



Wednesday, September 4, 2024 @ 11:00 am  
MEETING MINUTES  
Larkspur Fire House

### **APPROVE MINUTES 10/2/2024**

#### **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, present  
Amy Cotsworth, Ambassador Program Director, present

#### **Call to Order 11:03 am**

**Move to approve the July and August minutes moved by Dennis, seconded by Yolanda, carried by all.**

#### **Treasurer Report by Sasha based on 8/28/2024 bookkeeping reports**

- Community Bank Balance \$29,374 / \$30,574.30 (Aug. 31)
- Zeffy Balance \$995 / \$1,145 (Aug. 31)
- Total bank balance for \$30,369 / \$31,719.40 (Aug. 31)
- AR for (month) \$375
  - 1-30 Days: \$50
    - Ladies of Larkspur: \$50 (write-off)
  - 31-60 Days: \$325
    - Becky Yeomans Fine Art Studio: \$125
    - Grammy Brittle & More: \$75
    - One Way Electric: \$125
- Gross profit: \$3,030 (Month) / \$28,050 (YTD)
  - Membership Dues \$375
  - AACF: \$2,180
  - MITP: \$475

- Total Expenditures: \$5,370.08 (Month) / \$21,826.28 (YTD)
  - Event Advertising: \$972.06
  - Social Media & Marketing: \$375
  - Website: \$250
  - Computer Software: \$70
  - Accounting: \$336
  - Dues & Subscriptions: \$25
  - Music & Entertainment: \$3,300
  - Fees: \$25.42
  - Office: \$-6.23
- Net Revenue (month): \$-2,340.08 (Month) / \$6,223.72 (YTD)
  - 9 & Dine: \$0 / \$704.75 (YTD)
  - AACF: \$2,062.14 / \$4,061.40 (YTD)
  - MITP: -\$2,900.20 / \$2,584.03 (YTD)
  - Tree Lighting: \$0 / -\$554.03 (YTD)
  - General: -\$1,502.02 / \$-572.43 (YTD)
- Income Received for Chamber Membership & Sponsorships
  - Membership Dues: \$375
    - DoNoraA: \$125
    - Bath Tune-Up: \$125
    - The Organized Flamingo: \$125
  - AACF: \$2,180
    - Eternal Earth Gems & Candles: \$50
    - Lil Drakes 3D: \$150
    - Fat Flower: \$150
    - Flatland Crafts LLC: \$150
    - Mama Patty's Freeze-Dried Treats: -\$100 (refund)
    - Clay Concepts: \$200
    - Ann Donovan: \$150
    - Heidi Mossman: \$75
    - Blooming Metal: \$80
    - Cool Creations: \$150
    - Adventurist Soap Co: \$150
    - Kustom Medal Hangers: \$150
    - Twisted Scots Art: \$75
    - Sasha Lambert-Cole CPA LLC: \$375
    - Red Leaf Solutions: \$375
  - MITP: \$475
    - Donations/Swag: \$100
    - Design Partners: \$375

- Notes:
  - \$400 collected for AACF booths after 8/28/2024 report published
    - MamaMade: \$150
    - Nothing Bundt Cake: \$75
    - True North Woodworks: \$100
    - Airplane Weathervane: \$75
  - August 2023 Net Revenue was \$1,032.52 when August 2024 Net Revenue we are at \$6,223.72

**Move to approve the August Financial Report as presented, moved by Christian, seconded by Yolanda, carried by all**

### **Committee Reports**

#### **Music in the Park Update – Dennis B and Bonnie**

- Wrap up
  - Went really well
  - One rain check where we had to move dates
  - Mayor West reported out they get a lot of compliments on the event
- Total net revenue \$2,584.03
- Ideas for next year
  - Board Member signup to work the Chamber table - more help needed from the Board
  - Chamber Table - could use a set-up and check-off list and identify who is doing what
    - Sell Hats
    - Have water in cooler at each event
    - Chamber information and promotion for AACF especially at August events
  - Look at other sponsorship levels
  - Cooler with wheels for water would be helpful - do not store water in the cabin
  - Bands to book by December
    - ACTION - Amy send over a list of band recommendations you have

