

**Indian Lake Chamber of Commerce
November 18, 2014 Meeting Minutes**

In attendance: Christine Pouch, Brenda Valentine and Sherry Williams. Absent: Bill Murphy and Lenny Baglieri.

The meeting was called to order by Christine at 5:47 pm.

Christine made a motion to add discussion re: ADK 102 Club Passport, ILCDC Master Calendar and Holiday Lighting Contest to the agenda; seconded by Brenda; all in favor.

October minutes were approved as presented. Motion to approve by Brenda; seconded by Sherry; all in favor.

Financial reports were not available at the meeting.

President's Report:

Consent items were approved; no discussion.

The 2015 proposed Budget was reviewed by line item. Several changes were recommended on both income and expense side. Bulk mailing permit and web design cost was dropped. Income from membership dues was discussed and it was determined that we must take an assertive approach to membership retention and growth in 2015. Misc. income amount was reduced from \$500 to \$200. Changes will be made and updated budget will be presented at the Annual Fall Membership meeting on Wednesday, November 19 at 6 pm.

A motion was made to accept the 2015 proposed budget with changes by Christine; Brenda seconded; and all in favor.

Chamber was approached by ALCA for a donation for their Winter Benefit. A motion was made by Christine to donate a \$250 membership; Brenda seconded; all in favor.

Community Activities:

Brenda suggested dropping ADK Antiques Show from our agenda going forward as it is not the Chamber's responsibility. The Show was included as a Chamber activity due to Aaron Gadway and Brenda's prior participation on the Committee.

The Chamber will host a craft show in conjunction with Snocade.

Chamber Activities:

Membership was discussed. Reinforcing membership growth and retention will be a major focus of the new hire and Board in 2015.

Packaging Committee: Brenda asked to have her name removed from the Committee as she only provides assistance to Lenny and does not chair the committee.

Golf: no report at this time.

GAMF: Brenda sent out 57 personalized, handwritten thank you notes to the festival volunteers and sponsors. She has also sent a request to reserve the Forever Locked Moose Exhibit for 2015 festival.

ADK Teleworks: No report at this time.

New Business:

ADK 102 Club Passport: The Town inquired whether the Chamber would like to be an additional location for visitors to get their ADK 102 passport stamped. The book, by Marty Podskoch, features towns throughout the ADK Park. Each location has a spot where the visitor can get a stamp to acknowledge they visited this particular location. There is no cost involved.

Christine made a motion to participate as a stamp location for the ADK 102 Passport project; Brenda seconded; all in favor.

The ILCDC is moving forward with the Master Calendar project. Since they do not have an email address, they asked if they could use the Chamber's, which was approved.

Brenda reported the entries for the Holiday Lighting Contest were down this year. She thought it was because the chamber office wasn't open on a regular basis. Brenda will report the winners to Christine, who will cut the checks. Sherry will announce winners at the final CCT event.

Executive Session discussed the hours for a new hire:

Nancy Brown resigned. In the interim period of time, Christine will hire Rosaria DiSanto, a museum intern who is looking for extra work until she goes full time in Jan. 2015.

35 hours per week/year-round salary was approved. Hours of operation will be Tuesday-Saturday 9:30 to 5 pm with ½ hour unpaid lunch. Part time coverage from June through September will allow for the office to be open 7 days per week: Sunday 12-5 (5) and Monday 10-5 (6.5)=11.5 hours per week x \$10/hour x 17 weeks=\$1955. Stipulations agreed upon include: 1. Christine will check to see if health insurance could be a viable benefit to offer. 2. All hours are subject to change.

Position description was reviewed and changes will be made. Title for the new position will be ILCC Administrator. Membership responsibilities will be a separate highlight. Remove Antiques Show from list of events but add in CCT Holiday Lighting Contest. Dress code of Business/Business casual will be added. Requirements will be listed in the order of importance. Evenings was added to the list of when the person may be required to work. A 90 day probationary period will be invoked. Vacation time will become available after one year. Sick time will become available after 90 days. 5 sick days were approved with 3.333 hours to be accrued each month. Position description, hours of operation and preliminary salary figured into the 2015 budget as a placeholder is \$31,000 but this has to be approved and voted on by the entire Chamber Board. Christine will update documents and share with Bill and Lenny on Wednesday prior to the annual membership meeting.

Meeting was adjourned at 6:50 pm. Next meeting is December 16, 2014 at 5:30 pm.