



Oregon Frontier Chamber of Commerce

January Board Meeting Agenda	Date: January 12, 2023 - Time: 8:30 AM
Participants: Stephen Allen, Brad Attig, Brooklynn Griffith, Connie Ramsay, Eilene Flory, Gregory Price, Jalet Farrel, Diana Kirkham, K'Lynn Lane.	

Item	Detail	Action/Notes
Call to Order	Establish Quorum	<p>Quorum was established, with 6 member board in attendance and 3 staff.</p> <p>Brad made a motion to approve the December Meeting Minutes as sent out by email, Jalet seconded. Motion passed unanimously.</p> <p>Lori made a motion to Approve Directors Mileage for December: \$415. Eilene Seconded. Motion passed unanimously.</p>
Treasurer's Report		<p>Management Report sent in Board Packet.</p> <p>Brad suggested we research non profit guidelines for how much cash is acceptable to have in our bank accounts as a NP. Other discussion was had on purchasing a building.</p> <p>Discussion on the need for a Board Member to step in as Treasurer when Lori exits the board in February. Eilene agreed to step in as the Treasurer and will work directly with Brooklynn to reconcile and close out the books monthly. Report will be presented monthly at the board meeting. Eilene will be slated for the Annual Meeting to be voted in as the new Treasurer.</p> <p>Discussion on submitted Board Member applications/interviews. K'Lynn will reach out to Diana Kirkham, Kristin Sweeney, Dawson Quinton about their interest in serving on the board and committees. Greg and Steve will support the interview process.</p>



<p>Directors Report</p>	<p>A year in review - Highlights</p>	<p>Mezzanine Sales- \$20,533.00 \$8,000 in cash sales. Square reported 187 customers. Top Month was December 42 Transactions/34 customers served. Best day of the week in December Friday. Best Day throughout the year Wednesday. Top Customer - 13 visits \$716.50 spent. Avg. Day at the Mezzanine 2 Customers</p> <p>Facade Grant Applications 2022-7 Applications \$9,400 2023 - 7 Applications \$10,000</p> <p>Successfully brought in over \$634,000 in grant funds to the region this year. (OR Main Street, Business OR ROI/TA, GC Special Projects Grant, Sherman Co. Cultural Coalition, GC Cultural Coalition).</p> <p>Finished the year with 421 Members. 43 community events were added to the calendar. New since last meeting: 29 Branded Beef Cabral Livestock Juniper Ridge Home Development Kuco Media Ray's Garage Shana's Place SJC Farms Spray Grange One of a Kind by Deb Andy Anderson-Wood Working</p> <p>Sponsorship/Membership Renewals have been sent out and we are seeing a positive response. K'Lynn talked about the process using Growth Zone and how she will make improvements for next year.</p> <p>Businesses of the Year Award Selection Commitment to the Community</p>
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Staff Update	<p>Connie - Mezzanine Manager Brooklynn - Assistant to ED</p> <p>Condon Ambassador Volunteer/Events Coordinator</p>	<p>Connie is back and serving on the team as the Mezzanine Manager. She will be here on Wednesdays from 9-3 pm and as needed to assist vendors. A letter was sent to the vendors about updates on our policies.</p> <p>Brooklynn Assistant to the Director will work Mon-Tues-Thursday 10-3 pm. Brooklyn will assist with (grant management, paying vendors, sending 1099, general banking).</p> <p>Cori Mikkalo-Hired as our Arlington Ambassador. Making a huge impression on the community.</p> <p>It was suggested to do a Meet the Team on our Newsletter and the website.</p>
Main Street	16 Pre-Applications Submitted	<p>Time-Line</p> <p>December 20, 2022 - Grant Pre-Application open</p> <p>January 6, 2023 Grant Pre-Application closes.</p> <p>January 13, 2022 - Project winner announced and the collaboration to complete the full application begins</p> <p>February 17, 2023 - Project partner application completed and due to reviewing committee</p>



		<p>February 28, 2023 - Final touches on the grant application & submit to Oregon Main Street May 12, 2023 - Award notification</p> <p>April 30, 2026 - Project Completion and Final Reporting Deadline TBD - Project Impact Reports: At final report and one year.</p> <p>Selected for Application Phase:</p> <ol style="list-style-type: none"> 1. Condon - The Times Journal Building Restoration 2. Fossil - Fossil Merc Loft Apartments 3. Mitchell - Mitchell Historic Bank Rehabilitation 4. Spray - Lone Elk Marketplace Revitalization 5. Wasco - Wasco Market "Missing Tooth" Upgrades & Repairs
<p>Committee's</p>	<p>Board Committee Roles - Brad</p>	<p>Governance Committee (which would work on 501-C-3 and Bylaw/Policy updates). Greg Price</p> <p>Community Outreach (events, outreach, donations). Joni-Brittany</p> <p>Main Street/ Design & Improvement/Facade (Committee would review projects, grant opportunities, select projects to apply) Steve Allen, Matt Davis, Joni Kabana, Kevin Teater.</p> <p>Community/Economic Development (Grants, professional Development, projects). Brad Attig-will be inviting Cori Mikkalo, Brittany Dark, Hannah Sharp.</p> <p>Names assigned to committees. Board should be a chair. Other committee members to serve.</p>
<p>Grants</p>	<p>Facade Grant</p>	<p>Open November 7-January 9. 7 Applications Submitted. (Brad-Eileen-Jalet and Joni to help evaluate Facade Grant Applications. K'Lynn will set up meetings.</p>



	<p>Gilliam Co. Small Business Grant</p> <p>Business OR ROI/TA</p>	<p>\$117,500 administered in 2022. Recommendation to refine program for 2023 & funding request will happen at County Court on January 18th.</p> <p>Brad updated the board on positive work being done and the Artist Guild/Retail Pop Up District meeting in Arlington on Friday. Also in the works are scheduling training for the CORE Program in Gilliam County and Boot Camps in Sherman Co. Condon and South Wheeler.</p>
Good of the Order	<p>What's New-Open Floor</p>	<p>Lori talked about the Save Your Town refreshing approach and how we could incorporate that into our Imagine Your Business Here Campaign. K'Lynn will invite Lori to the next Ambassador meeting.</p> <p>Greg Opportunity to apply for grant funding to support TA/Marketing/Special Services. This grant program is intended to build equity in rural locations. Greg also spoke about the Childcare training program for new and existing childcare businesses. They also have some seed money to support these businesses. Timeline *late Spring. SBDC is hiring.</p>
Upcoming Events	<p>Annual Meeting - February 23rd - 5:30 PM</p>	

February meeting will be on 2/23/2023 5:30pm All board members are encouraged to attend.

Meeting was adjourned at 10:05 AM.

