

VASHON ISLAND CHAMBER OF COMMERCE BOARD MEETING MINUTES

Date/Time: January 14, 2009; 9:05 AM
Location: Courthouse Square
Presiding: Board President – Melinda Sontgerath
Attending: President Melinda Sontgerath; Treasurer Pascal Py; Secretary Jim English; Executive Director Lee Ockinga; Kristin Baron, Linda Bianchi, Priscilla Schleigh Kimmel, Molly Reed, Nancy Sipple, Barbara Stratton, Natalie Sheard, Jim Warren.
Absent: Karen Biondo, Dan Kaufman, Stu Luhr
Guests: Susan Lofland, School Bond Campaign Volunteer

ADMINISTRATIVE ITEMS: Meeting was called to order at 9:05 AM.

APPROVAL OF AGENDA & MINUTES: Today's meeting agenda (ATCH 1) and the minutes from the December 10, 2008 Board meeting (ATCH 2) were approved by acclimation with the following change (in red). Page 2 – Nominating Committee Report: "There are 6 positions open."

SCHOOL BOND ISSUE: President Sontgerath, introduced guest Susan Lofland, School Bond Campaign Volunteer. Lofland presented key facts on Vashon High School Modernization Plan requesting the Chamber's public support of the bond. The Board agreed that education is critical to community. Good for business and the Island as a whole. Trustee Stratton reminded the Board that it is important to take a broad view of what makes a viable community. **Jim Warren moved and Jim English seconded a motion to endorse the High School Modernization Bond. Vote to approve was unanimous.**

PRESIDENT'S INITIAL REMARKS:

- **Presentation to Jim English;** President Melinda Sontgerath presented a certificate of appreciation to Jim English for his participation on the Chamber Board. Our community has been the beneficiary of Jim's service and we are all grateful.
- **Chamber Procedural Policies;** President Sontgerath presented updated and amended Chamber Policies for Board approval. Jim Warren had requested adjustment be made to the terminology on page 2, number 3. The Policies were presented for approval with the following amendment:
 3. Administration – While the Board is the legislative arm of the Chamber, the administration of the office is delegated to the Executive Director and the Office Administrator. The Board contracts the Executive Director who is responsible for carrying out the Chamber's programs as approved by the Board. The relation of the Board member as an individual to the Chamber office is strictly advisory. The Board of Trustees' President or when the President cannot and has authorized him/her to do so, the Vice President is/are the only person(s) authorized to give direct instructions to the Executive Director and Office Administrator on financial requests. **This applies to both Chamber and Member information.** Board members are to work through the President with all administrative requests **outside of routine operations.** The Executive Director is not to decide matters of Board policy, however, for continuity, he/she, does have the authority to interpret Board intent, provided that the President or Vice President (as need be) are kept fully informed regarding any action affecting the Chamber Board or membership-at-large.

Jim Warren moved and Jim English seconded a motion to approve Policies as amended. Vote to approve was unanimous.

TREASURER'S REPORT -- Treasurer Pascal Py:

- **2008 End of Year Financials;** Treasurer Py presented 2008 Budget and Board discussion followed. It was explained that Garland sales provide income for Halloween and Spring Fling which are not income generating events. Trustee Reed commented on low profit of Strawberry Festival Beer Garden and it was agreed that the Festival Committee should look at ways to improved Festival profitability as a whole. Trustee Baron suggested that the Finance Committee analyzed all programs for benefit to the Chamber and community.

2009 BUDGETS: Incoming Treasurer, Stratton provided a review of the proposed 2009 Budget for approval. President Sontgerath explained that no amendments are made to the budget once it is approved. The General Membership vote to approve gives the Board the authorization to spend within these lines. If any changes are made they should increase the bottom line. Trustee Reed suggested that going forward, the Board considers budgeting for a reserve account in case of a budget shortfall. **Jim Warren moved and Jim English seconded a motion to approve the 2009 Budget for presentation to the General Membership. Vote to approve was unanimous.**

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EXECUTIVE DIRECTOR'S REPORT – Lee Ockinga:

- **Agendas for January and February; Director** Ockinga announced that the January 22nd meeting will introduce Board of Trustee candidates. The deadline for turning in ballots is 1:00 PM on January 22nd. Votes will be counted by the Nominating Committee after 1:00 PM. Ockinga reviewed the procedures for collecting and counting ballots. The Lavender Growers will do a brief presentation at the January meeting. Trustee Sheard will hold the drawing for the next four merchant ads. February is the Annual Membership Meeting and members will be voting to approve the budget. Ockinga will email out the 2009 Budget to all active members for review prior to the meeting.
- **By-Laws;** Updated By-laws will be emailed to the Board for review. An email vote will be schedule to approve the By-Laws.
- **New Chamber Logo;** Director Ockinga presented 9 samples for a new Chamber of Commerce logo. These will be emailed out to all Trustees for review and comments.
- **Strawberry Festival Logo;** Director Ockinga presented the 2009 Strawberry Festival logo designed by Tami Renno and Shelley Davis of Island Thyme, the new “Festival Queens”.

BOARD COMMITTEE REPORTS:

- **Business to Business Committee.** Trustee Jim Warren announced that this group is on hold.
- **Business to Customer/Community Committee.** No business.
- **Business to Visitor Committee.** Trustee Priscilla Schleigh-Kimmel announced that the new Heart of the Sound brochures are now distributed to businesses and include bike and scenic routes and dog friendly parks.

BOARD ANNOUNCEMENTS:

Trustee Priscilla Schleigh-Kimmel thanked President Melinda Sontgerath for her service as Board President.

Trustee Jim English requested that the Chamber be involved in the Community Wide Forum involving the King County budget.

President Melinda Sontgerath spoke recently on behalf of the Chamber of Commerce at the highly attended ferry meeting. Sontgerath requests that the Chamber stay involved in this transportation issue.

OLD BUSINESS: None

NEW BUSINESS:

Information will be sent out soon regarding a date and time for upcoming the Board retreat.

ADJOURN: There being no further business the meeting adjourned @ 10:50AM.

POST MEETING ACTIVITY: None

NEXT BOARD MEETING: Next scheduled meeting: Wednesday, February 11, 2009 at 9:00 AM, Courthouse Square.

Deborah Richards, Office Administrator, Vashon Island Chamber of Commerce.