



Minutes

Call to Order:

Meeting was called to order at 8:30 a.m.

Executive Board Members Present: John Hogan, Roger Colosimo, Terri Defina

Directors: Gary Butler, Diane Roest, Barb Herzog, Maryann Mihalic

Absent: Gary Childs, Patrick Mondrol

Community Members present: Carol Steinbrenner (Perfect Package); Jim Mitchell (South Lyon Herald); Roger Wallaert (Moose Lodge)

OPEN PORTION OF MEETING

Community/General Member Comments

Carol wanted to introduce herself to the Board and asked a question regarding whether the Chamber had anything to do with the Salem-South Lyon Library opening up a coffee shop in their new renovated library. She (Carol) recently opened up a coffee shop at 8 Mile and Pontiac Trail. She was informed that the Chamber has absolutely nothing to do with decisions such as these, and all we were asked to do was the ribbon cutting.

Roger Wallaert was here from the Moose Family Center asking for the Chamber's permission to begin a Moose Fraternity Family Center in South Lyon. They are looking to start with a Moose Service Center and then expand from there. John asked how Chambers normally assist in this process. Roger stated that the Chambers help publicize by offering membership in the Moose Fraternity to Chamber Members. There is no specific religious affiliation to this group. The Board supports Roger in his plans to start the Moose Family Center and wishes him luck. Jim Mitchell was present and he took Roger's contact info to get some information in the newspaper. John asked Roger to let us know if we can assist him in any way in his process.

EXECUTIVE PORTION OF MEETING

Agenda additions/deletions/corrections – None

Acceptance of Minutes from December's Regular Board Meeting:

Diane would like to add that Parks and Rec are the ones who gave back \$10,000 to the Community from Pumpkinfest so that it doesn't appear that the Chamber gave that money back to the community. John explained that it states "Pumpkinfest" as a whole gave the money back. The sentence was changed to the following: *Pumpkinfest (the Chamber and South Lyon Area Recreation) gave back over \$10,000 to the community through the non-profits this year.*

Laura indicated that there is a correction needed under the list of past due members. The ones who were listed as 60-90 days overdue were only 30-90 days overdue last month. Businesses listed as over 90 days overdue should be listed as 60-90. Gene did call all of these members and their status has been noted.

Terri motioned to approve the minutes with the changes. Roger seconded. All were in favor

Executive Board Reports:

A. DEVELOPMENT DIRECTOR (Gene Bobic)

Gene is asking for clarification on her job description. In the contract/description that she received it states that she is supposed to be overseeing the office operations. She feels she is not doing this and would like to be involved in more of the office activities. John stated that she should just speak with Laura and arrange a time each week to sit down to discuss and ask questions. Gary B. stated that as a manager her job is to have a general understanding of what is going on in the office, but her main focus is sales. The job was designed so that she would not be trapped in the office doing administrative tasks. Maryann asked who oversees Laura. Roger stated the Board is a working Board and are the ones who oversee Laura, but since they are not here everyday, Gene oversees her on a daily basis. Barb stated that having an understanding of the office operations doesn't mean she should be able to sit down and do the job. Laura is here to help Gene and provide her with anything she needs to be successful.

Gene presented the proposal from Rich Miller regarding the video segments. Gary Butler reminded everyone that at the last meeting it was decided that when Rich was back in town he (Gary), Abe, and Rich would meet to finalize everything for February. John asked that everyone review the proposal and send any questions or concerns to Laura who will compile them and provide them to this sub-committee for their meeting.

B. PRESIDENT'S REPORT- (John Hogan)

Mission Statement – John asked if there was anyone willing to work on developing a mission statement. Copies of a previous Power Point presentation including mission, goals, strategic plan, etc. were provided from 2005. Maryann, Barb, and Diane volunteered for this sub-committee.

Budget – John talked with Patrick regarding working on a budget. Diane and Roger will work with Patrick on this task.

