



Wednesday, June 5, 2024 @ 11:00 am

MEETING MINUTES

**Larkspur Cabin**

**DRAFT MINUTES**

**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, absent  
Amy Cotsworth, Ambassador Director, present

**Call to Order 11:05 am**

**Motion to approve the May minutes moved by Sasha, seconded by Karen, carried by all**

**Treasurer Report by Sasha**

- Community Bank Balance \$32,171.62
- PayPal Balance: \$1,474.81
  - **Motion to transfer PayPal balance to Community Bank and leave PayPal at Zero, moved by Dennis, seconded by Karen, carried by all**
- Zeffy Balance \$0
- Total bank balance for \$33,646.43
- AR for (month) \$3,125.00
- Gross profit \$1,050
- Total Expenditures for (month) \$2,499.84
  - Banners/Signs
  - Bookkeeping
  - Magnets
  - Window Clings
- Pending AR Memberships & Sponsors Invoiced by Jennifer
  - Bonnie Schwam: \$375
  - MR Hauling: \$1,000
  - Design Partners: \$375
  - Larkspur Sentinel: \$375
  - Farmers Insurance: \$500 - paid 6/3/2024

- Community Banks of CO: \$500
- Income Received for Chamber Membership & Sponsorships
  - DCDS: \$50 (Non-Profit Membership)
  - ENT Credit Union: \$125 (Basic Membership)
  - Anna Mae, Betsy Vasquez: \$200 (AACF Booth)
  - Color Street: \$100 (AACF Booth, 2 Days)
  - Mountain West Photography: \$200 (ACCF, Boot 2X)
  - Pineland Dental: \$375 (MITP Sponsorship, 07/26/2024)
- Membership \$175
- Event sponsorship \$875
- Notes:
  - Jenuine Bookkeeping Services: Sasha & Bonnie spoke with Jen to reduce fees to acceptable range about \$350 per month
  - Need to invoice and collect fees exceeding 60+ days in arrears
- **Motion to approve the May Financial Report moved by Christian, seconded by Karen, carried by all**

### **Committee Reports**

Music in the Park Update – Dennis B and Bonnie

- [MITP Spreadsheet](#)
- Magnet purchased and being distributed
- Sponsors are completed
- Banner and Sticker ordered by Dennis
- Food vendors are scheduled by Dennis
- Bands are free to arrive at any time the day of their event to set up
- ACTION - Dennis with the help of Board members - MITP signs will need new date decals after each event
- ACTION - Board the Larkspur Chamber table that will need to be manned to sell hats/visors
- ACTION - Board arrive around 5:15pm to help set-up events and help with the table - if a board member is not able to attend an event please send a message in the group WhatsApp
- ACTION - Sasha will need to write checks to pay the bands at time of event
- ACTION - Dennis provide Sasha a list of bands and amount owed to prepare checks

9 & Dine Update - Bonnie

- Event Date: July 24th | 3pm Tee Time
- [9 & Dine Registration \(payment Link Included in signup\)](#)
- PPCC will provide us Tee Times a few days prior for golfers to know their tee time
- June Mixer Golf Voucher Winner - Drew Mau with StateFarm Colorado Springs
- Food selection has been confirmed by Dennis working with Kevin at PPCC
- ACTION - Christian add tee times will be assigned a few days prior and add each hole for sponsors to sign up
- LC will provide golf towels to golfers day of event
- Sponsors 9 (one per hole) \$375 - will needs sponsors confirmed by July 15th (sponsors bring own signs)

- ACTION - Karen contact Toplinick to see which hole sponsor they want

#### AACF Update - Yolanda

- Event Dates: September 21 & 22nd
- Committee Advertisement Proposal
  - ACTION - Peggy has quotes on Ads, Decals for Banners and will provide to Dennis and Sasah
- Budget Update - Sasha is working with AACF and will report out
- Band Sponsors (need 4 @ \$375 each) - no update at this time
- Bands are secured
  - Hickaby
  - HomeBrood

