

# Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Minutes for the Meeting of Thursday, January 18, 2018 at 7:00 a.m.  
Midtown Coffee, 231 Main Street, Quincy, CA 95971

**Present** – Matthew Kitchens, Janice Haman, Cheryl Kolb, Kris Miravalle, Kevin Trutna, Susan Scarlett, Jennifer Bromby, Michele Cruz, Robin Wight.

**Absent**- Lisa Kelly

**Guest** – John Steffanic, Plumas-Sierra County Fair / Plumas Co. Economic Development Commission

1. **Additions or deletions to the agenda**-Add approval of minutes from meeting of 12/21/17.
2. **Schedule next meeting** -Feb 1, 2018 at Jeffries Pub and Grub 7:00 am
3. **Review and approve minutes from January 5, 2018 and 12/21/17.** Approved without changes. Susan/Cheryl.
4. **Quick items:**
  - a. **Correspondence**-None. Susan mentioned that Grandma Jane's informed us that they received a customer as a direct result of last week's email update and were thankful. New member, Aaron Lohn/Edward Jones will be featured closer to the time he opens the new office.
  - b. **Employee hiring and management discussion**- The committee of Susan, Cheryl and Kris interviewed Niki Kelly and offered her the 8 hour position. Cheryl would like to start training this weekend, but we have not yet received our Workman's Comp. reinstatement. Susan offered to issue payroll through her office until we are able to secure Workman's Comp and the Chamber can reimburse her. Niki needs to have internet and the purchase of an internet "stick" was discussed to be purchased and owned by the Chamber for use by our "staff". Matthew will get the password for the laptop and we will make that available for Niki's use. We will have to monitor her office supply needs as the job progresses and make sure she has what she needs. She was given a job description with the expectation that the job was evolving. We clarified that Cheryl will be the one initiating her training and we will channel her workload through Cheryl and Susan for the time being so that she doesn't end up with 10 bosses.
  - c. **Michele - Telephone**-We cannot be guaranteed our old phone number until we start the process. (283-0188) The initial cost is ~ \$40. A motion was unanimously approved to have Michele go ahead and purchase a trac phone. Susan/Cheryl.
  - d. **Cheryl - Fair partnership for marching band for Fair Parade / Parade financials**-The Fairgrounds would like to hire a Dixieland Marching Band for \$3000 and would like us to partner with them so that we would have them available to march in our Fair parade. The requested amount from us is \$1000. Cheryl will send us out a link to review the band and put it on our agenda for a vote at the next meeting.
  - e. **Cheryl - Easter Egg Hunt Contest** -Cheryl put together a plan to promote local businesses by soliciting merchants to have their name and hours printed on a

playing card, bingo style, with the rules on the reverse side. Those participating merchants will receive a golden egg to place anywhere in their store. When “players” come in and find the egg, the merchant will sign off their card. Once card is completed and returned, it will go into a drawing for a \$100 gift certificate to one or more of those merchants, at the Chamber’s expense. The premise is to get more people in to our local stores. It was discussed that the merchants would be charged \$25 to participate and “players” would be charged \$1 for the card and a chance to win \$100. It was voted unanimously to go forward with the plan. Michele/Janice.

- f. **Matthew - Plumas Visitors Guide update to the advertisement**-We have an end of the month deadline to get our information updated. As soon as Michele gets the information about our phone number, she will let Matthew know and he will take care of getting the information updated.
  - g. **Kevin - New business class**-Kevin will review previous correspondence with Sierra Business College and review what they offer and we can decide if it is of interest to our members. If not a seminar, we may need to put together a source, complete with names and phone numbers of contacts for someone starting a new business and have it on our website. We will carry this over to future meetings.
5. **Matthew, etc. - Groundhog Fever Festival update / Chuck Wood about town discussion**-The promotional pictures of Chuck Wood around town will only highlight our members. Vendors and Chili cookers are still needed. Matthew will send out a list of vendors from the past so we can all work on getting some locked in. Robin updated her efforts to get additional food vendors, along with Blackbird Inn, who is already confirmed. She will continue to work on Paradise Grill and Young’s Market to see if they are interested.
- a. **Groundhog Fever Festival insurance**-The basic cost of insurance is \$300 without alcohol. It increases by \$500 to cover the cost of alcohol, and is actually cheaper if multiple events are included. It was voted to go ahead and purchase the additional insurance to cover both the Groundhog event and coverage for something like a mimosa booth at the parade. Susan/Jennifer.
6. (7:30 a.m.) **John Steffanic - Plumas Co. Economic Development Commission**- John reported that the Fair theme is “Welcome to the Neighborhood” for 2018. In reviewing Economic Development in Plumas County, he relayed that we are all responsible for being an ambassador by staying positive, informed and promoting the area everywhere that we go. Special events that increase the people in our community, even for a day or two, are beneficial. There will be a countywide contact point for potential customers through John. He will have information, such as asset inventory, etc. which he will need help getting from the local chambers. There will be customer service trainings for all County employees, as they are sometimes the first touchpoint to interested parties. He believes that all events should have a free booth where Plumas County can be promoted. The presentation was very informative and it was suggested that we bring John back to give him more time at a future *meeting to present ideas about this year’s fair theme*.
7. **Other business**
8. **Adjourn** 8:13