



Wednesday, October 2, 2024 @ 11:00 am
MEETING MINUTES
Larkspur Fire House

APPROVED MINUTES 11/6/2024

Board Members

Bonnie Schwam, President, present
Dennis Beshear, Vice President, present
Christian Phelps, Secretary, present
Sasha Lambert, Treasurer, present
Karen Hunt, Membership Director. absent
Yolanda Bruce, Member at Large, present
Amy Cotsworth, Ambassador Program Director, present

Call to Order 11:08 am

Move to approve the September minutes, moved by Dennis, seconded by Sasha, carried by all

Treasurer Report by Sasha

- Community Bank Balance \$31,230.38
- Zeffy Balance \$0
- Total bank balance for \$31,230.38
- AR for (month) \$1,685
1-30 Days: \$1,350

(Sasha see ACTION items to update AR based on AACF report)

- Cheesecake Haven: \$150
 - ACTION - \$75 on Open Pledges, paid for Saturday, but still needs to pay for Sunday since they were there both days
- Christian Divine Design: \$75
 - ACTION - NO SHOW VOID AR
- Franny's Closet: \$75
 - ACTION - NO SHOW VOID AR
- Hug Muffinz: \$75
 - ACTION - CANCELED VOID AR

- Rose Designs and Trades: \$75
 - ACTION - NO SHOW VOID AR
- Fox Fungi: \$150
 - ACTION - Needs to at least pay \$75 for Saturday attendance, was a no show for Sunday
- The Northumbrian: \$150 -
 - ACTION - NO SHOW VOID AR
- Wild Spectrum: \$150
 - ACTION - PAID 9/20/24 \$75 was a one day only booth, VOID additional \$75
- Kelly's Kreation Corner: \$150
 - ACTION - NO SHOW VOID AR
- JGL Crafty: \$150
 - ACTION - NO SHOW VOID AR
- Britchick Creations: \$150
 - ACTION - They paid for one day on 9/20/24 and were only there for one day. VOID the additional \$75 AR
- 31-60 Days: \$325
 - Becky Yeomans Fine Art Studio: \$125
 - Grammy Brittle & More: \$75
 - ACTION - NO SHOW WRITE OFF
 - One Way Electric: \$125
- Gross profit: \$3,980 (Month) / \$32,430 (YTD)
 - Membership Dues \$875
 - AACF: \$3,105
- Total Expenditures: \$4,718.92 (Month) / \$25,345.20 (YTD)
 - Other Events and Promotions: \$150
 - Social Media & Marketing: \$375
 - Website: \$250
 - Computer Software: \$140
 - Accounting: \$849.92
 - Music & Entertainment: \$1,980
 - Event Security: \$900
 - Office: \$74
- Net Revenue (month): -\$738.92 (Month) / \$7,084.80 (YTD)
 - 9 & Dine: \$0 / \$704.75 (YTD)
 - AACF: \$225 / \$4,684.40 (YTD)
 - MITP: -\$0 / \$3,784.03 (YTD)
 - Tree Lighting: \$0 / -554.03 (YTD)
 - General: -963.92 / -\$1,536.35 (YTD)
- Income Received for Chamber Membership & Sponsorships
 - Membership Dues: \$875
 - True North Woodworks: \$125

- Tim & April Gallagher: \$125
- The Wood House: \$125
- Douglas County School District: \$500
- AACF: \$3,105
- Booth Rental: \$2,175
- Food/Craft Sales: \$49
- Donations \$131
- Sponsorships: \$750

Move to approved the September Financial report with the AR updates, moved by Christian, seconded by Dennis, carried by all

Address Message from Jennifer

- **Move to keep JenuineBooking to the end of the year and revisit our overall Chamber vision and operations for 2025 moved by Christian, seconded by Yoldand, carried by all**

Committee Reports

AACF Update - Christian, Dennis, Yolanda

[AACF Spreadsheet](#)

