director have submitted, all other officers to get to Kira ASAP**
- Launch of the New Website/Website Photos
  - Did all BOD members review the website?
  - Pictures are of the old town/pre-fire
  - **Kira to follow up on "resources" link – top works, bottom doesn't**
  - Website training
    - All directors to attend if your can – will shoot for evening or noon
    - **Kira to schedule**
  - Ready to launch? Yes
    - Motion: Alicia Hammerich, Kira King – All in favor, zero opposed
- Events for Insurance
  - Does anyone have any additions/revisions?
  - Private Events – see proposed changes to Bylaws
  - **Cassie to create an insurance request form – should include all pertinent information regarding event, including all businesses supported in the event**
- Proposed Changes to Bylaws
  - The role of Treasurer will only be awarded once candidate passes a LiveScan background check (cost to be covered by Chamber)
  - When money is awarded to a business/individual over the amount of \$500 an after action report, including receipts for money spent and a description of project/event is required within 6 months of grant date

- When asking for support from the Chamber a proper request form needs to be filled out with a description and line item for all money
  - **Karisa to create member financial support request form**
    - 501C3 and EIN/SSN proof when asking for financial support to be included within support request
- All financial decisions must be voted on during public session meetings
- All bylaw amendments/revisions must be voted on during public session meetings
- Must be a member to request insurance
- Insurance is available for events that support multiple businesses only, not for single business use.
- Motion: Alicia Hammerich
- Pine Street Lot
  - PG&E
    - Proposed easement for transformer – offering to pay \$15,000 for easement
    - **Did not send email request for potential easement – Cassie to request specific information including location, and setback required again**
- Easter Egg Hunt
  - Joan Would like to host an “Easter Extravaganza” 10:30-1pm
    - Easter egg hunt
    - Lunch
    - Booths hosted by chamber
    - Easter bunny
    - Prize booth
  - Funds Requested
    - Food/Supplies - \$600
    - Decorations - \$200
    - Gift Cards - \$300
  - **Cassie to get with Joan re:needs/volunteers**
  - **Travis to head up discussion with 4H re: possibly combining Easter Egg hunts next year**

Next Meeting Agenda:

- Scholarship Fund
- Vacant Board Position
- Insurance Calendar
- Bylaw Amendments
- Pine Street Lot
  - To be marketed to public
  - Commission
- Easter Egg Hunt
- Date/Ideas for Next Mixer
- New Accountant/Bookkeeper

Action Items:

- BOD to get officer duties bullet pointed and to Kira ASAP
- Kira to follow up on “resources” link on website
- Kira to schedule website training
- Cassie to create an insurance request form
- Cassie to get with PG&E re: easement on Pine St. lot
- Cassie to get with Joan re: Easter Egg Hunt

- Karisa to create member financial support request form