

**Cordell Chamber of Commerce Board of Directors Agenda
November 16, 2011 Sunshine Café**

In attendance: **Mira B., Aleta J., Valerie F., Chris K., Chris G., Darryl A., Cheri N., Zetta P., Randall S. , Marilyn C.** Guest: **Mary Regier.**

Approve Minutes of last meeting. (Emailed & Posted on website)

Motion to approve last meeting by Randall sec by Marilyn APPROVED

Approve Financial Report, if any.

Motion to approve financial report by Marilyn sec by Mira APPROVED

Introduce Guest Speaker, if any. **n/a**

Report any Executive Decisions or Email voting decisions and results.

1. Known decisions:
 - a. Executive Decision on \$250 advertising budget for Christmas on The Square event made by; Darryl A., Cheri N., Landon J.
Darryl spent \$259.16 for advertising Christmas on the square.
 - b. Email and in-person vote by 8 Directors on removing Zetta P. from voting ballot was approved.

Other decision Reports by Directors, if any. **n/a**

Ongoing Business:

1. Report on readiness of Christmas on The Square event.
5:30 line up, 6:00 event starts, light tree first, German singers, O.H. reads 'Twas' A Night Before Christmas', pre-k and kindergarten songs, group caroling, Santa's appearance, drawings. Set up will start 4:00 or 4:30 with Alex Damon, vendors go right outside of pocket park, German choir meets at 5:00 to practice, needs oldest & youngest person home for the holidays.
2. Report on progress of Christmas lights and decorations.

New Business:

Set Chamber Breakfasts every 3rd Wednesday with various Hosts for 2012.

Motion by Randall sec by Darryl APPROVED.

1. Update signature list on ACE Hardware & ALCO accounts. (Who can charge).
Cheri, Darryl, Randall, and Landon.
2. Update and list people on signature cards for each Chamber Bank checking account (See attached).
3. The following names will be on Signature Cards: **Zetta Penner (Current Chamber Vice-President), Darryl Anthony (Chamber Director), Chris Gossen (Chamber Treasurer), Afton Averett (Chamber Secretary). Aleta Jorgensen (Chamber Director) on the pumpkin festival acct. Plus, a signer from each specific bank where account is located as follows: MidFirst Bank**

- Mira Burrows, Bank of Western Oklahoma - Randall Smith, First National Bank & Trust - Landon Jones. There needs to be two signatures on checks (for internal use and verification by Chamber). *Motion made by Marilyn Caldwell sec by Darryl Anthony. APPROVED.*

4. Transfer funds from Pumpkin Festival to General Account if necessary to cover expenses. **Secretary will prepare monthly statements for board meetings, statements are now to go directly to Brittian & Kuykendall w/ a change of address.**
Motion made by Randall sec by Marilyn APPROVED
Discussed a debt card for the chamber with a limit of \$100 to use for supplies. Debit card to be linked to General Account.
Motion made by Darryl sec by Randall APPROVED
5. Start planning for Banquet. (Guidelines from last year attached).
 - a. Set date. **Jan 30th**
 - b. Select award recipients. **Tabled**
 - c. Set theme. **"Best is yet to come" (still questionable)**
 - d. Form committees. **Tabled**
 - e. Set admission fee for pre-sale and at-the-door sale. (Print tickets). **Tabled**
 - f. Type out contents of program and have them professionally printed. **Tabled**
 - g. General discussion on event. **Tabled**

Open Discussion from floor.

Add two new "Alternates" to the Chamber, besides the elected board members.

Motion by Marilyn sec by Darryl APPROVED.

Adjourn

Immediately after meeting: Presentation to Cordell Police Dept @ station for Business of the Month.