

**Dixon Area Chamber of Commerce
Special Meeting Minutes - Monday, April 18, 2022**

1. Call to Order at 6:07pm
2. Roll Call & Establishment of Quorum
 - a. Board Members
 - i. President: Israel Doba
 - ii. Vice President: Dan Dunn
 - iii. Secretary: Michelle Piotrowski
 - iv. Treasurer: Sonya McClendon
 - v. Board Member: James McClendon
 - vi. Board Member: Carol Rickerson
 - vii. Board Member: Renee Rickerson
 - viii. Board Member: Kathleen Creamer (Absent)
 - ix. Board Member: Lisa Campbell
 - b. Members Present:
 - i. Leonna Coffman
 - ii. Olivia Cotes
 - iii. Roger Graves
 - iv. Harry Gray
 - v. Kirk Wilson
 - vi. John Piotrowski
 - vii. Robert Baker
 - viii. Alan Threet
 - ix. Debra Kinsley
 - x. Alex Keck
 - xi. Roger James
3. Welcome New Members & Guests
4. Public Comments
 - a. Concern was raised over some businesses not being happy with the road being closed yet the activities and events ending at Elm Street and not continuing down in front of their businesses.
 - b. Concern that pictures and comments about events seem to focus on main area only and leave off outer businesses.
 - c. Comment that vendors were very surprised to be given free food and suggestion that we look into some sort of vendor voucher for future events
 - d. Pictures – need to work on getting all businesses to take pictures and share with Chamber so we can include all in the event publications. We try but can't get to all or see all. Need to work together
 - e. Overall, very positive feedback on Spring Fling from those in attendance
5. Approval of Minutes
 - a. Minutes from 2-28-2022
 - i. Motion by Renee, 2nd by Sonya to approve the February 28, 2022 minutes. All in Favor
Motion Passed
 - b. Minutes from 3-28-2022
 - i. Motion by Renee, 2nd by Sonya to approve the March 28, 2022 minutes. All in Favor
Motion Passed

6. Reports

a. Financial Report

- i. Petty Cash is \$332.22
- ii. General Account \$30,062.42
- iii. Currently for 1st Quarter of 2022 year we are at a loss of -\$682.12
 1. Income 1st Quarter were:
 - a. Membership Dues \$300.00
 2. Expenses 1st Quarter were:
 - a. Miss Merry Christmas Past Bill -\$302.95
 - b. Website go daddy -\$19.17
 - c. Membership Missouri Chamber of Commerce -\$100
 - d. Membership Meeting/Dinner -\$560

b. Audit Review

- i. Motion to approve the audit review report by Harry, 2nd by Renee, All in favor
Motion Passed

7. Old Business

a. Event Insurance

- i. We did not purchase event insurance for Spring Fling
- ii. Suggestion we look into annual insurance that covers all events for the year
- iii. Also look into Board and Officer insurance (E & O)
 1. Check and see what Missouri Chamber of Commerce has to offer

b. Website

- i. Picture –authorization for use
 1. Sonya talked with the family and we have permission to the use the picture as we need to

c. By-Laws Committee

- i. By-Law revision was put on hold after concern was raised. Need some volunteers to join the by-law committee to review them so we can get them revised this year.
 1. If interested let Michelle know

d. Storage – Update

- i. All was moved from bank to church and can leave it there for now. Sonya mentioned that there is hope that eventually we will be able to use community room again and the storage room there after bank sells. For time being where stuff is at is ok.
- ii. Talked about purchasing a trailer but put idea on hold to see how community room turns out

e. Records Scanning

- i. Michelle has been scanning old files and putting them on google drive. She will finish so there is a digital backup of Chamber records.
- ii. Currently Past Minutes and Profit/loss statements are also on Website

- f. Elections Report
 - i. The 2022 – 2023 Dixon Area Chamber of Commerce Board are:
 - 1. President – Israel Doba
 - 2. Vice-President – John Piotrowski
 - 3. Secretary – Olivia Cotes
 - 4. Treasurer – Tammy Phillips
 - 5. Board Members:
 - a. Renee Rickerson
 - b. Sonya McClendon
 - c. Lisa Campbell
 - d. Michelle Piotrowski
- g. Spring Fling Report
 - i. Look at vendors and make sure we are not competing with any of our businesses. We all want to work together
 - ii. Took in \$525 from Vendors and expenses were \$170 for Porta Potties
 - iii. Work with businesses to share adds on Chambers Facebook and Website to help promote what businesses will be offering during event
 - iv. Next year combine Spring Fling with DCA Car Show so have one big event.
- h. Future Events
 - i. 4th of July Event
 - 1. Atwell Brothers will do fireworks again this year. Will be either Friday, July 1st or Monday, July 4th date not set yet. Once they set the date, we can work on ideas for other activities that day.
 - ii. July 9th – Family Picnic / Movie in the Park
 - 1. Water balloons
 - 2. Popcorn
 - 3. Ice-Cream Truck
 - 4. Fall Fest (During the Day)/ Trick or Treat Street (5PM) October 29th
 - 5. Look into area to have Haunted House
 - iii. First Friday's
 - 1. If we do will need event insurance
 - iv. Cow Days September 16 – 17, 2022
- i. GFCI's Report due from Nov 2021 Mtg
 - i. After discussion decided only bills were from Cow Days
 - ii. New bill received is for GFCI's purchases last summer that we were never billed for. Sonya will get Tri County Bill paid

