

# Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Agenda for the Meeting of Thursday, October 26, 2017 at 7:00 a.m.  
Midtown Coffee, Main Street, Quincy, CA 95971

Present – Matthew Kitchens, Cheryl Kolb, Kris Miravalle, Kevin Trutna, Susan Scarlett, Jennifer Bromby  
Absent-Janice Haman, Lisa Kelly, Scott Cash

1. **Additions or deletions to the agenda-NA**
2. **Schedule next meeting-** 11/2 @ 7:00am at Midtown and 11/9 @7:00am at Midtown
3. **Review and approve minutes from October 12, 2017-**Approved. Matthew/Susan
4. **Quick items:**
  - a. **Financial update-**Profit and Loss and Balance sheet were handed out. Cheryl will email out detail of Misc. entries for clarification. Big renewal month. Have not received updated bill for website yet.
  - b. **Correspondence: emails etc.**-Letter from school kid will be responded to by Matthew's daughter. Received Liability policy from Flanigan-Leavitt. They want to coordinate a Chamber Mixer to celebrate 150 years of the agency, 15 years under their name and 135 years that the building has been here. We need to find out if they/all merchants want us to do liquor and if so, we need Special Liquor license (Kris). James Wilson stated that he was interested in working on Ground Hog Day. Matthew will contact him to see what level of involvement he is talking about.
  - c. **Annual Calendar-**Cheryl provided a draft. We all need to take home and look at it for additional input. She would like to have completed by January.
  - d. **New Board members?**-We have two open spots. Some names were submitted as possibly interested, Michelle Cruz (Gold Country Storage) and Shelly Hunter (Feather Bed). Jennifer volunteered to contact both of them.
  - e. **Employee discussion/committee meeting update-**Handed out a draft of employee job description. Review and bring back comments to next meeting.
  - f. **Brochures-**Lost Sierra has flyers possibly funded by County Supervisors. Our Marketing Director, Lisa Kelly should contact Audrey to see what they might have that we are lacking and try to get some, especially the Seven Wonders of the Railroad World, which were wildly popular.
  - g. **Badges-**We will order ten badges with logo and either Director/Volunteer. Those who want names on their badges should contact Susan. The members who requested their names on the badges volunteered to pay for them as they would not be reusable to the Chamber Board as the generic ones are.
5. **Membership update and membership drive planning-** A list of previous members and potential new members was provided. All Board members were tasked with talking to at least two merchants to try and get them as members. We need to update the brochure first, so we have some collateral when talking to them. Kris will devise letter for the remaining merchants on the list to try and get them back. Brochure needs to be edited with application separate. Everyone needs to look at the current templates and bring back input

at next meeting or by email before the next meeting. Kevin will contact Feather Publishing to find out who the contact would be for layout help. Susan will try and get brochure ready for print in approximately two weeks. Kevin said he can get the color printing done, but it won't be glossy. Content will be voted on at the next meeting. Matthew volunteered to contact ER Energy, Tracy at Quincy Thrift, Jeff at Quintopia, and Mountain Mattress. Kevin will contact KQNY, Mike Summerfield, Edward Jones, Reid Cattle, Quincy Cooking Cottage. Cheryl will contact Jeffreys Pub and PDH. Susan will contact Patti's Thunder, Paradise Grill, Pine Hill Motel and Jen Ludvigson. Jen will contact Mill Creek Fish and Chips, Polka Dot, Sweet Lorraines, Drunk Brush and Forest Stationers. Kris will contact My Sister's Closet, Bennet Enterprises, Quincy Provisions and Valero.

6. **Safe Trick or Treat update/candy collection**-Collection bins are up at Safeway, SavMor and Plumas Bank. Not sure how we will be distributing until we know how much we will get. Dollar General might be a good place to set up another bin next year. Cheryl, Susan and Dave will man Chamber's candy give away table and Jennifer will man a table that has chamber info and donation requests. Jennifer will get that table set up. Cheryl and Susan will be in charge of getting two tables and pop up out of storage. An idea to have a Halloween pet parade was brought up for next year.
7. **Main Street Sparkle and Light Parade/Reindog Parade/Wassail Bowl**-Sub-committee is Susan, Cheryl, Jennifer and Kris. John Kolb will be in charge of light parade. Susan will check on lighting for back of Courthouse, info from Mt. Adams reindog parade and with CHP Commander, Sarah Richards to find out if we could do reindog parade in conjunction with light parade. Tentative schedule is Reindog 5:30 judging and parade at 6:00. Light parade- 6:30 and tree lighting at 7:00, but may change if we can join the two parades together. It was voted on (Matthew/Susan) that we do not do Wassail Bowl. Kris was asked to contact Scott Lawson to let him know. It was also the Chamber's consensus that we would not continue on with Merchant/Citizen of the Year.
8. **Other business**- There is a lot to review and get back to board with comments- brochures, job description, and annual calendar. If unable to make it to next week's meeting, please submit input by email. If any absent members need documents, please contact Susan. Jennifer has a new email- [jenniferbromby@countyofplumas.com](mailto:jenniferbromby@countyofplumas.com)
9. **Adjourn**- 8:20

Submitted for review and corrected by Secretary- Kris Miravalle 10/26/17  
Corrected and approved 11/2/17