

**Norwood Chamber of Commerce of Wright's Mesa**  
**Executive Board Meeting - Minutes**  
**January 8, 2019, Norwood Town Hall**

**I. Called to Order** at 12:02pm. Members present: Carrie Andrew, Terri Lamers, Nola Svoboda, Gretchen Wells, Doug Avery, Linda Avery, John Bockrath

**II. Approve Minutes** - approved as revised (film not yet on website, Fat Tire Bike Race is Jan. 20<sup>th</sup>).

**III. Marketing report** - BCI requires a 30 day notice of contract cancellation, so Carrie will send that out by tomorrow. We will then be ready to move into a new marketing direction.

**IV. Treasurer's report**

- A. **Bookkeeper** - Treasurer **Terri** Lamers volunteered to also function as the bookkeeper for a year, and will set up the chamber business and needs on QuickBooks (and which file can be easily transferred in the future, as needed). Thank you Terri!
- B. **US Bank Account** - current signatories on the chamber account are no longer board members. Former treasurer Cindy Romani will meet Terri Lamers and Carrie Andrew at the bank this afternoon to remove herself and John Dotson from the account, and to add Carrie Andrew and Terri Lamers as approved signers on the chamber account. Motion made by Linda Avery, seconded by John Bockrath, and all approved.

**V. Old Business**

- A. **Noel Night** - the trees are coming down tomorrow and James Bates is organizing a team to get the trees put back into storage.
- B. **Task List** - Terri proposed that a task list be put together right now to remember the different requirements, and that a task list be developed (for posterity) immediately following each chamber event. All agreed to this plan, and **Carrie** will begin organizing the Noel Night task list.

**VI. New Business**

**A. Upcoming events**

**1. Fat Bike Race** - January 20<sup>th</sup>, and hoping to bring 60+ racers into town. Doug is coordinating with Scott Guzman-Newton and Scott has a lot of the details handled from his end. The West End Sledders will be grooming the trails, the Nordic Ski Association will be organizing an evening ski event at Busted Arm Draw for the evening of Jan 19<sup>th</sup>, Thorneycroft Kitchens will be making a lot of burritos to sell up at the race village at Busted Arm Draw (sales to be handled by Explorers Club youth volunteers? **John Bockrath** will coordinate.) Registrations for the race start at the firehouse on Jan 19<sup>th</sup> at 5pm - and there is both a 28 mile race, starting at 8:30am and an 11 mile race, starting at 9:00am.

**2. Quarterly Meeting Dates** - aka "Business After Hours"? We will target Mondays at move to different member venues - especially restaurants and hotels. Back up options will be the new library, the livery, the firehouse and town hall. There is flexibility depending on the host, but the target times are the 3<sup>rd</sup> Monday at 5:30pm for each quarter:

Monday March 18<sup>th</sup>

Monday June 17<sup>th</sup>

Monday Sept 16<sup>th</sup>

Monday Dec 16<sup>th</sup>

- B. Bylaw Review-** A review and update is needed for the existing bylaws, with special note to provisions regarding member voting mechanisms and board attendance requirements. A review committee will consist of Linda Avery, Terri Lamers, Carrie Andrew and Nola Svoboda. Linda will send other committee members some bylaw samples for comparison.
- C. Membership Renewal Period** - Members that gave checks in December will be applied to the 2019 membership. Many members have not yet renewed (currently 36-40 members?), but may not have received notices. Doug Avery has volunteered to work on membership - getting out to prior members and to new members to have them renew/join. He will get the following information to work with:
- ✓ Carrie will refine the current membership list, so he knows who is current, and who is lapsed.
  - ✓ Gretchen will give a list of town business licenses to compare with. (Received - thank you Gretchen!)
  - ✓ Nola will get Doug a one page chamber marketing summary to present, and an updated application flushing out the member information needed for the website.

#### **VII. Additional Items**

1. The new library will be hosting the new town visitors center, and the chamber will be purchasing the furniture for this visitors center. We need to pursue brochure racks for this room.
2. The UMC would like the chamber to help expose what they can offer. Doug will ensure they join the chamber and Nola can set up a link to their site off our website.
3. The "West End Economic Development Committee", funded by a grant by the Telluride Foundation, is seeking to fill a part time position for a coordinator of west end outdoor recreational opportunities. We would like to affiliate closely with this person to help us promote what the region has to offer.
4. We will continue membership with the Colorado Chamber of Commerce Executives (\$100 a year) to help us grow as a chamber and community. They offer a venue for idea exchanges and is a great information resource.

#### **VIII. Adjournment - 1:04pm**

Respectfully Submitted by Linda Avery