8. New Business

- a. DHS Greenhouse Class Sponsorship
 - i. Motion by John to authorize Israel to spend up to \$100 based on his expert opinion on what would be appropriate to buy for the area, 2nd by Renee All in Favor
Motion Passed
- b. Budget Committee
 - i. Discussion on need to have a budget committee and asked for volunteers.
 - ii. The budget committee is
 - 1. Renee Rickerson
 - 2. Debbie Kinsley
 - 3. John Piotrowski
 - 4. Leonna Coffman
 - 5. Sonya McClendon
 - 6. Tammy Phillips
- c. Cow Days Committee

- i. Now is the time to start getting the Cows Days going. There are many areas that need leadership. Renee listed the many areas and we had some volunteers for some.
 1. Parade – Alyssa Hogshooter
 2. Logistics – Israel Doba & Lacy Rollins (Will need more help) _____
 3. Vendors
 - a. Food – Israel Doba
 - b. Crafts (Several Needed)- _____
 4. Pageant – Lacey Rollins
 5. Entertainment – Renee Rickerson
 6. Car Show – Dan Dunn
 7. Kid Zone – Sonya McClendon & Carol Rickerson (Will need more help) _____
 8. Ice-Cream Shack – Debbie Kinsley
 9. Silent Auction – Leonna Coffman
 10. Stage décor – Debbie Kinsley & Renee Rickerson
 11. T-Shirts- _____
 12. Advertising- _____
 13. Cow Merchant - _____
 14. Cow Raffle – Lisa Campbell
 15. Information Booth – Renee Rickerson, Roger Graves, & Debbie Kinsley
 16. Social Media- _____
 17. Arm Wrestling (If have) - _____
 18. Corn Hole (If have) - _____
- ii. We also discussed the need to have a theme before we can get a t-shirt design. Different them ideas were thrown around. No decision was made but some of the ideas discussed were:
 1. Back to the Future
 2. Harvest Hoedown (with a tractor show)
 3. Blast of the Past
 4. Peace Love and Freedom
 5. Bollywood
 6. Mardi Gras / Carnival
 7. Neon Theme
 8. Great Gatsby
 9. Circus Theme
 10. Wild, Wild West
 11. Twilight Zone
 12. Footloose
- iii. John made a motion to have Back to the Future as the them and Dan 2nd the motion then there was discussion and the motion was never voted on. Just dropped
- iv. It was decided there will be a Cow Days Committee Meeting on Thursday May 5th at the Dixon Caring Center with the DCA Group at 6pm This meeting is open to anyone who want to get involved with Cow Days in any capacity. So please join us and let make Cow Days Great!

- d. While going through records to scan and make digital copies Michelle came across some issues
 - i. MoDOT Outdoor Advertising Permit expired 7/31/2021
 - 1. Michelle explained that the Chamber has to renew the permit every two years and it was not renewed in July of 2021. She will see what has to be done to renew it now and report back at the May meeting.
 - 2. There was also some discussion on possibility of getting a better sign and different location. Suggestion was to talk to Gascosage and see if they might let us put a sign on their property that we could advertise events on. Before we talk to them, we need to look at signs and see what would work and have some examples to show them. Will revisit this with new board.
 - ii. IRS 990N Last filed 12/31/2018
 - 1. This has to be filed every year by May 15th. If it is not filed this year the Chamber will lose their EIN Number. Michelle gave the folder with all the information to Sonya so she can get it filed before the deadline
 - iii. Ice Cream Trailer Registered
 - 1. The trailer paperwork is not a title and it appears the trailer was never registered to the Chamber. James confirmed that is correct and said it was a home-made trailer and it has to be taken to DMV and inspected to get registered. Since the trailer was purchased back in 2018 there will be penalties and fees. We need to address this and see what need to be done to get it registered. Will bring it back up next month as no action was taken
 - iv. Sales Tax Exemption
 - 1. As the Chamber has a Sales tax exemption, we need to make sure we are using it when we are purchasing items and services. Carol mentioned she tried to use it at Walmart and they said she needed a special card. Michelle will check into what card is needed and see what we need to do to get it.
 - e. Board Officer Transition
 - i. Recommend all outgoing (Secretary, Treasurer, & Vice President) do for incoming board officers.
 - 1. Michelle shared the sample she did for Olivia as Secretary.

9. Comments

- a. Harry commented that the Chamber needs to show the City of Dixon that it really can do something for the City.

10. Next Meeting

- a. Committee Meeting
 - i. Cow Days Committee with DCA Meeting
 - 1. Thursday, May 5, 2022 6pm
 - a. Dixon Caring Center
- b. Regular Meeting
 - i. Monday, May 16, 2022 at 6pm
 - 1. Jessie E McCully Memorial Library – Dixon Library 200 S Pine St Dixon

11. Meeting Adjourned

- a. Motion to adjourn by Michelle, 2nd by John All In Favor
Meeting Adjourned at 8:15pm