



Weed Chamber of Commerce

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Weed Chamber of Commerce Board of Directors Meeting Minutes of September 20, 2023

Board Members Present:

- Marie Green
- Elizabeth Tabor
- Dawnie Slabaugh
- Margaret Dean
- Ronda Gubetta
- Darrell Parham

Board Members Absent:

- Becca Larson
- Jeannie Tuman
- Garrett Greene
- Patc Dawson

Staff Present: Richard Dinges

Guests Present: None

Meeting Called to Order: 5:34 p.m.

Item 1: **Open Forum**

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Item 2: **Consent Agenda:**

- a) Approval of Meeting Minutes of July 19, 2023
- b) Financial Reports for July/August 2023 – The Board reviewed the Financial Reports for the months of July/August 2023.

Motion was made (Ronda / Marie) to approve the Consent agenda. Motion passed.

Item 3: **Regular Agenda:**

- a) **Executive Director Report** – Provided by Richard Dinges, Executive Director.
 - **The Visitor’s Center** – The visitor traffic in the Chamber Cabin continues to increase this summer. The increased advertising for Volcanic Legacy has certainly had an impact for Weed.
 - **Visitor Count since the beginning of the year: 411**
 - **Siskiyou Development has repaired update at the Cabin – The rear fence along the back of the building.** We have not heard back from the Rain Gutter people on installing gutters in the front of the building. The planters have been removed from the rear of the building and the good ones redistributed.
 - **Membership Drive for 2022 - 23** – The membership drive is continuing, and we are receiving new members and renewing others. Currently we have 75

members that have signed up for 2023. We are expecting more renewals as they come due. We have received:

- 4 Platinum Members so far this year, Roseburg Forest Products, Mechanics Bank, The City of Weed along with Cal-ORE Communications.
 - Silver Members: Rain Rock Casino
 - We will be scheduling the presentations soon.
 - The Chamber will have several Ribbon Cuttings coming up; they are Weed Technology & Fabrication, Pyroclastic Chocolates, La Florista, Mt. Shasta Pharmacy and Mt Shasta Property Guide.
- **TOT Funding** – The Chamber will request the first round of TOT Funding (July through September). The amount requested is \$7,812. Next round will be the end of December.
 - **Additional Funding (T.O.T.)** The Chamber will be applying for funds from the City to order the canopy that was approved in 2022, and The City had said they could store it until we can get a contractor to help install the canopy at Heritage Plaza.
 - **Downtown City Beautification** – The Chamber is currently working with the city regarding the new flower Baskets mounted on the light poles on Main Street. As part of the Beautification Plan, the Chamber is watering those planters daily with the help of AARP employee Steve Ribb. The watering of the plants is currently in compliance with the city’s request.
 - **Website** – I would like the Board to consider hiring a person to help maintain the website. It is overwhelming for one person in the office to run the daily business and have time to update the website. The Website is operational but needs input for the member’s section. We are currently working with Pusher to iron out the membership. The overall website looks great and will be even better when it is all up and running.
 - **Updates for QuickBooks** – We will have Glenda Massey starting to perform the bookkeeping as soon as we have completed the yearend financials with AGT.
- b) **Executive Committee Report and/or Action Recommended**
- Recommendation to discontinue bookkeeping services with Jeanne Palruzzello
 - Recommendation to Hire Glenda Massey as Bookkeeper working 4/hrs p/wk - \$20/hr.
 - Recommendation to use Paychex (a service by Mechanics Bank) for staff payroll.
 - Recommendation to approve workers comp quote received from Hartford (pay as you go).