Open and Closed meeting policy – John admits that he has struggled with this, wanting members to feel welcome to attend, but not sure when the meeting should be closed. Maryann said that our Board meetings are “Executive Sessions” and we don't have General Membership meetings. Diane stated that as a member in the past she wished that she could come and sit in on the entire Board meeting. John suggested that members be allowed to come, but there will be certain topics that will be closed. Maryann said that we need to keep the meetings “Executive Sessions” because if members show up during a “hot topic”, they won't have all the details from previous meetings. Gary B. stated that the “Community and General Member Comments” portion of the agenda was added a couple years ago by our Legal Counsel so that members could come with questions/concerns. John asked if we should do a semi-annual meeting, in addition to the State of the Chamber meeting to help keep the lines of communication open. Maryann stated that if members know they have 15 minutes at each Board meeting they will begin to use this forum which would be better than calling more meetings. Diane suggested we put it in the e-mail newsletter as an “invitation” to come to the meetings for the 15 minute open session. Laura will do this. Meetings will be open for 15 minutes and the remainder of the meeting will be considered a closed Board Meeting.

Records Request Policy – John asked Diane if she typed up the policy that was discussed at the special meeting. Diane has the minutes, but didn't type up the policy. The request form for records was reviewed. John wanted to make sure that in the policy it is also stated that if a Board member requests information pertaining to his/her "job" that they can e-mail that request to Laura and that will be stapled to the request form. All requests will be e-mailed to the Board who will respond with a simple "yes" or "no" vote. Requests will be fulfilled within 5 business days. The request form was approved by all present, John will type up the policy and e-mail it to everyone for approval.

Legal Counsel – John is waiting for a proposal from Connie Bukoski and he has also talked to Matt Heron who is a Rotarian and resident of South Lyon. He will also come up with a proposal and hopefully these will be available at next month's meeting.

Detroit Regional Chamber, new Affiliate Program- This is a new agreement regarding the Blue Cross/Blue Shield that the Chamber can offer it's members. They are requesting a list of our members and it must be signed by March 1 in order to stay in the program. John and Gary B will review this.

National Debt Recorvery – National Online Yellow Pages outstanding bill – Roger stated that all we have to do contact them and tell them we are fighting the charges and they will have to stop sending the letters. John will call them.

Map – The process has begun with Novo Print for the 2009 map. They need to know whether we want the same design or something different. The Board felt the same design and the same area would be fine, but would like to see different pictures.

Taste and Business Expo – We have 7 restaurants, and 6 business booths signed up. No sponsors, although Telcom has expressed interest. Barb asked if we should pull the plug on this event. Roger stated that the community expects this event and if there is a way to make it happen we should. Lowering the booth price was discussed. Various numbers were discussed and Diane motioned to lower the price to \$175 for a booth and \$25 for extra tables, Terri seconded. All were in favor. Barb asked how we are going to get the attendance up. We will have to do more signs in business windows, do the raffle at the businesses for free tickets, offer discounts, etc. Gene will investigate other companies for tables to see if we can get a better price.

John had to leave at this time and Terri Defina took over the meeting.

Change of meeting time – John, Patrick, and Barb would like to move the meetings earlier so that they can get back to work earlier. Diane was against moving the meeting to 7:30 stating that it was too early for members to come and wondered if Board members would make it on time. Gary B. motioned to start the meetings at 7:45 a.m., and have the General Community Comments portion at 8:45 a.m. Terri seconded. Barb, Gary, Roger, Terri, and Maryann were in favor, Diane was opposed. Diane requested that if all Board members don't make it on time to the 7:45 meeting that we move it up to 8:00. Maryann stated that we only needed a quorum to start the meeting.

State of the Chamber meeting – Maryann pointed out that a lot of work needs to be done before this meeting is held and suggested it be scheduled for November. Terri felt that that was too long to wait with everything that is going on. It was suggested that we try for May and next month we will re-evaluate the progress, and will revisit.

Community Awards Banquet - This is normally scheduled for April. Diane asked if it could be done at the same time as the State of the Chamber meeting. Gary B pointed out that we have always struggled with the length of the Awards banquet and to add a State of the Chamber meeting also will make it extremely long. Diane felt that combining these events will save money and will avoid asking people to come to a large event two months in a row. We will check with Tanglewood to see if they can accommodate us.

C. VICE PRESIDENT – (Terri Defina)

Chamber Bowling event - Terri will set this up if the Board gives her the go-ahead. We should be able to get info in the next newsletter if the event is scheduled in February. Board gave her the go-ahead.

D. VICE PRESIDENT – FINANCE (Patrick Mondro)

Unpaid Bills:

Bills were reviewed. In addition to the bills listed, we have to write a check to RPC for an ad for the directory. A member bought an ad in the Directory but made out the check to the Chamber instead of RPC. Gary B. motioned to pay ½ of the balance left for the schools, and ½ of the balance to the South Lyon East Band Boosters for Pumpkinfest, and all the rest of the bills. Diane seconded. Motion passed unanimously. The checking account balance is currently at \$5,132.00.

