

# Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Agenda for the Meeting of Thursday, April 19, 2018 at 7:00 a.m.  
Grandma Jane's Place, 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

1. **Additions or deletions to the agenda**-Storage Unit
2. **Schedule next meeting** – WED 5/23/18 at Quincy Provisions 7:00 am
3. **Review and approve minutes from February 22, 2018. No March minutes due to a lack of quorum.** (Kris read recap of March meeting) No changes to minutes. Approved. Susan/Cheryl.
4. **Financials**- Reviewed Balance sheet and P & L eff. 4/17/18.
5. **Quick items:**
  - a. **Correspondence**/Phone – Phone renewal is up next week. Michele will take care of renewing for another 90 days. She has received ~ 5 calls. Some looking for brochures, which she will take care of. Phone will be handed off to employee once we have one.
  - b. **Easter Scramble review**- Sold 71 cards and 34 came back. Received positive responses from merchants and players wished they had more stores to visit.
  - c. **Membership drive review/update**- Reviewed list and will keep working it. Michele will speak with Main St. Bar, Janice and Matthew will work on new business across from Courthouse.
  - d. **Discussion re: Captain Carl's donations** – Kris spoke to Jack Brown and he had no specific ideas for the funds in E. Quincy. He suggested that Judi Madden might be a good contact. Michele will start a committee and for E. Quincy, will contact Madden's, Hot Spot, Ranchito and Jack Brown. For Quincy there was talk of having the Board serve on the committee, but might want to add Flanigan and Leavitt and Forest Stationers. There was some talk of metal sculptures of perhaps a town mascot, "welcome to Quincy" sandblasted stone, decorate trash cans, trim trees in town and get more ornaments so we can expand to parking lot at Lawrence and Bradley.
  - e. **Parade planning**- Cheryl will start to get things rolling as August is right around corner. Lisa can add to her Chamber update in the paper that we are always seeking donations to keep the Fair Parade going.
  - f. **Meeting with John Steffanic**- We will invite him to attend meeting on 5/23/18 from 7:30 to 7:55 to go over "Welcome to the Neighborhood". Unsure who is to contact him.

6. **Discuss current/future Board structure, participation, employee discussion-** Matthew reported that he is dealing with family medical issues and may need to miss some of our meetings. We decided that we will all work to make sure there is a quorum and will handle it in his absence, no need to make any changes as we all love the current reign! The new Employee was discussed and with Cheryl Kolb interested in the paid position, we felt we should have a separate Treasurer. Susan Scarlett “volunteered” and her credentials passed the Board’s screening. A motion was made to vote Susan in as Treasurer and it was approved. Cheryl/Janice. We discussed Cheryl as the new paid employee and we thought we should have a list of her duties as a paid employee, so that we can differentiate her paid work from her volunteer work. Susan checked the bylaws and it stated that an employee can be a voting member of the Board. Motion was made to approve Cheryl Kolb as an employee effective 5/1/18 pending a review and acceptance of her emailed job description. Michele/Robin. Motion was carried.

In a follow up to that, it was moved that we need to get the new signers on accounts and for convenience we should have Matthew Kitchen, President; Susan Scarlett, Treasurer and Kris Miravalle, Secretary as the new signers. Susan/Kris. Approved through an email poll.

7. **Mixers, grand openings and other Chamber involvement-** It was discussed that we would like to start doing Chamber mixers every other month. We talked about what our participation might be and came with: mobile bar, prepare flyers. Merchant would do any food. We could sell tickets for the bar and would have to get an ABC license each time. Merchants who have already expressed an interest are: Flanigan and Leavitt (July), Oakland Camp, Forest Stationers (?). We thought maybe we should start by kicking one off at Plumas Bank sponsored by the Chamber.
8. **Storage shed:** We need to clean out our current storage shed located at the old DMV building by the end of the month. Cheryl, Matthew, Robin and anyone else willing to, will be there Saturday morning to assess the situation. Robin will bring brochures to the Bank, T shirts will be taken to Thrift Stores, some garbage may be able to fit in dumpster after the Follies (at the Fairgrounds). Michele has offered some space in a management unit at Gold Country for items we need to keep stored.

## 9. **Adjourn- 8:05**

Minutes submitted for review by Kris Miravalle 4/19/18