



Wednesday, February 5, 2025 @ 11:00 am
MEETING MINUTES
Larkspur Fire House

APPROVED 3/5/2025 MINUTES

Board Members

Bonnie Schwam, President, Present
Dennis Beshear, Vice President, Present
Christian Phelps, Secretary, Present
Jodi McKillip, Treasurer, Present
Yolanda Bruce, Membership Director, Present
Gary Conder, Member at Large, Present

Amy Cotsworth, Ambassador Program Director, present

Call to Order 11:09 am

Move to approve the January 8, 2025 minutes table the approval until Treasurer report clarification

Treasurer Report 1/31/2025

- Community Bank Balance \$29,561.67
- Zeffy Balance \$0
- Undeposited Funds: \$155
- Total bank balance for \$29,716.67
- AR for (month) \$220
 - 1-30 Days: \$150
 - The Venue at Crooked Willow: \$150
 - ACTION - Bonnie will contact
 - 60-90 Days: \$70
 - Rocky Mountain Insurance Advisors: \$70
 - ACTION - Bonnie will contact
- Gross profit: \$1,875
 - Chamber Membership: \$1,030
 - Events: \$845

- Total Expenditures: \$1,443.78
 - Social Media & Marketing: \$375
 - Social Media & Marketing Reimbursements: \$234
 - Website: \$250
 - Advertising: \$25.27
 - Chamber Functions: \$231.14
 - Office Supplies: \$6.49
 - Accounting/CPA: \$250
- Net Income: \$431.22
 - 9 & Dine: \$0
 - AACF: \$375
 - General: \$-413.78
 - Holiday Dinner: \$0
 - MITP: \$375
 - Tree Lighting: \$95

- Details Tracked via Google Docs Spreadsheets
- Report is modified for certain transactions that have yet been cleared and do not appear in QuickBooks
- No Reconciliation Complete
- ACTION - Bonnie and Sasha Community Banks Link needs to be updated with QuickBooks
 - Cannot Verify Cash Balances
 - Cannot Clear Several Month-End Transactions

- ACTION - Sasha Renewals Invoiced
- ACTION - Sasah 1099 to Jennifer Martin and send out other 1099
- ACTION - Jodi Reimbursements - completed
 - Extension cords - \$133.39 Town of Larkspur - paid
 - Smores Baggies - \$19.40 Christian Phelps - paid
 - Wagon - \$79.98 Bonnie Schwam - paid
 - Picture Frames - \$24.14 Jodi McKillip- paid

Move to approve the January 31, 2025 Treasurer's Report, moved by Dennis, seconded by Christian, carried by all

Committee Reports

Holiday Magic Happen - Christian/Dennis

- Sponsor Trees that still need to remove lights
 - Rocky Mountain insurance
 - The Bowers family
 - In memory of Joe Jeske
- Signs are stored in Fisher shed

- Rebar still need to come down by Eric once the ground is not frozen

MITP - Dennis and Bonnie

- Sponsorship updated on the MITP spreadsheet
- April 30th deadline to sponsor
- Magnets - as of now Topilniki and McKillip Group will be on the magnet
- May - hand out Magnets
- ACTION - Amy work to get ambassadors to work the Chamber Table
- Bring water to each event
- ACTION - Yolanda purchase medium size cooler on wheels for the waters

9 and Dine Golf - Bonnie

- Bonnie has called, waiting for call back with Keith
- ACTION - Dennis confirm we are doing the same food choices
- Event Date TBD
- ACTION - Dennis check count on towels to see if we need to order more golf towels (consider having a towel sponsor) 34
 - ACTION - Yolanda will run numbers what it would cost for 50 towels to have sponsor logo
- Do the pre meal order on the sign up
- Need 9 Hole Sponsors \$375 each

AACF - Dennis

- Zeffy Form will be live by end of week on website
 - Count limit for one-day
 - Zeffy form is built
- Vendor sign ups
- Tri-Arts hopefully will join and help with the kids/art booth
- ACTION - Dennis contact Dennis G to see when next meeting is and will attend
- Amy looking for a coffee vender "Death Wish Coffee"

Mixer Schedule

- February Mixer - The McKillip Group CPA & Comprehensive Business Solutions
- March Mixer - Bonnie Schwam
- April Mixer - Path2Purpose & The Organized Flamingo (location TBD)
- June 10th Mixer - Spruce Mountain Ranch — Bonnie/Dennis
 - Lower Event Center
 - Only 50 attendees! Need First and Last Name and Business name RSVP
 - ACTION - Christian created google form RSVP
- Aug 12 - AFLAC -Greg Bruce
- Need more Businesses signing up for remainder of year
- ACTION - Christian and flyer with social media qr codes

Membership Report - Yolanda

- Membership Update
 - Total active members: 73
 - New Member(s):
 - Smile Castle Rock
 - Humancontext.ai
 - Harmonious Mountain Renovations
 - Members up for renewal
 - ACTION - Yolanda will contact renewals that have not renewed

Ambassador Update - Amy

- Setting up a lunch time meeting with the (7) Ambassadors
- Calls for upcoming mixer/ swag bags/giveaways
- Badges needed for new Ambassadors - orders completed
- Meeting for Ambassadors - expectations for helping at Chamber events

Old Business

- Bookkeeping Transfer
 - Jodi set up at Community Bank as Treasurer - completed
- Website Members that still need to get on the Directory - Dennis
 - ADD Gary's photo to membership page
 - Larkspur Outdoor Maintenance
 - PPMD Community Fund - Will not be renewing
 - ENT Credit Union
 - The Foundation for DC Schools
 - RE/MAX- Ashley Holdeman
 - Bath Tune-Up of Castle Rock
 - DoNoraA
 - Dream Vacations
 - The Wood House
 - Harmonious Mountain Renovations
 - Humancontext.ai
 - Smile Castle Rock
 - Comprehensive Business Solutions (Update Sasha Lambert CPA)

New Business

- Basic Membership Level Increase - Bonnie
 - **Move to increase the basic and supporting membership level by \$25 retro effective January 1, 2025, moved by Dennis, seconded by Gary, carried by all.**
- Website and Mobile Site recommendations - Everyone
 - Gary will send over any misspellings to be corrected
 - Mobile needs some updating
 - Scrolling photos
 - Update photos

- Add event pages for each event
 - ACTION - Dennis provide us a quote
- LinkedIn Access Update - Christian
 - I have access and have added posts
- Directory Project for Swag Bags table for next meeting

Meeting Adjourned at 12:28pm