

Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Minutes for the Meeting of Thursday, February 1, 2018 at 7:00 a.m.
Jeffrey's Pub and Grub, Main Street, Quincy, CA 95971

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

1. **Additions or deletions to the agenda-n/a**
2. **Schedule next meeting and discuss additional meeting with John Steffanic- 2/22/18 at Grandma Janes.** John will be invited.
3. **Review and approve minutes from January 18, 2018-**Approved without any changes.
Janice/Robin
4. **Review financials-**Reviewed P & L and Balance sheet eff 1/31/18. Noteworthy-Net income YTD is \$5934.99, up 146.02% from last year.
5. **Quick items:**
 - a. **Correspondence/Discover Lost Sierra/Steffanic's feedback-**There is a solicitation going around requesting emergency funds to support "Plumas County's only tourist center" located in Graeagle sharing an office with Lost Sierra Chamber of Commerce. We need to be aware and able to discuss this topic if asked. John Steffanic reported, after attending our last meeting, that our Chamber of Commerce was very energetic and willing to listen and he appreciated that.
 - b. **Employee hiring and management discussion-**Niki came in and trained with Cheryl on 1/21/17. Tasks requested of her to be completed by 1/24/18-1) transfer calendared events from Plumas News website to ours 2) Work on Fictitious Name filing list 3) Review/Improve invitation to join letter. Due to illness, she was unable to attend follow up meeting and it has been rescheduled for 2/2/18.
 - c. **Telephone-**Michele secured a new Trac phone but was unable to attain our previous phone number. The new # is 530-394-0541 but we will not be releasing that to the public or printing on our collateral until the time that we have someone available to consistently monitor it.
 - d. **Cheryl - Fair partnership for marching band for Fair Parade / Parade financials-** We have \$2357.37 in our Fair Parade reserve account. Most members have reviewed the video of the marching band and discussed the request for \$1000 from us to help with the overall cost to the Fairgrounds of \$3000. Some issues that came up were: perhaps we should be considering a more local band to compliment this year's theme; since the proportion of time we would use the band vs the Fairgrounds, \$1000 seemed high; and, have other Chambers been asked to participate in the cost as it is a Countywide event. A motion was made and approved to offer \$500 and give John Steffanic our suggestions. Michele/Robin.

- e. **Cheryl - Easter Egg Hunt Contest update**-It will be called the Easter Scramble. We reviewed the flyer with the only suggestion being to add the \$1 cost to play. Cheryl will email the information out to our members on 2/4/18 and they will have until 2/15/18 to return their application and \$25 to be a participant. It was suggested that we let them know that we will limit the participants to 30, first come first serve. If we get too many to put on one card, we will make up more than one to make the game manageable to the players.
 - f. **Matthew - Plumas Visitors Guide update to the advertisement**-Matthew updated but did not include phone number due to no consistent monitoring at this point.
 - g. **New business class vs. pamphlet**-Rather than putting together a class or paper brochure, it was decided to put a link on our website with information on starting a new business. Everyone will email Cheryl with points from their own expertise for her to compile for the website.
 - h. **Annual membership meeting planning**-Per our bylaws this should be completed once a year, generally in October. Kris volunteered to head the committee and Robin, Michele and Janice volunteered to be on the committee.
 - i. **Large fundraiser and membership drive**- Did not discuss.
6. **Groundhog Fever Festival update / Sales tracking – Sales tax /inventory**
Chuck Wood about town discussion / Chuck during the rest of the year-Beanies and caps would be priced at \$15. Susan found a Chuck Wood online for \$35 and it was voted that we should purchase it so that we would have our own for use throughout the year as our current one is just on loan from Kent. Michele/Robin.
7. **Chamber representation to the public** – We need to be careful when representing the Chamber in promotional emails, articles, social media, radio spots, etc. (our calendar is the exception) that we are only promoting our members to avoid us any potential conflict. We will all need to be emailed a list of members so that we are aware.
8. **Other business**
9. **Adjourn 8:15**

Future Business:

- a. Business cards
- b. Sign committee update

Submitted for review by Kris Miravalle, Sec. 2/1/18
Approved 2/22/18