



November 9, 2023 @ 12:30 pm  
MEETING MINUTES  
Larkspur Chamber Cabin

**APPROVED 12/4/2023**

### **Board Members**

Bonnie Schwam, President, present  
Dennis Beshear, Vice President, present  
Peggy Whalen, Treasurer, present  
Christian Phelps, Secretary, present  
Rob Soucek, Membership Director, absent

### **Call to Order at 12:30 pm**

**Motion to approve the 10/5/2023 Minutes, moved and carried by all**

### **Financials Report Update by Peggy**

- Payment to Peggy Bode \$157.25 has been ratified
- Paypal Balance \$2,337.05
- Community Bank Balance \$25,352.76
- Total bank balance for October \$27,689.81
- Income \$1,425.00 from chamber dues and membership
- Special Events Income \$2,725.00
- Total Revenue for October \$4,150.00
- Expenditures for October \$879.36
- **Reimbursement request to Carol Viera for coffee station supplies with provided receipt (approx. \$32) moved and carried by all**
- **Motion to approve the financials for October moved and carried by all**

### **Booking Reports and Update by Jennifer via email**

- Financial statements provided by Jennifer have been uploaded into the Financial google share drive
- Auto renewal - 3 members renewed at the old rate
  - ACTION - Dennis look into updating the auto renew amount or see if Jennifer needs to end the auto renewal subscription
- AACF Face Painting Sponsor invoice 1346 for \$250 is still outstanding
  - ACTION - Bonnie will reach out the the sponsor

### **Committee Reports**

Music In the Park (MITP) update by Bonnie & Dennis

- Will need 4 Sponsors per concert at \$375 (can provide a hat per sponsor)

- Will continue to sell hats and visors
- Bands to repeat:
  - Rascals
  - The Tattered Covers
  - Cari Dell
- Country bands to consider
  - Ryan Chris and the Rough Cuts
- Jazz bands to consider
  - DotSero (Dennis reach out)
  - Little Ernie (Bonnie reach out)
- Reach out to Gary Conder to see what bands he recommends (Dennis reach out)

#### Holiday Magic Happens Tree Lights In The Park update by Peggy & Christian

- Tree availability update
  - 42 trees available/44 sponsored
  - 2 cabins available/ 3 sponsored
- Holiday Magic Signs designed by Yolanda will need to order 6 signs through SignARama (Dennis) (\$60 each)
  - Petunia park
  - Larkspur park
  - Fox Farm
  - Stop sign at Corner Markt
  - Perry Park
  - Bear Dance
- Theatre of Dreams doing a small magic act has been confirmed and scheduled to perform in the pavilion or outside at 5:30 pm
- Dennis G has a santa suit
- Volunteer Update
  - CVHS and DCHS volunteer coordinators have a copy to post for students
  - We have 8 of the 30 volunteer slots filled as of now
- Revised layout for the Santa Area
- ACTION - Dennis will add all the Holiday Magic Happens events and times to the website
- Signs for the Trees
  - ACTION - Dennis order the stickers to cover old signs.
  - ACTION - Peggy will provide Dennis a final list of the stickers for the businesses
  - Approximate 8 new stickers needed for signs at this time
- Lift time need to be scheduled with Peggy
  - Friday is booked, but Saturday and Sunday times open
- **Motion to vote on trees, moved and not carried since the trees only have lights and are not decorated**

#### Membership Committee

- New Member Update
  - Justice Roofing has been invoiced
  - Hops & Vines has paid
  - H3 has been invoiced

- Silverado Bath need to complete application on website
- Coast 2 Coast invited to next mixer
- Corner Market increased their membership
- Monthly Mixer Calls
  - Dennis has emailed the call list to the Board members to call
  - Reminders to make:
    - Mixer at McKillip and Associates, Castle Rock
    - Bring Door Prize Giveaway and Introduce your business at the event
    - Bring items for Swag Bags
    - Mention holiday trees are available and are flagged for you to go and choose your tree to purchase for the Tree Lights in the Park
    - Log Cabin Chats on Tuesdays can be scheduled with Bonnie
- Holiday/Election December Mixer
  - The event date for December 12, 2023 has been confirmed with the Spur
  - Holiday Party Evite
    - ACTION - Stephanie create evite to send to member to RSVP
  - **Move to have the cost of the Holiday Party no more than \$20 per person moved and carried by all**
  - Menu
    - ACTION - Dennis will contact Mindy at the Spur to put together a menu
  - Elections - Open Chamber Board Positions
    - Membership Committee Chair
    - Treasurer Chair (maybe one of the banking members)
  - Peggy Whalen will be stepping down from Treasure and move to Member At Large
- Swag Bags
  - Flier to homeowners to receive their Swag Bag
    - ACTION - Christian send Canva flier to Dennis to get printing cost from SignArama

### Old Business

- Membership levels
  - ACTION - All Board Members review the membership levels and provide edits and feedback. Consider payouts or credits for new members coming in.
- Basic Membership is currently offering the following:
  - Swag bag
  - Log Cabin Chats
  - Mixers
  - Holiday dinner plus one
- Need better payment options
  - ACTION - Dennis contact Community Bank to see if they can set up Zelle or Venmo
- Clean up of storage units
  - ACTION - Christian help Peggy Sunday, November 12th at 12 pm
- Volunteer of the year will present a \$50 gift certificate at the Holiday Mixer
  - ACTION - Bonnie will get the gift card

- Decorate Cabin
  - ACTION - All Board members help decorate Saturday, November 18th in the afternoon

### **New Business**

#### Chamber Sign

- Bonnie would like to see a bigger more permanent Chamber Sign

Proposal to have new members announced on the Facebook page and have a post about their business - tabled to be added to next month agenda

**Meeting Adjourned at 2:07pm**