



Wednesday, March 6, 2024 @ 11:00 am
MEETING MINUTES
Larkspur Chamber Cabin

APPROVED MINUTES 4/3/2024

Board Members

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

Call to Order 11:01 am

Move to approve the February 7, 2024 Minutes by Yoland, seconded by Sasha, carried by all

Treasurer Report by Sasha

- Paypal Balance \$769.71
- Community Bank Balance \$23,012.88
- Total bank balance for \$23,782.59
- AR for February \$3875
- Membership \$3501
- Event sponsorship \$1125
- Gross profit \$4626
- Total Expenditures for February \$855.59
- Memberships & Sponsors Invoiced by Jennifer
 - PPCC \$125 (Membership)
 - Red Leaf \$1000 (Membership & Sponsorship)
 - Link Real Estate \$1875 (Sponsorship)
- Income chamber membership & sponsorships
 - Aflac Renewal \$500 (Membership & MIP)
 - Conder Renewal \$125
 - Yeomans (New) \$125
 - Edward Jones \$375 MIP Sponsorship
 - Team Lacy \$375 MIP Sponsorship
 - Link Real Estate \$125

- ACTION - Dennis setup Sasha online access to Community Bank so that Sasha can pay Stephanie and ½ of the Lift bill to the Town of Larkspur (Christian gave Sasha the Lift receipts)
- **Move to approve the February financial by Dennis, seconded by Yolanda carried by al**

Committee Reports

Holiday Magic Happens Committee - Christian

- Financial wrap-up Report
 - Total Income \$5,140.00 (\$4500 Trees & \$640 Set-up Fee)
 - Total Expenses \$2,419.88
 - Lift Set Up & Take Down
 - New Signs
 - Stickers for old Signs
 - Map
 - Event Profit \$2,720.12
- Online application was a big help and would continue
- ACTION - ADD to Holiday Magic Planning list to purchase more outdoor extension cords for next year

Music in the Park Update – Dennis B and Bonnie

- MITP Magnet Bid
 - **Move to approve BYG Promotions to print the MIP magnet at the \$700 rate or less by Christian seconded Sasha, carried by all**
 - ACTION - Dennis provide BYG with all the logos for the Magnet
- Sponsor & Nonprofit Update
 - MIP Spreadsheet:
<https://docs.google.com/spreadsheets/d/1qQWtU6txoWMgmX0Xzo-7S11Xh1O3EGDW/edit#gid=279095458>
- Fishers will be stepping aside on MIP this year
- Event Banners
 - ACTION - Dennis get a bid to print the banner from Signarama and BYG
- W9's for the bands have been turned into Bookkeeping

9 & Dine Update - Bonnie

- Need to secure a committee chair for the event if Fisher's step down to work alongside Jodi McKillip, Sasha and Nancy Cooper.
- ACTION - Bonnie reach out to Fisher's and Karen Hunt if needed

AACF Update - Bonnie

- ACTION - Sasha pull records from last years AACF to come up with a Budget amount for AACF for 2024
- Meeting Recap by Megan (via email message)
 - Things that need to be taken care of this month:
 - Update Online Info, Application, and Vendor Expectations (Dennis + Peggy)

- Apply for Crafts Fair websites (Peggy)
- Confirm Food Trucks (Meg) (CookieDough + Cheesus + ?)
- Find an animal rescue/adoption agency
- Prepare Budget and Price out Promotions, Posters, Band, Face Painter, BubbleLady (Meg+Dennis+Peggy)
- Get Sponsors and write out levels of sponsorship available for this event (Goal 10 Sponsors) (Meg)
- Rework Fest Layout (Dennis)
- ACTION - Dennis will have tabs active on the website for AACF by Friday
- AACF committee will need to find sponsors for this event
- Bands for the event: Hickaby and Home Brood Band
- Nonprofit recipient will be Bobcat Kids