- Income: \$8,830
- Expenses: \$4,058.54
- Event Profit: \$4,771.46
- Signs (8) - were all removed - confirmed
- Schedule a special meeting to review and approve recommendations for next year
 - **Meeting scheduled for January 8 Board Meeting at 11:00 am**
- ACTION - Sasha check for Yolanda's Reimbursement \$74.73
- ACTION - Sasha check for Peggy's Reimbursement \$535.00
- ACTION - Sasha check for Christian Reimbursement \$9.21(container to store coffee supplies)

Wrap Up Report:

- 61 Total Vendors Signed up (some of which were part of the Market Area)
- Nonprofits (2)
 - RezDawg Rescue - dog adoption (4 dogs adopted on Saturday 1 dog adopted on Sunday)
 - DC Veterans Memorial - adult beverages
- 5 Canceled (highlighted in light red)
- 11 NO Shows (highlighted in green)
- 1 Booth needs to pay for second day (highlighted in blue)
- 4 Event Sponsors
 - Red Leaf
 - Path2Purpose Coaching & Organizing

- Sasha Lambert-Cole CPA
- Bath Tune-Up of Castle Rock
- Recommend should be recognized
 - Western Log Creations as Chair & Coordinator
 - Braydex for additional help and time
 - ReMax Dave Garner for Music
 - Spur (Mindy) for added Breakfast Menu from 9am - 11 am
 - Rollin Ray's Breakfast Burritos
- Several Chamber Business helped with poster distribution

ADVERTISEMENT:

- Posters we put out between 325 and 350 posters
- Fliers handed out almost 275 fliers
- Ran ads in the
 - Tri-Lakes Tribune
 - Debbie Davis's Castle Rock Area Newsletter
 - Castle Pines printed E-Guide (their entertainment magazine)
- In addition there were blurbs in various online event calendars of TV stations, arts & crafts fair sites, etc. This year saw two write-ups in both the Gazette/Tribune and in several editions of the Colorado Community Media newspapers by entertainment editor Clarke Reader. The article in the Tribune, by Bill Dagendesh, was especially nice, lengthy, and complete with photos from our past fests!

FRIDAY Setup:

- Paint Line: - Dennis G, Peggy B, Neil Simpkins, Carol and Joe, Dennis B
- Autumn Fest Happy Fall Photo Area - Megan and Bryan
- Vendor Check In - Dennis G and Christian (arrived at 3pm)
- Town of Larkspur Team: Chris, Eric & Tim
- Security Team: Isaak and Alex
- Late afternoon booth set up help:
 - Josh (student) (3pm - 6pm)
 - Rob Phelps
 - Gilad Schwartz

SATURDAY:

- 43 Vendor Booths Saturday
- 1 Farmers Market Section
- 4 Market Booths
- 2 Food Trucks: What Would Cheesus Do & Rebel Cookie Dough
- Adult Beverages by DC Veterans Memorial
- Coffee by Yolanda (Chamber)
- Breakfast Burritos by Rollin Ray's
- Security Team: Isaak and Alex
- Traffic Direction by Megan
- Face Painter (Need name of Face Painter and company as we had down on the list the incorrect information)
- Air Life Helicopter (Glen Clemons helped arrange)

- Band by The Homebrood Band
- Music by Dave Gardner
- Amy, Ambassador Director walked around Saturday afternoon talking to vendors about the Chamber
- Christian successful set up Tap and Pay through Zeffy
- Chamber Booth
 - Yoland (7am - 2pm)
 - Karen (2 pm - 5pm)
 - Christian (7am - 5pm)
 - Dennis B (helped before band played and between sets)
- Volunteers
 - Rob Phelps
 - Justin, student (9am - 5pm)
 - Jadis, student (9am - 5pm)
- Town of Larkspur Team

SUNDAY:

