



Wednesday, January 3rd, 2024 @ 11:00 am
MEETING AGENDA
Larkspur Chamber Cabin

APPROVED MINUTES 2/7/2024

Board Members

Bonnie Schwam, President, present
Dennis Beshear, Vice President, present
Christian Phelps, Secretary, present
Sasha Lambert, Treasurer, present
Karen Hunt, Membership Director, present
Yolanda Bruce, Member at Large, present

Call to Order at 11:03 am

Approval of December 4th Minutes moved by Christian, seconded by Dennis, carried

Financial Reports:

- Paypal Balance \$22.35
- Community Bank Balance \$24,259.31
- Total bank balance for December \$24,282.66
- Income chamber dues and membership \$300
- Total Revenue for December \$360
- Expenditures for December \$7526.46
- **Motion to table the approval of the financial report to have Sasha review the December expenses, moved by Christian, seconded by Yolanda, carried by all**
- ACTION - Sasha identify December expenditures for board approval

Introduction of New Board Members

Member at Large - Yolanda Bruce with BYG Promotions has been a member to several chambers and is now only a member of the Larkspur Chamber and looking forward to serving on the Board

Treasurer - Sasha Lambert, full Service CPA currently rebranding my business to Sasha Lambert Cole CPA

Membership Director - Karen Hunt with Larson Excavating background event planning, fundraising, masters in counseling

Committee Reports

Holiday Magic Happens Committee - Christian/Peggy

- Holiday Tree Light Removal starts January 19th
 - Lift is scheduled to arrive at 9am. Sherilyn will let Peggy know who we have to run it. We will schedule the dismantling much like the decorating, with the most difficult trees Friday (MR Hauling, Dave Gardner, Red Leaf, Star Hitched)
 - ACTION - Stephanie send out reminder to have people schedule time with lift and come out the 19, 20 or 21st to take down lights
- Need to address electrical with the Town for next year
- Recommend to advertise earlier next year and market it more to families through different social media platforms
- Request Yogi Bear through corporate office earlier

Holiday Dinner Recap:

- Spur and Food was great
- Total RSVP 60 had around 50 attend

Membership Committee - Bonnie/Karen

- Overview of new membership levels based on Membership Special Meeting
 - Review Membership Level updates from special meeting
 - ACTION - Provide LC logo with link for new members and current members to post chamber badge on their website
 - Bonnie and Karen will meet and do a final review of membership levels before the Board does a final approval and makes changes to the website
- Monthly Mixer
 - January Mixer at Mayor West House
 - Make invitation calls this week from the list Dennis will send out
 - Bring items for Welcome Bags
 - Bring 30 items to put in the swag/welcome bags to mixer to add to the bags
 - Members are welcome to bring a one time guest
 - Log Cabin Chats
 - ACTION - Christian set up calendly for Bonnie to schedule log cabin chats

Music in the Park Committee – Dennis B

- Music in the Park Sponsors for 2024
- Bands signed (get list from Dennis)
 - June 14 - Trouble Bound
 - June 28 - John Saunders Band
 - July 12 - Rascal Martinez
 - July 26 - Fedora Swing
 - August 9 - Need band (possible Steve & the Cruisers)
 - August 23 - WireWood Station
- Food Trucks - need help scheduling 2 food trucks and one dessert truck per event (trucks will need health events license)

- Yolanda Bruce will help Dennis schedule and coordinate
- **Move to go out to bid 750 MITP magnets, moved by Bonnie, seconded by Christian carried by all**

Nine and Dine Golf Tournament

- Bill and Debi Fischer and Jodi McKillip are event chairs
- Board Liaison will be Sasha

Autumn Arts and Crafts

- Meg Jones and Dennis G are event chairs
- Board Liaison will be Yolanda

Monthly Mixers

- Monthly Mixers are hosted by a business member, host provides the space, appetizers and drinks for the event
- Monthly Mixer Box that needs to be brought to each event by Karen or a Board member that has the name tags and raffle tickets
- Board Liaison will be Karen
- ACTION - Karen put a list of businesses per month
 - February - Aflec & BYG Promotions
 - Check LC FaceBook account and LC website calendar for which businesses hosted last year

Old Business

- Zeffy Update from Dennis
 - Need a chamber email to set up account
 - Consensus for Dennis to use the info@larkspurchamber email to set up account
- Chamber Email platforms and cost update from Dennis
 - \$115 per email through the website
 - **Move to set up a membership email at the \$115 cost, moved by Bonnie, seconded by Sasha, carried by all**
- Otter AI for Board minutes
 - ACTION - Bonnie and Christian will set up a time to discuss further and setting that up trial account
- Swag Bag update
 - Welcome cards have arrived from Canva
 - ACTION - Bonnie will mail out
 - ACTION - Bonnie reimbursement check to Christian for ordering the cards through Canva

New Business

- Events & Activities to consider for 2024
 - Best of for 2024
 - Wine Fest Event
 - Morning Mixer Event
 - Member Survey

- Ambassadors
- Look into event space
- ACTION - Dennis order Board Member name tags
- ACTION - Stephanie add Karen Hunt as an administrator to FaceBook so she can post new member business information as they come active
- New Member Protocol special meeting to create process and check off list
 - ACTION - Karen schedule a separate meeting to include Bonnie, Karen, Christian and Stephanie to create new member onboarding process
- ACTION - Dennis get bid on decals
- ACTION - Christian 2024 year at a glance calendar

Meeting Adjourned 12:24 pm