

Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Minutes for the Meeting of Thursday, November 30, 2017 at 7:00 a.m.
Midtown Coffee, Main Street, Quincy, CA 95971

Present – Janice Haman, Cheryl Kolb, Kris Miravalle, Susan Scarlett, Michele Cruz

Absent- Matthew Kitchens, Lisa Kelly, Kevin Trutna, Jennifer Bromby

1. **Additions or deletions to the agenda** -added “Draft Minutes”
2. **Schedule next meeting (lunch meeting?)** will try for 12/21 at lunch. Kris will check with Lisa to see if that works for her and where is most convenient.
3. **Review and approve minutes from November 9, 2017-** approved. Cheryl/Susan. Posting the draft minutes to the website was discussed and the consensus was to go ahead and post them for timeliness marked as “draft” right away, and then make any corrections and re-post after they are approved.
4. **Quick items:**
 - a. **Correspondence** -discussed the email from Kris regarding the donation of candy canes from Quincy Provisions and also the merchant’s concerns regarding membership.
 - b. **Email issue (Susan & Cheryl)** -There was an issue with the flyers attached to the email blast that Susan received. Instead of “Happy Thanksgiving” her attachments were flyers for businesses in Eastern Plumas CC. Kris did not receive the attachments at all on her computer. Cheryl contacted ChamberNation and asked them to investigate why this happened and to make sure that it doesn’t in the future.
 - c. **New Board members?** – We will invite Cassity Miller to the next lunch meeting. Michele will talk to Amy Weeks (Mtn. Mattress) and the DeMartiles to see if they are interested.
 - d. **Business cards?** – If we are interested, Susan received a flyer for low cost cards. It was discussed that we should have a dedicated phone first.
 - e. **Name badges-** Badges are in and those with names owe Susan \$11.39. We have 5 with just “Director” on them and 5 with “Volunteer” that can be used but need to be returned to the Chamber.
 - f. **Annual Calendar** -Cheryl added some dates for newspaper articles and will add the debrief of our events the month after they occur, just as a reminder.
 - g. **Ground Hog Fever Festival** – no update
 - h. **Website / Email transfer** – There was some issue with using yahoo address as our return address on email blasts, so instead of manually changing it each week, Cheryl will set up info@quincychamber.com as our new email and all

the yahoo email should be forwarded. We have the capacity for 1000 emails through this system. It was decided that we do not need a new email for each event at this time.

- i. **Membership drive updates** – Susan provided the list that we created, of members and their contacts. Janice volunteered to contact E Quincy Barbershop, Little Lots, One Stop and ER Energy. Michele and Lisa will contact Hair it is and Lisa will contact Main Street. We all were provided with the new pamphlet and individual membership applications. We will have the individual applications out at Sparkle as well.
 - j. **Sign committee update** -no update
 - k. **Black Friday / Small Business Saturday flyer discussion**- We will include a request for feedback from the Merchants listed on the Black Friday/SB Sat. flyer in our email blast, to see if they felt impact.
 - l. **Winter banner update** – PG&E have the winter banners with the hope that they will remove the Veterans’ banners and put up the winter banners before Sparkle.
5. **Main Street Sparkle and Light Parade / Reindog Parade** – Environmental Health emailed the Chamber stating that we were required to have an application and permit from them for this event and, it should include an application from any vendor selling food or drink. Cheryl will contact them to get clarification as to where our sphere of influence is for this event, as we don’t really have control of any vendors along Main Street. Jen will try and get names and contact info for any vendors that she sees on Friday for us to compile for next year. She will also provide them with the EH applications, because if they sell food or drink and do not have the correct permits, they may get shut down by Environmental Health. We need to get more information so that we can be preemptive on this issue next year. There are currently between 8-12 entries for the Reindog Parade and 17-20 for the Light Parade. Susan will get it out on social media that we will accept entries up to 5:00 on Friday. Susan will email judges today with info, Michele will bring a camera tomorrow and Janice will get together with Pet Country to get prizes for all entrants (~24 to be safe).
6. **Other business** -n/a
7. **Adjourn** 8:05

Future Business:

- a. Employee discussion / committee meeting update
- b. Financial update

Draft, submitted for review by Kris Miravalle, Sec. on 11/30/17

Approved 12/21/17