

Dixon Area Chamber of Commerce
Minutes
Special Meeting
Monday, January 31, 2022

1. Call to Order 6:10pm
2. Roll Call & Establishment of Quorum (Quorum Met)
 - a. Board Members
 - i. President: Israel Doba
 - ii. Vice President: Dan Dunn
 - iii. Secretary: Michelle Piotrowski
 - iv. Treasurer: Sonya McClendon
 - v. Board Members: James McClendon (Absent)
 - vi. Board Member: Carol Rickerson
 - vii. Board Member: Renee Rickerson
 - viii. Board Member: Kathleen Creamer
 - ix. Board Member: Lisa Campbell
 - b. Members Present:
 - i. John Piotrowski
 - ii. Laura Chadbourne
 - iii. Olivia Cortes
 - iv. Roger Graves
 - c. Guest Present:
 - i. Leonna Coffman
 - ii. Alan Threēt
 - iii. Bill Sommer
 - iv. Kaycey Sommer
3. Financial
 - a. Audit
 - i. Motion to appoint Dan, Lisa & Olivia to Audit committee and to extend time to complete the audit to the February Meeting by Sonya and 2nd by Kathleen, All in Favor Motion Passed
 - b. Past Due Bills
 - i. Sonya has check for Dixon Floral
 - ii. Michelle contacted ascap and they reversed the charges for the last two years since we did not have Cow Days.
 - c. Need check to pay for Reinstatement
 - i. Sonya needed paperwork for checks and Michelle provided and checks were cut.
4. Budget Committee
 - a. Sonya made a motion to table this until the February meeting to allow all to gather notes on different financial expenses. Lisa 2nd All in Favor Motion Passed
5. Spring Fling
 - a. Status – Will be April 9th from 9am to 5pm with vendor set up starting at 7am
 - b. Olde Oak Station will have Antiques inside building
 - c. Library will have a book sale that day
 - d. Vendor booths
 - i. Motion by Renee, 2nd by Dan 10 x 15 food booths cost is \$100 (No power or water) and 10 x 10 vendor booth is \$25 (No Power), All in Favor Motion Passed
 - e. DCA members Leonna and Alan will attend Chamber meetings to bring information to and from DCA
 - f. We can have Chamber booth for registration / Check-in
 - g. Lisa will send Tammy the Cow Days vendor registration form for her to modify for the Spring Fling

6. Membership Meeting
 - a. Location and date
 - i. With Wagon Wheel Closed will look into Country Club
 1. Carol will check to see if March 21st date is open
 2. Check into catering
 - b. Recognition?
 - i. Discussed recognizing those who have served on the board of the Chamber for 10 or more years
 1. Decided yes and to do a plaque and certificate
 - c. membership form & Format options
 - i. Passed around form for review all seemed to like new form
 - ii. It will be added to website and a google doc form will be created
 - d. Membership Certificate.
 - i. Certificate was also well liked
 - ii. Need to verify use of photo
7. Chamber contact / social media
 - a. Email:
 - i. chamber@dixonchamberofcommerce.com
 1. Will keep this email for next two year to migrate vendors to new email.
 - ii. dixonareachamber@gmail.com
 1. This email is good for record storage and allowing for google documents.
 2. Will also allow to be accessed by multiple board members to get to records.
 - b. Website:
 - i. <https://www.dixonchamberofcommerce.com/>
 - ii. Update & what content want on website
 1. Is updated need to look at it and make suggestions
 - c. Facebook
 - i. Dixonareachamber
 1. Per minutes 6-29-2020 editors are Nikki, Lacey, Sonya & Lisa
 - a. Need to remove Nikki and add Michelle
 2. Need to look for social media type people to join and help with this
 - d. Phone number
 - i. If see any phone numbers associated with the Chamber let Michelle know so they can be removed. The Chamber does not have any official phone numbers
 - e. Any others?
8. By-Laws Review / Revision Committee
 - a. Committee to review by-laws is Michelle, Dan and Olivia
 - b. They will meet once and then do most over email
9. Missouri Chamber of Commerce
 - a. Motion by Kathleen 2nd by Lisa to have the Dixon Area Chamber of Commerce join the Missouri Chamber of Commerce. All in Favor, Motion Passed

10. Business of the Month

- a. Passed around new form and discussed nomination processed. One typo spell out DACOC and COC at least once before using abbreviation. Decided to put all chamber business members in a hat and pick one out each month. Motion by Dan and 2nd by Renee to use the Business of the Month Form and do random selection. Publish on Website, Facebook and in Dixon Pilot starting By March 1st. All in Favor, Motion Passed

11. Storage

- a. Chamber Misc. Storage
 - i. Need to have all out of Bank by March 15th at the latest, we should plan on having all out by March 1st. Dan is looking into storage options
 - 1. Dixon Area Storage is \$50 per month reg price. Suggested he ask if they have a non-profit rate.
- b. Records storage
 - i. Tammy said we could store a filing cabinet in the Library. Michelle motioned and Sonya 2nd to purchase a locking filing cabinet and store records in library. All in Favor, Motion Passed

12. Ice-Cream Trailer

- a. Rental options
 - i. Sonya asked about renting the ice-cream trailer for her daughter's wedding. It was decided she could just used it as long as it was cleaned before it was returned.

13. Comments

14. Next meeting

- a. Regular Meeting – Monday, February 28, 2022 at 6pm Dixon Library
 - i. The date of the next meeting was changed from Monday February 21, 2022 to Monday, February 28 due to the President Holiday.

15. Meeting Adjourned at 7:58pm

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes which were approved by the Board of Directors.


Michelle Piotrowski, Secretary


Date