#### **AACF Update - Yolanda, Dennis, Bonnie**

- Chamber provide Coffee & Water to vendors at the event
  - Coffee Set-Up/Process
    - Coffee Pot
      - ACTION - Yolanda bring her coffee maker and get the one in the cabin to clean and bring
      - ACTION - Christian get Yolanda two krafts so that she can brew coffee and have it ready Saturday morning by 7:30 am



- Balloon Person - Amy (less expensive option)
  - Still working on
- Breakfast Burritos - Did Dennis G secure a Taco Truck to do Breakfast Burritos or look into Dos Amigos or Santiagos to purchase and bring
- Parachute Cords - Did Major West secure or will we need to purchase at Home Depot - confirm at tonight's meeting
- Bubble Person - will not move forward unless less of an expense and we need more sponsors to cover the cost
  - ACTION - Peggy sees if there is someone on LVFA that does bubbles (would they volunteer or what would he charge?)
- Facebook
  - ACTION - [theorganizedflamingo@gmail.com](mailto:theorganizedflamingo@gmail.com) add the AACF flier as a post so it is in the FaceBook feed not just an event

#### Holiday Magic Happens - Christian

- What we want on the flier
  - Holiday Magic Happens with QR Code
  - Event Date
  - Sponsoring a tree opportunities
- Tree Sponsorship \$60 | \$70 | \$95 - 125 pine (just have a select \$125 trees)
- ACTION - Peggy contact the following
  - Contact Matt and Bill Fisher Enterprises
  - Start with members that have trees
- Meeting Dates to begin planning
  - ACTION - Christian email the committee - Tuesday, October 1st @ 11 am at Town Hall

#### Secretarial Update - Christian

- Membership Update
  - Total active members - 70
  - New Member(s)
    - Bath Tune-Up of Castle Rock
    - DoNoraA
  - Renewals Completed
    - The Organized Flamingo
  - Members up for renewal
    - True North Woodwork
- Monthly Mixer
  - Make Mixer Reminder Phone Calls (Karen divide list)
  - September Mixer - Edward Jones, Gilad Shwartz
  - October - TBD
  - November - Theater of Dream
  - December - Holiday Dinner TBD
    - ACTION - Dennis contact Eric at JellyStone

### **Ambassador Update - Amy**

- Deputized her husband, Michael Cotsworth as an ambassador
  - ACTION - Yolanda will need an ambassador name badge for Michael Cotsworth
- Let Amy know if you know of anyone that would be good ambassadors

### **Membership Update - Karen**

- LinkedIn Page -
  - ACTION - [theorganizedflamingo@gmail.com](mailto:theorganizedflamingo@gmail.com) give Karen “super admin” privilege to manage everything on the page, currently she only has limited access as an admin
  - Recommend more videos
    - Get to know the Board videos
    - Link Log Cabin Chats
- Swag Bag Update –
  - Have homeowner list includes 100 people
  - ACTION - Karen mail out the welcome card, start with 15 at a time from the Homeowner List
  - Need more swag items

### **Old Business**

- Website Members that still need to get on the Directory - Dennis
  - Larkspur Outdoor Maintenance
  - PPMD Community Fund
  - ENT Credit Union
  - The Foundation for DC Schools
  - RE/MAX- Ashley Holdeman
  - Bath Tune-Up of Castle Rock
  - DoNoraA
- Google Business Verification - Christian
  - Still working on
- Chamber Business cards - Yolanda
  - Need to finalize the tag line for the cards
  - **Move to add the tag line “Building Your Business Community”  
moved by Amy, seconded by Sasha, carried by all**
- Wagon Purchase - Bonnie

## **New Business**

- Business Certificates (not picked up at mixer)
  - ACTION - Christian give to Karen at next mixer to work with Amy to get out
- ACTION - Christian research Sign up platform that does not have ads or the cost of signupgenius account to not have ads
- ACTION - Christian follow up with Dennis and talk about automating the welcome email
- **Move to purchase a cooler with wheels not to exceed \$100, moved by Christian, seconded by Sasha, carried by all**

**Meeting Adjourned at 12:35 pm**