



CHAMBER BOARD MEETING MINUTES

Tuesday, December 31, 2024

9:00 AM

Board Meetings are now held monthly on the Last Tuesday of each month. Directors can attend the meetings in-person at the Chamber Office OR can choose to attend virtually through Google Meet.

Board Member	Present	Reported Absence	Unreported Absence	Board Member	Present	Reported Absence	Unreported Absence
Nick Olson	X			Candace Horneck	X		
Chad Faur	X			Heather Rank			X
Lacy Johnson	X			Shona Hughes			X
Bridget Algieri	X			Katie Koppy		X	
Julie Samuelson	X			Joshua Miron			X
Jana Wiener		X		Julie Stevens	X		
				Paige Nelson			X

1. Meeting was called to order at 9:02 AM by President Nick Olson.

2. January Chamber Luncheon

Schueller asked for board members to help brainstorm some ideas for speakers for future luncheon events. Currently, we have Cindy Stolp lined up to speak for the January Luncheon, but no other speakers for this event. RSVP's are also lower for this month's meeting. A few ideas that were presented: ask the City to speak in more detail about the recent letter regarding lead pipes, presentation from the City regarding plowing, and FINCEN requirements for businesses.

3. December Financial Report

The income & expense report was presented for October. General fund expenditures this month totaled \$5,663.70 and included regular payroll and facility expenses as well as Holiday Madness expenditures. A motion was made by Faur to approve the financial report, second by Samuelson. Motion passed.

The proposed budget for 2025 was also included in this month's packet. Since it was first presented last month, two changes were made:

- a small increase in the electric utilities line item based on the most recent invoices from ECE
- additional income in contracted services to reflect an additional \$1500 from a proposed ECDP contract that will increase hours for this organization, but wouldn't affect the existing workload for the Chamber.

A motion was made by Johnson to approve the 2025 budget as presented with these changes, second by Faur. Motion carried.

4. Executive Committee Authorization

Due to our change in schedule for monthly board meetings, we need to select members for the new Executive Committee this month instead of waiting for January.

President Olson opened the floor for nominations for the Vice-President for 2025. Faur nominated Heather Rank for the position. While not in attendance at today's meeting, Faur indicated that Rank has expressed interest and would be willing to serve in this capacity. Olson closed nominations.

A motion was made by Faur to approve Heather Rank as the 2025 VP and 2026 President for the Chamber, second by Samuelson. Motion carried.

A motion was made by Johnson to approve the following members as authorized signers on all accounts held at Stearns Bank for the Pine City Area Chamber and the Chamber Foundation: Chad Faur, Heather Rank, Julie Samuelson, and Rebecca Schueller; the motion was seconded by Stevens. Motion carried.

5. Contract for Services Discussion

Schueller provided an overview of the existing contract for services with the East Central Development Partnership (ECDP) and the proposed changes.

- 2023-2024 contract included an annual payment of \$1,000 for bookkeeping services - paying bills, making deposits and preparing monthly reports with the assistance of the ECDP treasurer.
- 2023-2024 contract included payment of up to \$2,500 annually for hourly administrative work billed at \$25 per hour. This included preparing agendas, minutes, marketing & promotion flyers - very similar work that is done for the Chamber.
- A new contract for 2025-2026 would include the same \$1,000 bookkeeping stipend, but the administrative contract would increase to \$4,000 annually. This amount will be a combination of hourly work and mileage reimbursements as ECDP is requesting attendance at the 6 regular meeting dates.
- This new contract was included in the 2025 proposed budget, and this increase is what helped to balance our budget for the current year. If the entire contract was billed at the hourly rate this averages out to 3 hours per week for work on ECDP projects.

Schueller shared information regarding a meeting held with Superintendent Cindy Stolp regarding an opportunity to assist the school district with marketing and promotional work. Board members discussed the opportunity, and the following details should be shared with the school before proceeding:

- We would consider a temporary contract for January - June 2025 to test out the partnership and get a feel for how much time is actually needed for what the school wants assistance with.
- Rate for the contract would be \$30 per hour. This would allow Schueller to receive additional compensation if extra hours were needed to complete the contract work.

6. 2025 Committee Assignments

A spreadsheet for committee sign-up information was shared with all members. As board members, you are asked to serve as a Chair/Co-Chair for one event annually and a second event each year as a planning team member.

7. New Member Report

Schueller shared information about each of the newest Chamber Members since our last meeting:

- Pine County Sheriff's Office Foundation

The meeting adjourned at 9:57 AM on a motion from Stevens, second by Faur.