**Pana Chamber of Commerce**

**Meeting Minutes of November 10, 2022**

**Members Present:** Al Stupek, Derek Ade, Amber Green, Susan McGrath (by phone), Roberta Evrley, Jessica Ashcraft, Jessica Fritcher, Angie Miller, Jason Bauer, Ashley Christian, Terri Schafer

**Members Absent:** Allen Kile, Jennifer Mathis

The Board of Directors met November 10, 2022 at 8:15 am in TCCU conference room.

**Approval of last meetings minutes:**

Jessica Ashcraft mode a motion and was seconded by Ashley

**Approval of Treasurer’s Report:**

Motion to approve Angie and seconded by Jessica F

**Discussion of emails being received –** everyone but Derek is receiving. I will text Derek for reminders.

**Christmas Lights** – Everything is in working condition and set to be put and displayed. Rumor has it that this Sunday is when the lights will be put up on the power lines. Some of the strands are going to need to be replaced in the future as some receptacles are not working.

**Christmas Festival -**  word has gotten out about the ice rink, the parade, this is expected to be a huge hit this year so we will have a large turnout from the sounds of things. Jen will need roughly 8 people to help during the day festivities. She will be sending out a sign up sheet so watch your emails for that. Roberta is going to contact the high school band director and see if they would like to be part of the Christmas Parade. Al said something about having the Catholic Church Choir singing at the park this year instead of at TCCU. Jen is also delivering fliers to business for the Christmas Festival. The ice rink is set 12-4. We have decided to forego the movie this year as with having ice rink and carriage rides we don’t want to pull away from those this year. Amber is in charge of parade line up.

**Chamber Coordinator:** Motion was made to offer the position to Michael Breedlove. By the time the meeting was over he had accepted the position and is excited to get started. Office hours will be Monday, Tuesday and Thursday 2-5 (he will get there as soon as he gets off from the school so might be more like 2:15ish) with Wednesday being the day that he visits business. He will be getting paid the $14.00/hour. Motion to approve those office hours and Wednesday business meetings was made by Jessica A and seconded by Jessica F. Board meetings will be moved to the 1st Thursday of the month at 3pm. Motion made by Jessica A and seconded by Ashley.

**Annual Dinner** – everything is coming together. Will need to divide up the members and have directors call to get auction items. Susan will have a sign up sheet at the next meeting as she needs ALL officers to man a booth. Susan was asking about a budget to spend for getting decorations for this annual dinner. Jessica made a motion to allow her to spend $500 and was seconded by Amber. Hypnotist will get his final payment the day of the dinner. Tickets will be listed on line for purchase along with some being printed for Directors to contact and sell to Chamber members. Roberta is working on dividing up the list and will get that out to everyone. Ashley is going to make the ticket sales live. This will go in a spreadsheet so we can check them in the night of the dinner. Tickets are $25 per ticket per person.

**Board of Directors –** Al will be contacting Tyler Sims with Locked & Loaded/Echo to see if he would like to be on the board along with asking Brenda from McCracken Dean. We have 4 open seats and would like to only fill 2 at this time.

Nominations were made as follows:

President – Amber Green

Vice President – Derek Ade

Treasurer- Jen Mathis

Secretary is the Coordinator job.

Angie suggested we have an executive meeting after the regular chamber meeting to discuss the progress of the Coordinator with the Coordinator being absent for this. This is to keep Directors accountable and keep the Coordinator accountable. For Wednesdays there will a form to fill out by Coordinator and brought to meetings so we can see who has been visited and what progress is being made. This will make sure all members are being visited and new business also to try to get more on as members.

**You’ve Been Elfed –**

This is a fundraiser idea brought to us by Ashley. Roberta made a motion to do this fundraiser and was seconded by Jessica F. These funds will be used to replace the Christmas lights and/or décor for downtown. Any funds received will go into the Christmas light account that has already been setup. This will run from November 25 – December 23 only Monday-Friday. Cost will be 25 for one yard/35 if you want to Elf two yards. We will be starting out purchasing 3 sets at $125 each. The Sign will be placed in the yard in the morning and removed that evening to be able to place in the next yard the following day. Ashley will be sending out the flier for everyone to see and coming up with a form for people to fill out. Motion to purchase the 3 sets made by Jessica A and seconded by Terri.

**Next Meeting:** November 17, 2022 at 3pm.

Meeting Adjourned at 9:30 motion by Angie seconded by Derek

**Important Dates:**

**November 27 Christmas Festival**