



Wednesday, February 7, 2024 @ 11:00 am
MEETING MINUTES
Larkspur Chamber Cabin

APPROVED MINUTES 3/6/2024

Board Members

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

Call to Order 11:02 am

Motion to approve January 3, 2024 Minutes, moved by Dennis, seconded by Sasha, carried by all

Treasurer Report by Sasha

- Paypal Balance \$46.11
 - \$2000 was moved to Community Bank per the December motion on 12/4/2023.
 - Income and Expenses per the Transaction Detail account for the low balance of \$46.11.
- Community Bank Balance \$23,665.07
- Total bank balance for January \$23,711.18
- Income chamber dues and membership \$25
- Total Revenue for January \$250
- Expenditures for January \$495.48
- **Motion to approval the December financial report after further review by Sasha, moved by Christian seconded by Yolanda, carried by all**
- **Motion to approve the January financial report. moved by Sasha seconded by Dennis, carried by all**
- **Motion to have all bills and expense paid out of the bank account not Paypal, move by Sasha, seconded by Dennis, carried by all**
- ACTION - Dennis will set up Zell with Community Bank
- ACTION - Bonnie and Sasha need to set up Sasha on the Community Bank account

Committee Reports

Holiday Magic Happens Committee - Christian

- Holiday Tree Lights have all been Removal
- MR Hauling still needs to pick up their lights from the Cabin

- ACTION - Christian reach out to the Town of Larkspur to get the Lift Bill to pay our half of the bill
- ACTION - Christian report out at next meeting income and expenses for HMH

Music in the Park Update – Dennis B

- Steve & the Cruisers have confirmed for August 9th.
- The Band line up is as follows:
 - June 14 - Trouble Bound
 - June 28 - John Saunders Band
 - July 12 - Rascal Martinez
 - July 26 - Fedora Swing
 - August 9 - Steve & the Cruisers
 - August 23 - WireWood Station
- All contracts are in except Trouble Bound due to family situation we may need to fill a backup just in case
- 4 Sponsors at \$375 per event does not include Founding Sponsors and Upper level sponsors. We will need 6 tables at the event.
- MITP Magnet Bid
 - Magnet Bid for 5x7 size, larger to include all sponsors
 - Want to have them end of April to pass out
 - **Motion to purchase magnets not to exceed \$700, moved by Christian, seconded by Bonnie, carried by all**
- Sponsor Letter has been updated
 - ACTION - Dennis to send out Sponsor letter to prior sponsors
- Nonprofit Letter has updated
 - ACTION - Dennis to send out Nonprofit letter to the following to see what date they would like to be featured at a MITP:
 - Historical society
 - Bobcat kids
 - LVFA
 - Douglas County Veteran Monument Foundation
 - Mosaic
 - Zoology
 - Help & Hope Denver Task Force
 - Aging Resources
 - Hady's nonprofit
 - Larkspur PTO (Bonnie will follow up to see if they are still active)

Membership Committee - Bonnie/Karen

- Membership Update
 - 48 Members (paid in full)/11 Members up for renewal
 - 2 Nonprofit (paid in full)
- Goal is 40 new members this year
- ACTION - Yolanda will update the membership list and send out for mixer call distribution
- New Member Update

- Design Partners, Matt Yeomens Basic Membership
- Monthly Mixer
 - February Mixer Braydex Window Washing
 - ACTION - Board members need to make reminder calls from the mixer call list that Yolanda will distribute
 - Remind Members attending of the following:
 - They can present at the mixer if they bring a door prize/giveaway
 - Bring swag/business promotional items for the Welcome “Swag” Bags
 - Still need to confirm March, April, June & November
 - March possible is PPCC (Dennis working on)
 - June possible is Spruce Mountain Ranch (Bonnie working on)
 - November possible is DC Library (Dennis working on)
- Monthly Mixer Sponsor/Host List
https://docs.google.com/document/d/1yS9R5eyqWxWap0nRG1zBcaweCa_k-2zjniXeSKQDdi8/edit?usp=sharing

Old Business

- Zeffy Update - Dennis
 - ACTION - Dennis will work on setting up by next week
 - Non-profit payment store to receive money where they do not take a fee to process payment
- Membership email account update - Dennis
 - Completed the setup for the membership email
 - ACTION - Dennis hare email with Bonnie
- Larkspurchamberofcommerce@gmail.com - Christian
 - Submitted verification to Google waiting response
 - By verifying it will build a business profile
 - Bonnie and I have access to the email account
- Otter AI update - Christian
 - Account setup is completed and linked to the larkspurchamberofcommerce@gmail.com
 - Testing it at today’s meeting
- Calendly update - Christian
 - Account has been set up and linked to the larkspurchamberofcommerce@gmail.com
 - The goal is to use it to book Log Cabin chats
 - ACTION - Christian research different costs of the plans as our trial free plan may have expired
 - ACTION - Bonnie and I need to set up her business email to connect with calendar
- Swag Bag update - Bonnie
 - ACTION - Bonnie and Yoland will work on putting together and send out welcome letters
- Board member name tags update - Dennis
 - Completed and distributed to new board members

- Decal static cling bid update - Yolanda
 - Did from BYG - \$117 for 100 decals 4x4 size
 - ACTION - Dennis waiting for bid from Signarama
- Year at a glance calendar update - Christian
 - Completed and uploaded to the google drive and available for review
- New Member Process and Protocol update - Christian
 - Created a working DRAFT
 - Reviewed Draft
 - ACTION - Christian add Log Cabin Chats as a check off

New Business

- Community Bank Update
 - ACTION - Need to get debit cards for Bonnie, Dennis and Sasha
- Banking Considerations
 - ACTION - Bonnie contact ENT
 - ACTION - Dennis contact Wells Fargo
- Website update and changes
 - MITP is updated and event calendar is updated
 - New membership levels are updated
 - Business Directory is updated
 - Added Design Partners (Matt) and Pikes Peak Coffee Roasters who joined in November
- Events & Activities to consider for 2024
 - Best of for 2024 table until 2025
 - Wine Fest Event start conversation but table event until 2025
 - Morning Mixer - ACTION - see if we could get 3 “Business over Breakfast”
 - Member Survey - ACTION - Christian create membership survey
 - Ambassadors table until we have met our membership goals
- Billing Expenses Review
 - ACTION - review business contracts and modify if needed
- PO Box Key(s)
 - ACTION - Bonnie contact Peggy and Jennifer to get mailbox keys so that the active Board members can get the mail
 - **Motion to have the Board get the mail moving forward, moved by Christian, seconded by Dennis, carried by all**

Meeting Adjourned 12:22 pm