



**Oregon Frontier Chamber of Commerce**  
**November 10, 2022**  
**Meeting Agenda**

<b>Purpose: November Board Meeting</b>	<b>Date: November 10, 2022</b> <b>Time: 8:30 AM</b>
<b>Participants:</b> Chamber Board of Directors <b>Absent:</b> Betsy von Borstel	

Item	Detail	Action/Notes
<b>Call to Order</b>	Establish Quorum	<p>The meeting was called to order by President Stephen Allen at 8:31 am.</p> <p>Brad made a motion to approve the October Meeting Minutes, Jalet seconded. The motion passed unanimously.</p> <p>Lori made a motion to approve the Directors Mileage for October, Jalet seconded. The motion passed unanimously.</p>
<b>Treasurer's Report</b>		Management Report sent in Board Packet. There was no discussion.
<b>Directors Report</b>	<p>Nomination to serve on Oregon State Chamber of Commerce Board of Directors</p> <p>New Members</p>	<p>K'Lynn has been nominated to serve on the Oregon State Chamber of Commerce Board of Directors. She has accepted nomination and submitted her application for consideration. The membership will vote on December 1st at 10 am. Application submitted Term would begin January 2023.</p> <p>414-87 new since January. New members include: Asher Community Health Centers, Bicycle Rides Northwest, Fair Winds Consulting, LLC, Jessica J. Vanhook, United Front Financial Coaching, Wild Country Creations. K'Lynn updated the board</p>





		on additional outreach to Businesses which includes Rufus RV Park, Stanley Ranch, Grass Valley Market, Bonnie Kraxberger.
	American Express Small Business Saturday Community Champion APPROVED 5th year in a row!	We were approved to be a Community Champion for AMEX Shop Local Saturday. Swag is on its way.
	FORD Family-Partner In Crime FORD Family-Rural Community Builder Program TBD: Good Neighbor	Contract Signed Contract Signed  In negotiation (Fiscal Sponsor)
	Chamber Mezzanine	\$804.00, October was a slower month, with sales expected to improve over the holidays.
	Ambassador Update	Our local ambassador team is doing amazing, we are still working out some of the quarks in how to be the most effective. Looking at a role where they are both community event focused and business minded. K'Lynn mentioned the scarecrow Contest was a huge success.
	Shop Local Promotion	November 19-December 19 Drawing on the 21st. K'Lynn asked what the board would like to do for cash prizes for the shop local promotion. She discussed what had been done in the past. General consensus was to increase that for the additional communities and \$750 was decided to be allocated in cash prizes to our local loyal shoppers.
	Office Cleaner-Hired	Discussion on contract and insurance. K'Lynn will make sure both are in place.





<b>Employee Job Description</b>	Discuss hire of new employee	The Board agrees that there is a need for help, they need a job description of the position and then we can continue the search for the right candidate. It was also discussed hiring a bookkeeping service. K'Lynn will contact Barnett and Moro and other firms which might be a good fit.
<b>Executive Session</b>	Board Member Executive Session	The board went into executive session to discuss salary increase for Executive Director. (Notes from Executive Session) Salary increase effective January 1st, with a two thousand dollar bonus which will be distributed by Payroll Company. Lori made a motion to approve the recommended two thousand dollar bonus and salary increase for the Director effective January first. Jalet seconded the motion. Motion passed unanimously.
<b>Committee's</b>	<b>Board Committee Assignments</b>	Brad spoke about the need to create working committees within the Chamber and that Committee Members would be considered to serve on the Board of Directors if they so wished. Brad is suggestion we have a <b>Governance Committee</b> (which would work on 501-C-3 and Bylaw/Policy updates) <b>Community Outreach</b> (events, outreach, donations) <b>Main Street</b> (Committee would review projects, grant opportunities, select projects to apply) <b>Community/Economic Development</b> (Grants, professional Development, projects). The idea is that these 5 committee's would report at a high level during board meetings and meet as needed in between. Lori made a motion to establish the 5 committee's into our policies, Jalet seconded.





	<b>Events</b>	<p>Motion passed unanimously. The group felt encouraged about the structure and formalized process.</p> <p>Arlington Veterans Day Fall Festival Holiday Light Festival &amp; Parade Fourth of July Summer Events Harvest Festival</p>
<b>Grants</b>	<p>Gilliam County Cultural Coalition Grant.</p> <p>Facade Grant</p> <p>Gilliam Co. Small Business Grant</p> <p>BO- Technical Assistance Gilliam Co. Special Projects Grant</p>	<p>Awarded Grant \$1500</p> <p>Open November 7-January 9.</p> <p>Added sub category which calls out Childcare Business Amt requested: \$178,055.00 Amt Funded: \$77,950.00 Funding Avail: \$72,050.00</p> <p>K'Lynn noted 3 applications just submitted this week. Grant committee meets again on the 23rd.</p> <p>Brad (CO-STARTERS Boot Camp/MentorMatch Teen Entrepreneurship Program)</p> <p>K'Lynn also mentioned two grant opportunities, one with Travel Oregon she hopes to apply for: John Day River Territory Capacity Building</p> <p>And a Special Projects Grant for Arlington, Sound System, Sign and Pop-Up Retail Space (Brad) will help assist in application/budget.</p>
<b>Correspondence</b>	Thank you - GC International Club	See attached correspondence
<b>Good of the Order</b>	What's New-Open Floor	Brad discussed opportunities with KIVA Loan Program, funding for businesses in a non-traditional





		<p>capacity. CO.STARTERS is garnering support across the state of Oregon right now. Brad mentioned the incredible similarities between our region and the Greater Applegate Valley.</p> <p>Jalet will be featured in the Oregon Business Magazine, and is excited to be laying the foundation for her new home which should be constructed in the next year.</p> <p>Greg discussed child care training programs available at the college. This is a robust training program for new providers and existing childcare centers.</p> <p>Lori is being recognized as a Director of Columbia Basin Electric serving 33 years, and nine years on the board for Federated Insurance.</p> <p>Steve mentioned that the Times Journal will now be offering a digital subscription. The Condon Arts Haunted House welcomed over 350 people during the Halloween Holiday, and how incredible it was to see buses being brought in from neighboring communities of Arlington and Spray. Kids are already planning for next year.</p>
	CO STARTERS Core-Boot Camp Holiday Bazaar (everywhere) Light Parade	

The Meeting was adjourned at 10:05 am.

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12/8/22