



December 4th @ 12:00 pm
MEETING MINUTES
Larkspur Chamber Cabin

APPROVED 1/4/2024

Board Members

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

Call to Order at 12:05 pm

Approval of November 9, 2023 Minutes moved and carried by all

Financial Reports

- Paypal Balance \$4,078.82
- Community Bank Balance \$26,359.49
- Total bank balance for November \$30,438.31
- Income chamber dues and membership \$400
- Total Revenue for November \$2,415.00
- Expenditures for November \$1,278.50
- **Motion to approve the financials for November moved and carried by all**
- **Move for reimbursement for Mixer Name Tags \$9.62 to Path2Purpose moved and carried by all - Check #266 paid to Path2Purpose**
- **Sun Belt Invoice for lift**
- **Treasure moved to requested Bookkeeper to Move \$2,000 from PayPal to Community Bank moved and carried**

Committee Reports

Holiday Magic Happens Committee - Christian/Peggy

- 64 Trees Sponsored
- 3 Cabins
- \$3,700.00 collected
- \$815 still pending to collect (add businesses outstanding)
- **ACTION - Christian pull accurate accounting of waived sponsors tied to their membership**

- Estimated Lift Expenses (SunBelt Rentals) estimated \$800 set up/ \$1000 estimated for light take down in January. That is the estimated Larkspur Chamber portion as the Town of Larkspur covers the other half
- Look at getting Santa started earlier and taking pictures with kids, recommend 4:15pm
- Look at future communication and social media outlets
- More signage the night of the event for the following:
 - Cookie Sponsor - Mr Hauling provided
 - Smores Sponsor (sign in front of Smores Tent) - The Fishers provided
 - Cider and Libations Sponsor - Hops & Vines provided
 - Dinner Sponsor - Corner Market provided
- Detailed Event schedule out on social media, emailed and poster at event
- Meetings started in November
- Make phone calls in July to see if members want their same tree next year and call to businesses that are not currently members to join as members
- Memorial trees stay where they are
- Start Bonfire earlier if possible
- Consider providing chile
- Taking Down the Light
 - Boxes in the shed at Fisher's
 - Larkspur Church Star
 - Fisher Spools

Board Membership

- Peggy is stepping down as Treasure. Peggy will be a committee chair for the Tree Lighting event and Team Lacy will continue to sponsor a tree and a MITP.
- Rob is stepping down as Membership Director as he will be closing his Insurance Business and opening a new business Colorado Pet Boutique and Salon down in Colorado Springs
- Board positions open to fill at the Holiday Dinner and Elections: Treasure, Membership Director and At Large Member

Membership Committee

- Currently have 65 members
- New Member Update
 - New Members:
 - Larkspur Corner Market - supporting membership
 - Rocky Mountain Automotive Press, Basic Membership (set up auto renewal versus paying for membership)
 - Car Connections, Basic Membership
 - Starzynski Van Der Jagt PC, Basic Membership
 - Signarama, Basic Membership
 - Larkspur Outdoor Maintenance, Basic Membership
 - H3 Painting, Basic Membership
 - Renewed Membership for November:
 - Braydex Window Washing
 - Zoology Foundation

- Monthly Mixer
 - Holiday/Election December Mixer Need current count to Mindy today!
 - ACTION - Bonnie contact Mindy with the headcount by tomorrow (we are currently at 48 attendees)
 - January Mixer - Mayor West's House

Old Business

- Membership levels review tabled for special meeting scheduled for - Tuesday, December 12th at 11 am at Charitos House with Bonnie, Christian, Dennis and Rob
- Payment Options - PayPal Zetty, Zeffy or Square
 - Dennis recommended going with Zeffy account for nonprofits
 - **Move for Dennis to set-up a Zeffy account and create a Chamber store to take payment moved and carried**
- Emails for board positions – Stephanie presented to Dennis and Bonnie last year
 - ACTION - Dennis look at other email platforms

New Business

- Bookkeeper rate request increase
 - **Move to increase the bookkeepers rate from \$25 to \$35 per hour effective January 1 2024, moved Peggy and seconded Rob carried by all**
 - ACTION - Bonnie will set up a time with the bookkeeper and treasurer to clarify duties and get copies of tax returns filed going into 2024
- Otter AI for Minutes
 - **Move to do a free trial of Otter for 3 months moved by Rob seconded by Dennis carried by all**
- Any additional new items not covered
 - Swag Bags
 - Need welcome card and envelopes before dropping of the bags
 - **Motion to have Christian purchase swag bag cards with envelopes through Canva not to exceed \$50, moved by Rob second by Dennis carried by all**
 - Storage Units
 - Peggy and Christian cleaned out and organized the storage unit.
 - Peggy ordered a few clear bins to keep stored items
 - Bonnie and Peggy went back through and organized the bins and cleared out more items
 - New Members announced on Facebook
 - Tabled to be discussed at Membership Levels Special Meeting
 - Mixer Box
 - Christian donated a container to keep the mixer name tags, raffle tickets and other items needed to be taken to Monthly Mixers. Currently located in the Larkspur Chamber Cabin.

Meeting Adjourned 1:27 pm