Membership Committee - Christian

- ACTION - Christian Members to Contact:
 - Altitude Futures
 - Call all new members since back in July
 - deannaplace@comcast.net
- Decals are ready
 - ACTION - Yolanda will drop off to Christian before the mixer
- Certificates
 - ACTION - Christian print certificates for new members and renewals
- Membership Update:
 - Total membership - 65 (some of those we are waiting for renewal payments)
 - New Members - No new members for February
 - Members Renewals In Progress:
 - ACTION - Dennis will be reaching out to the following:
 - 1 Stop - will be renewing possible MIP
 - Yogi Bear - looking at Premier Membership waiting for Corporate approval
 - Aging Resources
 - The Spur
 - Black Hills Energy
 - Snow Auto Glass - sent renewal reminder and talked with them, waiting a response
 - Artesian Water (will probably not be renewing)
 - Results Realty - on hold right now. Check in next month
 - ACTION - Bonnie will be reaching out to:
 - State Farm Insurance
 - ACTION - SASHA membership renewal letters
 - Team K Services
 - Jenuine Bookkeeping Services
 - Gosselin Senior Health Advisors
 - The Organized Flamingo 3/9
 - Rock Steady Ent 3/19
 - and upcoming 30 days out for April

- Monthly Mixer
 - March Mixer: Host is Larkspur Fire House Meeting Room Space and Sponsors are Path2Purpose and The Organized Flamingo
 - ACTION - Yolanda will email call list
 - April Need a Host/Sponsor
 - Dennis has reached out to Aging Resources
 - Yolanda will be contacting DC Library
 - June 18 Mixer - waiting to hear back from Spruce Mountain
- New Member Process and Protocol active to work the program
- ACTION - Sasha Dollar Store to purchase frames Purchase frames for certificates - Amazon set of 10 frames \$30.00 (\$3 per frame)
- Purchase tickets for business giveaways - Yolanda will donate (Amazon 800 red tickets for \$8.79)
- ACTION - Christian compare membership list to the website directory

Old Business

- Zeffy update - Dennis
 - Account is set up just finishing up the links on the website
 - Pay by ACH, credit or debit card and there are no fees
 - PayPal Auto Renewals will cancel once Zeffy is activated
- Community Bank Bill Pay - Bonnie
 - Sasha just need to set up to manage
- Otter AI update - Christian
 - Used last meeting but did not use this meeting since google meeting was open to have Dennis virtually at the meeting
 - Will test again next meeting
- Calendly update - Christian
 - Need to schedule a time with Bonnie to link to her main calendar
- Swag Bag update - Bonnie
 - Scheduling a date Bonnie, Yolanda, Lana
- Banking Considerations
 - ACTION - Bonnie reach out to ENT
 - ACTION - Dennis reach out to Wells
- Website update and changes - Dennis
 - Need to take off the ticket information under basic membership
 - Setting up Zeffy
 - Setting up tabs for AACF
- PO Box Key(s)
 - Jennifer will keep the keys and still get them mail but not charge us for time to go pick up the mail

New Business

- Board Polo Shirt
 - No interest from the Board at this time
- Benevity Portal Nonprofits
 - Account set up to receive donations to the Chamber from the Larkspur Free Library Organization

SOCIAL MEDIA DIRECTOR Approved ACTION Items

Email Marketing Emails - make sure you have on your list

- judyhboyle@icloud.com

Email Campaign information to send out:

- Last call for business swag items for the swag bags
- Online bill pay will be moving from PayPal to Zeffy. Any auto renewals set up through PayPal will no longer be active. Membership renewals will be emailed to members to remind them to renew online through the new billing platform.

BOOKKEEPER Approved ACTION Items

New Member - Invoice:

- Perry Park Metro District (PPMD) Nonprofit Membership \$50

MIP & Membership Level Invoice:

- MR Hauling Presenting Membership \$1000 - John Saunders MIP
- Elizabeth Owens Presenting Membership \$1000 - John Saunders MIP
- Spruce Mountain Presenting Membership \$1000 - John Saunders MIP
- Bonnie Sells Colorado \$375 MIP - Steve & Cruisers
- JM Kitchen & Bath Supporting Membership \$500 - MIP Wirewood Station
- Sarah Grey \$375 MIP - Wirewood Station

Meeting Adjourned 12:26 pm