Outstanding Membership invoices – call for collection

First notices were sent to (60-90 days):

AJ5 Services – dropped
Country Collision – paid
Larry’s Foodland – paid
Oakley Heating and Cooling – paid
Simply Self Storage – not sure
Snap Fitness – paid
South Lyon EZ Bay – dropped

Second notices of termination (90 days delinquent) have been sent to:

AT&T Wireless – Gene has been trying to get a hold of
Blue Cross/Blue Shield – paid
Casterline Funeral Home – for trolley stop sign
Leo’s Coney Island – see discussion below
Lexington Partnerse – dropped
Mill River – is considering
TCI Restoration – is considering

Termination notices have been sent to:

Discover Chiropractic Now
Digicomm Electronics, Inc.

Discussion regarding Leo's balance of \$200. Laura explained that he owes \$125 for ½ of a the amount of a Holiday Banner from 2007. He split the cost of the banner between his two stores. He gave \$200 cash to Roger in July, and \$252.50 in cash to Gene in November to put towards his balance. He still owes \$75 on his membership balance and the \$125 for ½ of the banner. Gene has called him and he didn't think he still owed anything. After discussion, Gary B motioned to write off the \$200 if he will consider participating in the T&B Expo. Terri seconded. All were in favor.

E. VICE PRESIDENT - MEMBER SERVICES (Gary Childs-absent)

New members for December/January

Five Sparrows

Personal Tek

Co Reutter

What Cha Gonna Do?

The Lyon-Lyon Theatre, LLC

Brennan's Authentic Floors

Perfect Package

Gateway Commons (sent in payment after being terminated)

Gary B motioned to accept all the new members. Terri seconded. Motion passed unanimously.

Non Renewing Members

Papa EZ – closed

Coupons4Livingston

AJ5 Services

South Lyon EZ Bay

Lexington Place Condominiums

Discover Chiropractic

Digicomm Electronics

Our membership number as of January 19 is 307

E. DIRECTOR-AT-LARGE (Roger Colosimo)

Directory

Roger is waiting for pictures of Diane, Gary C and Gene. Laura has the draft and is in the process of proofing and also verifying all member information. There is a question of what SEMCOG information we want to put in the directory. Although it is very outdated, Gary B said that people do look for that information. Laura will get with Gary B to decide what information to put in.

We need to decide how to handle those members who are not current in their dues and are in "limbo" as far as whether they are going to renew. Gary B motioned to have Gene call these people right away to get a firm answer. Diane seconded. All were in favor.

NEW BUSINESS

We have received bids from Riverbank and Tanglewood for the golf outing. Riverbank's proposal is \$53/person, Tanglewood is \$72. Both are offering pretty similar packages. The question is whether people would pay \$53 to play on a lower quality course, or if they would prefer to play on a better course and pay more money. It was felt that people would prefer to play on a better course so we will go with Tanglewood and will charge \$125/person. Gene will contact Tanglewood to confirm the date.

ANNOUNCEMENTS

Laura will be off on Thursday and Friday of this week, Judy Perry will cover the office.

Wednesday, January 21, 10 a.m. Ribbon Cutting – Personal Tek, at Gallery Café

Saturday, January 24, 5:30 p.m., Ribbon Cutting – Co Reutter

Monday, January 26, 6:45, Ribbon Cutting – Salem South Lyon Library

Thursday, January 29, 7:00 p.m., Pumpkinfest 2009 Committee Meeting, City Hall

Wednesday, February 11, 8:00-9:30 a.m. 0- Mulit Chamber Mixer – LaFontaine Automotive Group

Thursday, February 12, 12:00 – Lunch and Learn with Personal Tek – South Lyon Hotel

Tuesday, February 17, 7:30 a.m, Chamber Board Meeting

Friday, February 20, 8:30 a.m., Chamber Connection Breakfast – Edward Jones Investments

Tuesday, February 24, 11:30 a.m., Ambassador's Lunch – location TBD

Thursday, February 26, 7:00 p.m, Pumpkinfest Committee Meeting – City Hall, North Conference Room

Meeting was adjourned around 10:25 a.m.

Next Meeting:

REGULAR MEETING: February 17, 2009 – NOTE NEW TIME 7:45 a.m.

NOTE: On January 26 the meeting was changed to February 10.

Respectfully submitted,

Laura Hogan