



Weed Chamber of Commerce

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Weed Chamber of Commerce Board of Directors Meeting Minutes of November 15, 2023

Board Members Present:

- Marie Green
- Elizabeth Tabor
- Dawnie Slabaugh
- Margaret Dean
- Ronda Gubetta
- Darrell Parham
- Jeannie Tuman
- Garrett Greene

Board Members Absent:

- Becca Larson
- Patc Dawson

Staff Present: Richard Dinges

Guests Present: None

Meeting Called to Order: 5:31 p.m.

Item 1: Open Forum

Richard – Need to add Glenda to Mechanics Bank account. Also, asked Board where \$15,000 check from City for Canopy should be deposited... regular checking account or FDN account? Board directed Richard to deposit to the FDN account to prevent 'mixing' funds with regular activity payments. He also said Rose Taylor, Owner of Siskiyou Property newspaper, is interested in coordinating a Juneteenth event.

Elizabeth – When new electric car charging lot is ready have someone here to do a story showcasing 'first user', and present with a gift basket.

Item 2: Consent Agenda:

- a) Approval of Meeting Minutes of September 20, 2023
- b) Financial Reports for September and October 2023

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

Item 3: Regular Agenda:

- a) **Executive Director Report** – Provided by Richard Dinges, Executive Director.

Current Balance: \$26,470.18

The Visitor's Center – The visitor traffic in the Chamber Cabin has been consistent even though the weather is cooling off in the latter part of summer. We will see more 'snowbirds' heading south to warmer areas. Quite many of the visitors are from Canada and Washington.

Visitor Count Since Beginning of the Year: 560

Update at the Cabin – We are still waiting on proposals for rain gutters for the front of the building. The planters on the light poles continue to be watered by our AARP individual, and the City Manager has expressed the City will be removing the flowers and storing them at City Hall. The Chamber will continue to water them while they are at City Hall, but I'm not sure how that will work at this time.

Membership Drive for 2024 – The membership drive should commence in January and run through March. Still working to get the membership base installed on the Chamber website so individual members can access their own accounts to make modifications and add the link to their website.

The Chamber Membership Committee has not met to set dates for the distribution of the membership plaques. Plaque presentations are needed for Roseburg Forest Products, Mechanics Bank, The City of Weed, Cal-ORE Communications, and Rain Rock Casino.

The Chamber will have several Ribbon Cuttings coming up. Ribbon Cuttings to be scheduled include Weed Technology & Fabrication, Pyroclastic Chocolates, La Florista, Mt. Shasta Pharmacy and Mt Shasta Property Guide.

The Board should also decide on a date for a Winter mixer in the upcoming months as we will have to get notices out.

TOT Funding – The Chamber received the first round of TOT Funding (July through September) in October. The amount received was \$7,812. Next round will be the end of December.

Additional Funding (T.O.T.) for the Canopy at Heritage Plaza; The Chamber has received the new estimate for the canopy and frame and has applied for those funds approved in 2022 from the City. The original amount approved for funding by the City was \$15,000. The new estimate from Gametime is \$16,156, which does not include installation. The installation and additional cost are being considered by Roseburg in their next budget round as a grant. In the meantime, the Chamber has submitted a purchase order to Gametime to lock in the purchase price. If this had not been done before the end of the year, the price would have increased 7%. The canopy is ordered and will be stored at the City Yard until it can be installed in the spring. The order time is 5 to 8 weeks.

Downtown City Beautification – The Chamber has been working with the City regarding the new flower baskets which are mounted to the light poles on Main Street. Those have since been removed and moved to the City offices, and their staff is now watering them on city property.

Website – I am looking into the AARP program to see if I can have another person from them to help in the office and maintain 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 details. The overall Web Page looks great and will be even better when it is all up and running.

Updates for QuickBooks – Glenda Massey has begun setting up the bookkeeping at the cabin and we are in the process of cancelling our desktop version. We will continue to use the online version as it may be to our benefit to continue with the online system. The Chamber has canceled the payroll subscription as we now have PayChex in place.

