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Board Members Present: Lannie Young, Bob Langan, David Murphy, Diane Roest, Matt Brostrom and Kim Thompson, Executive Director.

Excused: Gary Childs

Absent: Corry Bala

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Meeting called to order: 9:04am

- I. Motion to approve consent agenda by Lannie Young, second by David Murphy, all in favor.

Lannie Young initiated discussion that all expenditures beyond reoccurring operating expenses to be run through the Board of Directors. Further discussion on developing a budget including projections. Kim Thompson to develop

- II. Executive Board Report – No report

- III. Treasurer Report – No report

- IV. Executive Director Report

- a. Motion to approve \$1,000 sponsorship of Winterfest by David Murphy, second Diane Roest, all in favor.
- b. General discussion on donation requests.
- c. Election Update: reviewed statement of votes
- d. Cool Yule Recap: parade was successful and relatively easy to coordinate. Chamber should do a float next year with more time to prepare.

Discussion on insurance costs for events. Requires additional examination of individual event coverage verses increased overall policy coverage. Kim Thompson to follow-up with Jim Campbell of Hartland Insurance.

- e. Chamber Holiday Party: discussed options for 2012 and possibly combining that event with a community awards banquet after the first of the year 2013.
- f. DDA Recaps: Introduction was made to Lyon Township's DDA and KT will follow-up after the first of the year. Chamber to attend January 2012 meeting of South Lyon's DDA for a presentation by 2 Stone Event Planning.
- g. Grub Crawl Status: generally discussed date and budget. Kim Thompson will provide final budget for board approval in January 2012.
- h. Harbor House Proposal Signed
- i. Administrative Assistant: Mary Coates started December 12<sup>th</sup>, 2011

- j. Mission Statement Development / By Laws Review: Bob Langan suggested that a full re-draft of the By Laws are required (in addition to his original revision recommendations). Discussion on who should make these changes and if the Chamber should pay someone for the service. It was added that special non-profit clauses may be needed. It was agreed address these in January. David Murphy requested examples of mission statements from other Chambers. Kim Thompson to follow-up.
  - k. Ambassadors Program: further definition and development is required in conjunction with mission and by laws
  - l. General discuss on endorsement requests
  - m. Motion to appoint Gary Childs to Board of Directors (through December of 2012) to fill the spot vacated by Jack Renwick's retirement by Bob Langan, second by Matt Brostrom, all in favor.
- V. Member Comment – Lannie Young advised of his absence from January 2012 meeting
- VI. Public Comment – None
- VII. Adjournment: Motion to adjourn at 10:15am by Bob Langan, second by Matt Brostrom, all in favor.
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Respectfully Submitted,

Kim Thompson  
Executive Director