

Laona Area Chamber of Commerce Annual Meeting Agenda, 1.13.20

1. Opening

-President call meeting to order

-President Kristopher Tryczak called the meeting to order at 5:04 PM.

-Attendees present

-Attendees present were Winda Collins, Kristopher Tryczak, Cassandra Adams, Phil Adamczyk, Stacey Jameson (guest).

-Reading Alphabetical listing of current chamber members

-Currently, the LACC has a total of 38 members - 7 are individuals, and 31 are businesses.

-Review of bank account and last meeting's minutes

-The LACC currently has \$1355.10. Secretary Phil Adamczyk reviewed the meeting minutes from 11.11.19. A motion to approve was made by Winda, seconded by Phil; all approved.

-Any items to add to agenda?

- Maple Place Rent/Rental Agreement
- Ad for Forest Republican
- New phone
- TrueValu grant

2. Announcement of New BOD and Election of Officers

-The 2020 LACC Board of Directors is as follows: Kristopher Tryczak, Phil Adamczyk, Winda Collins, Jonel Calhoun, Kim Winkelman, Carla Connor, Cassandra Adams, and Jennifer Connor.

-Election of Officers:

-Phil made a motion to re-elect all current officers in respective positions, seconded by Winda; all approved.

3. Annual Report and Annual Financial Statement 2019

-Phil read through the annual financial statement from 2019 and shared a paper copy with members to review. The annual financial statement will also be available for the public to view on the LACC website, under the "Agenda & Meeting Minutes" section.

-This year, the LACC issued 25 tax-deductible donation letters, totaling a value of \$4,479.00.

-Of this amount, \$1,001.00 was for cash donations, including donations made toward advertising support and donations made for the March Full Tummies/Full Hearts Food Donation Drive.

-Of this amount, \$876.00 was donated specifically for the March Donation Drive's participating food pantries and split evenly among the four intended pantries.

-\$125.00 of this amount was donated specifically for advertising payments.

-\$3,478.00 was for cash value of products, services, and other items, which also included rental expenses donated.

-\$1,500.00 of this was for yearly rental expenses.

- \$1,618.00 of this was for donated products for the March Donation Drive and WPT public auction.

- \$360.00 of this was for the Christmas trees donated for the Festival of Lights.

- Phil read through the annual report for 2019, which will also be available for the public to view on the LACC website, under the "Agenda & Meeting Minutes" section.

- The annual report provides a summary of all events, goings-on, and financials for the LACC for the 2019 year.

- Kristopher made a motion to approve both the annual financial report and the annual report, seconded by Phil; all approved.

4. Amendments and Updates to Bylaws

- No updates.

5. Budget/Business Plan Update and Approval 2020

- Phil presented the 2019 proposed and actual budgets for review, then presented the proposed budget for 2020.

- Winda made a motion to approve the proposed budget for 2020, seconded by Kristopher; all approved.

- The LACC is still in process of developing and finalizing a 2020 business plan for approval. Phil is working on a rough draft of both to present to the board at a later date.

- Update mission/vision statement

- Members agreed the mission statement does not need to be updated, as it still holds with our overall mission.

- Vision statement: not needed at this time

- Set goals and objectives for the 2020 year

- Grow our membership

- Apply for a minimum of 3 grants this year

- Continue social media advertising through videos of businesses

6. Discussion of Grant Funding

- Grant funding needed to keep LACC going

- LACC's sole income is from memberships and donations

- Phil suggested hiring a grant writer to write grants for LACC and paying them a portion of each grant awarded (10%)

- Winda made a motion to seek and hire grant writer with a 10% payment for every successful grant, Kristopher seconded; all approved. Phil will contact potential grant writer for discussion.

7. Review of/Planning of Upcoming Events

- Review of Festival of Lights

- The Second Annual Laona Festival of Lights had 5 participating homes, 3 participating businesses, and the grades 7-12 Laona classes.

- The LACC received 25 votes from community members (all online).

- The winning home was 4575 County Road H, which received a \$50.00 gift basket from Amoterra.

- The winning business was Moose Lady Healer LLC, which received a one-year paid membership to the LACC.
 - The winning class was Grade 8, which received a pizza party sponsored by the LACC.
 - Participants are eager to start planning for next year's event and have already started generating some ideas for decorating!
 - Chamber members will be coordinating a clean-up and decoration removal day with Laona grades 7-12.
- Third Annual Full Tummies/Full Hearts March Donation Drive
 - Food sculptures with the businesses
 - The drive will again run for the entire month of March
 - Laona State Bank locations will again serve as drop-off points
 - Suggestion: get the school districts involved in the donation drive this year
 - All four food pantries will be recipients again
 - Suggestion last year was to add the food backpack program sponsored by the Presbyterian Church and the Laona School District – discussion
 - Carla will be asked to follow up
 - All advertising ideas and event organization will be brainstormed and ready to adopt by the February meeting.
- WPT 45th Annual Public Online Auction
 - May 30-June 7
- Third Annual Summer Festival
 - June 20
- Fourth of July Parade
 - Plans for this year?
- Fourth Annual Fall Festival
 - September 19
 - Discussion is being held at FCC office January 21 for grant proposal for advertising to make all events that weekend a county-wide advertisement.
- Kids' Trick or Treat
 - October 31
- December Third Annual Festival of Lights
 - Decorating for kids Monday, November 30
 - Possibility of networking/expansion of event in coordination with Forest County Chamber (to be discussed at later time)
- Others?
 - Members in attendance were asked to begin brainstorming possible future events that the Chamber could either sponsor or assist with. These ideas will be discussed further at a later date.

8. Any additional new business (open floor)

-Maple Place Rent/Rental Agreement

-Maple Place has purchased the Connor Store, effective 1/1/20. LACC's agreement with Phil for donation of rental expenses ended 12/31/19. Maple Place has agreed to waive rent for LACC until March 1, 2020, when a rental agreement must be signed.

-Phil suggested a rental agreement of \$500.00 yearly, which would allow access to all public space in the building, LACC's office space, and would include utilities.

-Jonel made a motion to accept proposed agreement of \$500.00 per year (1/1 – 12/31) with terms of public use and inclusion of utilities, seconded by Winda; all approved, Phil abstained.

-Ad for Forest Republican

-Phil will follow up with Deb regarding ad.

-Purchase of new phone

-Winda made a motion to approve reimbursement for phone purchase, Jonel seconded; all approved.

-TrueValu grant

-LACC was approached and asked to sponsor a grant opportunity for the quarterback club; LACC completed and submitted the grant paperwork on 12/31; response/approval/denial is still pending.

9. Comments/Questions/Closing/Next Meeting Date and Place

-The next meeting of the LACC will be on Monday, February 10th at 5:00 PM at the Laona Community Building. All board members are asked to begin brainstorming ideas for goals and objectives of the Chamber for the 2020 year to bring to the February meeting; additionally, members are asked to brainstorm and generate ideas for any potential events and activities that the Chamber can sponsor for the communities.

-Kristopher made a motion to close the meeting, seconded by Winda. All approved; meeting adjourned at 6:26 PM.