- 35 Vendor Booths
- No Farmers Market Section
- Moved Market Booths into Vendor section (4)
- 2 Food Trucks: What Would Cheesus Do & Rebel Cookie Dough
- Adult Beverages by DC Veterans Memorial
- Coffee by Christian (Chamber)
- Breakfast Burritos by Rollin Ray's
- Traffic Direction by Megan
- Face Painter
- Air Life Helicopter (Glen Clemons helped arrange)
- Larkspur Fire Trucks
- Band by Huckabee (Sun)
- No additional Music provided
- Chamber Booth
 - Christian (7am - 5pm - stayed to help with clean up)
 - Dennis B (9am - 12pm)
 - Bonnie (12pm - 4pm)
- Volunteers
 - Rob Phelps
 - Bryan Jones
 - Jersey, student (1pm - 4pm)
 - Josh, student (12 pm - 5pm)
 - Jade, student (3pm - 5pm)
 - 2 students canceled
- Town of Larkspur Team

[Recommendation/Discussion items from survey](#)

Holiday Magic Happens - Christian

- October 1st planning meeting update
 - [Planning Meeting Notes](#)
- Chris & Autumn Miller Decor and Tent Request
- **Move to have the Chamber purchase a 20x40 tent not to exceed \$1000 (wayfair) moved by Christian, seconded by Yolanda, carried by all**
- **Move to purchase 4 heaters for the tent not to exceed \$1000, moved by Amy, seconded by Sasha, carried by all**
- **Move at this time for the Chamber to not purchase commercial grade holiday decor, moved by Sasha, seconded by Christian, carried by all**
- ACTION - Yolanda will research the Santa Backdrops
- Event Sponsors
 - DCSD
 - Looking for additional sponsors
- No vendors unless they are a sponsor
- Theater of Dreams is not available to do the magic
- ACTION - Sasha reimburse Christian \$48.07, receipt provided (flags to mark trees)

Secretarial Update - Christian

- Membership Update
 - Total active members - 73
 - New Member(s):
 - DCSD
 - Gallaware
 - The Wood House
 - Renewals Completed
 - No renewal completed in September
 - Members up for renewal
 - Zippity Do Da Cleaning
- Monthly Mixer
 - Mixer Reminder Phone Calls
 - Turned over to have Amy divide up the mixer list and have Ambassadors take over doing the mixer reminder calls
 - October - Matt Yeoman with Design Partners & Becky Yeomans Fine Art Studio
 - November - Theater of Dreams

Ambassador Update - Amy

- Ambassadors
 - Mike Cotsworth
 - Gary Condor
 - Dennis Gutenberger
 - Peggy Bodin
- Ambassadors do follow up calls with new members and check in calls
- Business Certificates (not picked up at mixer) - have them and will bring to events

Membership Update - Karen - Absent

- LinkedIn Page - updates have been made to the page to include a new header page image
- Swag Bag Update

Old Business

- Website Members that still need to get on the Directory
ACTION - Dennis check directory and follow up with members
 - 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
 - Gallaware
 - The Wood House
- Google Business Verification - Christian - still pending
- Chamber Business cards - Yolanda - completed
- Wagon Purchase - Bonnie - still need to do

New Business

- Schedule Board Day Retreat to discuss overall Board vision and operational planning for 2025
 - Look at last week of January
 - ACTION - Dennis and Amy look at locations
- Holiday Dinner Planning
 - Have it at JellyStone
 - Dennis book date with Eric and firm up menu
- Website - Events Page
 - ACTION - Dennis Create a page for each event
 - ACTION - Dennis Add business card slogan on website "Building your business community"
- Mobile Website - Photos
 - ACTION - Dennis review and move old photos

- Storage Unit
 - ACTION - Christian Inventory Storage Unit (unit #25)
 - ACTION - Dennis Move the MITP Containers to Storage Unit from Cabin
 - ACTION - will need help once it gets closer to pull Tree Lighting Items out of Storage Unit and put in Cabin
- Inventory list in google and where items are located
 - ACTION - Christian will create

Meeting Adjourned at 12:40pm