Motion was made (Margaret / Darrell) to approved action recommended by the Executive Committee. Motion passed.

c) **2023 Event Updates:**

- **Debrief Weed Carnevale (July 5 - 9, 2023)** – The 2023 event was a HUGE SUCCESS! Ronda and Margaret presented the financial reconciliation for the event. The Carnevale Planning Committee will start meeting in January 2024 to begin planning for next years' event. Net profit for the 2023 event was \$14,723.
- **Debrief Rollin in Weed Car and Bike Show (August 26, 2023)** – The event was well attended, and lots of fun. Final accounting will be presented at the next Chamber meeting. Marie reminded the Board a portion of the net profit will be set aside for restoration of the Weed Arch.
- **Halloween Trunk and Treat (October 28, 2023)** – Flyers and promotion started at the end of August. Now accepting donations of candy. Roseburg Forest Products has committed to donating \$3,500 for the event.
- **Old Fashioned Christmas (November 25, 2023)** – This event will be held, for the first time, the last Saturday in November. If anyone is interested in helping Jeannie with the planning, please contact her or Richard. Elizabeth volunteered to help.

d) **Membership & Recognition**

- **Review list of current Chamber members** – Dawnie will create a new spreadsheet for membership record keeping as the spreadsheet on file has become corrupted.
- **Ribbon Cuttings and Plaque Presentations** – A Ribbon-Cutting was held September 16 at Phet's new location.
- **Feature Chamber Members on Social Media "Spotlight on Local Business"** – No discussion.
- **Prospective New Board Members** – anyone interested in joining the Board should start by attending monthly meetings.

e) **Other Items for Discussion**

- **Nominations for 2024 Officers (President, Vice President, Treasurer, Secretary)** – Nominations for 2024 Officers is open. Officers will be elected during the October meeting, installed in November, and start their term in January. Nominations received during the September Board meeting are:
 - President – Darrell Parham and Ronda Gubetta
 - Vice President – Darrell Parham and Ronda Gubetta
 - Treasurer – Margaret Dean
 - Secretary – Dawnie Slabaugh
- **Chamber Storage Shed Organization** – Ronda, Marie and Dawnie, along with a couple City Fire department workers pulled out all the supplies from the storage shed and spent 3 hours sorting and reorganizing the shed after the way it was put away after Carnevale by City employees. Ronda said the shed lock will be changed and she will be the 'Key Master' who will allow access when needed. One master key will also be kept at the Chamber Cabin, but is not to be copied and handed out.
- **Discussion Regarding Copier/Printer Contract Status** – Richard said the current

contract would end in April 2024. He has two proposals and will invite representatives to present at a future meeting.

- **Consider Offer to Purchase Equipment** – Michael Meadows who was our previous Gardner has offered to sell \$2,100 worth of battery-operated lawn equipment to the Chamber as a bundle for \$1,000, as he is no longer able to do the work. Items include: A lawn mower, hedge clippers, leaf blower, weed edger and a 12-inch limbing chain saw (with two batteries and a charger). *Motion was made (Dawnie/Darrell) to purchase the equipment. Motion passed.*
- **City Beautification (Downtown Weed)** –
 - **Chamber Sign Board for Events** –Darrell offered to help facilitate any needs where the City is able to help. He will talk to Craig about using the City boom and report back at the next meeting.
 - **Weed Arch (Painting and New Light Bulbs)** –This project also needs the ‘boom’. Chamber needs to re-evaluate the ‘painting plan’ as the individual who offered to help with the project is very busy.
 - **South Weed Mural/Sign** – Margaret, Darrell, and Elizabeth will meet to discuss and provide update at future meeting.

Item 4: **New/Other Business**

- **“Cow” on Street** – This is an ‘Art Sharing Shed’ and is located on Main Street. The Siskiyou Arts Council Director has requested TOT funds from the City to be used to beautify old buildings on Main Street.

Item 5: **Next Meeting Date and Time:**

The next regular meeting of the Weed Chamber Board of Directors will be October 18, 2023 beginning at 5:30 p.m. Location TBA.

Meeting adjourned at 6:49 p.m.

Respectfully Submitted By:



Dawnie Slabaugh, Secretary
Board of Directors
Weed Chamber of Commerce

Approved By:

Elizabeth Tabor, President
Board of Directors
Weed Chamber of Commerce