AGT Yearend Financials - AGT has completed the annual financial reporting for 2022 and those documents are available for review.

Trunk or Treat 2023: The event was a huge success as we had over 1,300 children and at least that many adults. There were 34 sign-ups for the event and several donations of candy. Roseburg Forest Products donated \$3,500 to the event.

I will be going out with Roseburg to select a Christmas tree for installation at Heritage Plaza, and it will be delivered November 16.

b) **Executive Committee Report and/or Action Recommended**

Gutter people want to know if they can give another proposal, first one too high. See report from Richard. Wants to get sidewalks cleaned up... unsafe right now, looks bad. Richard will be out of the office 11/20-24, Suzie in office 11/21 and 11/23.

c) **Finance Committee Report and/or Action Recommended** – The Finance Committee met to go over Chamber finances. No action recommended.

d) **Other Items for Discussion**

- **Election of 2024 Officers (Installed in November and take office in January)**
*Motion was made (Ronda/Darrell) to approve ballot votes for new officers.
Motion passed.*

New officers for 2024 are:

- President – Darrell Parham
- Vice President – Ronda Gubetta
- Treasurer – Margaret Dean
- Secretary – Dawnie Slabaugh
- Immediate Past President – Elizabeth Tabor

- **Scholarship Discussion** – At a future meeting, the Board will consider whether to add second scholarship to already existing endowment managed by the COS Foundation or award as a pass-thru.

e) **City Beautification (Downtown Weed)**

- **Heritage Plaza Canopy** – See Executive Director report - Item 3,a.
- **Chamber Sign Board for Events** – Darrell see if City workers can assist with taking down the signs so Marie can prep for new vinyl.

- **Weed Arch (Painting and New Light Bulbs)** – Darrell said Chamber can use the City’s boom. He will follow up with John Utech to see if he is still interested in finishing the painting. If not, he has a painter at WTF who will do it. The project will need to be finished in the spring due to winter weather. Garrett will help with the lights (LED).
- **South Weed Mural/Sign** – Margaret asked AWM for a concept proposal. Chamber has to design it but AWM can help with the creation and installation.

f) **2023 Event Updates:**

- **Halloween Trunk and Treat (October 28, 2023)** – 1,382 kids plus parents. Great turnout! Vendors all did very well. Lots of fun. 2,000 lbs of candy was handed out. Made the news – Channel 12 in Medford. Something to consider in future... selling banner spaces at Heritage Plaza.
- **Old Fashioned Christmas (November 25, 2023)** – Weather-permitting, the Christmas Tree at Heritage Plaza will be decorated on November 18 at 10am. Event on 11/25... keeping the plans simple. In 2024 work with MS Chamber to coordinate and combine efforts.
- **Set Dates for 2024 Events** – The Board discussed setting dates for 2024 Chamber events.
 - Chinese Auction – March 16 (preferred), March 23 (second choice)
 - Spring Fling and 4/20 – April 19 and 20
 - Steampunk – May 18 and 19
 - Juneteenth – June 19
 - Carnevale – July 10-14 (tentative)
 - Car and Bike Show – August 24
 - Trunk or Treat – October 26
 - Old Fashioned Christmas – November 30

g) **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 and send to Margaret to start updating.
- **Ribbon Cuttings and Plaque Presentations** – Dawnie asked Richard to contact businesses needed a ribbon cutting and/or plaque presentation and schedule events. Once scheduled, Richard will send message to Board requesting participation.
- **Prospective New Board Members** – anyone interested in joining the Board should start by attending monthly meetings.

Item 4: **New/Other Business**

Margaret said she has a large coffee pot and cups she is donating to the Chamber for use at events, as well as a giant-size ice chest.

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

The next regular meeting of the Weed Chamber Board of Directors will be January 17, 2024 beginning at 5:30 p.m. Location TBD. If a meeting is cancelled due lack of quorum,

the meeting will be pushed into the following week on Wednesday. Executive Committee meetings will be held week prior to regularly scheduled Board meetings.

Meeting adjourned at 6:42 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