#### Secretarial Report - Christian

- Membership Update:
  - Total active member 71 and 8 past due renewals
  - New Members
    - ENT Credit Union
    - The Foundation for DC Schools
  - Renewals Completed for May [theorganizedflamingo@gmail.com](mailto:theorganizedflamingo@gmail.com)
    - Edward Jones
    - Team Lacy
    - Yogi Bear Jellystone Park Presenting Membership
    - ReMax Elizabeth Owens Presenting Membership
  - Renewals Past Due
    - Team K Services
    - The Organized Flamingo
    - Rock Steady ENT
    - Western Log Creations
      - **Motion that Western Log Creations holds an in kind Basic Membership level in perpetuity moved by Christian, seconded by Dennis, carried by all**
    - Fisher Enterprises
    - MR Hauling
    - Shannon Harp Photography
    - McKillip Group CPA
    - Columbine Roofing & Exteriors
    - Community Bank (invoiced)
    - Theater of Dreams - Renewal upcoming 6/21/2024
    - ACTION - Sasha invoice the following with the renewal payment link
- Monthly Mixer
  - June Mixer Report
    - 29 Members in attendance and 7 guests with a total of 36 attendees
    - Emailed the 9 & Dine Voucher winner - Drew Mau with StateFarm
    - Business Card Collected from the giveaways
      - ACTION - Karen as membership director contact the business card collected that were given to you

- July Mixer - BYG & Aflac 5641 N Mesa Dr. Castle Rock, 80108
- August Mixer - Gary Conder's Conderosa Studio at 788 Kenosha Dr., Larkspur
- Coffee Meet Up
  - Limited attendance at the first event - will need more communication to go out for this event in the future
  - ACTION - Stephanie please add a write up in the July communication emails letting members know they have the opportunity to host a "Coffee Meet Up". This is a great opportunity for members to host a morning mixer from 8am - 9am at a local coffee shop or their business servicing coffee and breakfast refreshments. [theorganizedflamingo@gmail.com](mailto:theorganizedflamingo@gmail.com)

## New Business

- Ambassador Position
  - Move to the the position titled "Ambassador Program Director" and on the Name Tag by Amy, Seconded by Sasha, carried by all
  - Scope of Work as Ambassador Program Director
    - Talk and promote the chamber
    - Share out about events going on and be a point of contact for current members, especially recently joined members
    - Membership overview (Basic Membership \$125 - Presidential Membership \$5000)
    - Solicit a handful of Ambassador
    - Take over the Mixer call list and divide it with Membership Director and future Ambassadors
      - ACTION - Yoland in preparation of the calls for the July Mixer divide up the Mixer call list to include the Board and Amy. However, the goal will be to reduce the Board from making these calls in the future.
      - Prospect calls are the responsibility of who is connected with the prospect and not to be included in the Mixer call assignment
    - Mixer Calls Script should include the following:
      - Remind of the Mixer date and to RSVP on the FaceBook page
      - Bring doorprize to share about their business at the mixer
      - Bring Swag for the swag bags
    - Encourage members to sign up for a log cabin chats
    - Work closely with Karen, Membership Director
  - ACTION - Christian add Amy Cotsworth to WhatsApp
  - ACTION - Dennis order Ambassador Program Director name tag for Amy Cotsworth
  - ACTION - Christian add Amy Cotsworth email to the google share documents
- Feather Flag Recommendation
  - **Move to purchase a screen printed feather flag not to exceed \$250 (includes a stand and bag) by Christian, Seconded by Dennis, carried by all**
  - ACTION - Dennis get a quote on the feather flag
- LinkedIn Account
  - Tabled until next meeting

## **Old Business**

- Otter AI update - Christian
  - Pro Annual for \$99.99
    - 10 monthly imports per user
    - Access to all your conversations history
    - Transcribe longer meetings with 1200 monthly transcriptions minutes and 90 minutes per conversation per team member
    - 50 Otter AI chat monthly inquiries per team member
  - **Motion to not move forward with Otter AI moved by Bonnie, seconded by Christian, carried by all**
- Banking Considerations
  - ENT - Bonnie
  - Wells Fargo - Dennis
  - Integrity Bank - Dennis
- Website update and changes - Dennis
  - Businesses needing to get on Directory still
    - Larkspur Outdoor Maintenance
    - Justice Roofing
      - ACTION - Dennis please add logo and contact number
    - Mint Lending
    - PPMD Community Fund
    - ENT Credit Union
    - The Foundation for DC Schools
    - Re/Max Ashley Holdeman
- Free Membership to other Chambers - Bonnie
  - Tabled until next meeting
- Minutes Posted - Dennis still need to do
  - ACTION - Dennis add approved minutes to FaceBook account and/or add a Minutes Tab on the Board of Directors website page

**Meeting Adjourned 12:36 pm**