



Wednesday, October 1st @ 11:00 am
MEETING MINUTES
Larkspur Fire House

APPROVED MINUTES 11/5/2025

Board Members

Bonnie Schwam, President, present
Dennis Beshear, Vice President, present
Christian Phelps, Secretary, present
Jodi McKillip, Treasurer, present
Yolanda Bruce, Membership Director, ABSENT
Gary Conder, Member at Large, ABSENT
Amy Cotsworth, Ambassador Program Director, present

Call to Order 11:03 am

Associationsphere.com Zoom Presentation

- Cloud-based software
- Broken down into different modules
- Online forms can be created and linked or embedded onto website
 - Can capture logo and documents from members
 - Can add links or customize website page
- Members Summary CRM
- Mail merge to send out letters going out
- Import current CSV
- Set up membership form
- Link to Quickbooks
- Processing through Stripe
 - Processing fees
- Need hosting and domain hosting - can host and build a website on their platform
 - Can design website pages
 - Don't do general hosting - would need to do Godaddy
- Membership Directory (becomes a widget and can be added to a website)
- Event Forms
 - Track attendance
 - Can create tickets
- Offers Text messaging
- Unlimited User Access and can limit certain access

- 3-4 week set up | manager to help with onboarding process
- Email marketing
- Volunteer Management

Move to purchase a monthly subscription with AssociationSphere for a year to try a new management system moved by Christian, seconded by Amy, carried by all

Move to reallocate Reach Marketing management funds (\$250) to Path2Purpose to continue the management of the website and new AssociationSpere platform, moved by Jodi, seconded by Amy, carried by all

Move to Approve the September Minutes moved by Jodi, seconded by Amy, carried by all

Financial Report

- Total Bank Balance: **\$38,738.96**
- QB Statement of Activity provided 1/1/2025 - 9/30/2025

Purchases reported by Bonnie

- New mailbox keys purchased - \$38
 - Bonnie will hold a key
 - Second key in the lock box
- Larkspur Mailbox paid for yearly membership - \$78

Move to Approve the July and August Financial report moved by Jodi, seconded by Christian, carried by all

ACTION - Jodi Invoice

- Shannon Harp Photography \$150
- Theater of Dreams \$150
- Gallaware - \$125
- The Wood House - \$125

ACTION: Jodi - Noncompliance notice being forwarded to Jodi for review and attention - COMPLETED it was to file with the Secretary of State \$75.00 plus late fee. Updated contact information and mailing address.

New Business

- Larkspur Sentinel Ad 8x11
 - ACTION - Bonnie follow up Stephanie
- IRS letter
 - ACTION - Jodi will review and take care of
- How to make the most of your chamber membership - Yolanda - TABLE for next month

Committee Reports

MITP - Dennis and Bonnie

- Missing 1 stakes for the LC Flags
 - ACTION - Yolanda see if you can get a new bag for the bag with broken zipper and see if we can order more stakes if needed

AACF - Christian

Wrap Up/Recap of event provided by Dennis G at AACF Committee Meeting on 9/25/25

@ 5:30pm

- Amazing help this year!
- Saturday largest crowd we have had
- Peggy did an amazing job with the advertising and flyers
- 4 booths no show
- Payment collected at time of application was positive
- Volunteer Vest were a big help - made them easy to spot
- Adoption - 4 dogs and a kitty adopted
- Autumn Fest picture area looked great Megan put up
- Shed Inventory Board may want to schedule to do first of year
- Art supply inventory (in cabin)
 - 12 pack makers (opened 2)
 - 3 rolls paper (only opened one)
- Breakfast burritos were provided Saturday for free to cover her chili booth. Mindy did wind up bringing burritos on Sunday and sold 29 out of the 30 (see request below)
- **Expenses:**
 - Facepainters
 - Saturday \$100 & \$175
 - Sunday (worked for tips) Security \$500
 - Band (saturday) \$900
 - Band (sunday) \$500
 - \$25.58 Reimbursement for Pizza purchased Friday to Path2Purpose
 - \$45 approx. Spur purchase on LC Card for lunch for the morning set up crew
- **Cash collected**
 - Burritos - \$265 cash | \$10 Zeffy | \$20 square P2P (will convert to zeffy) = \$295 - \$150 (**\$145**)
 - Buckets - \$100 cash | \$10 Zeffy = \$110
 - Coffee Tips - \$34
- Helicopter came Sunday and not Saturday - Need to assess communication with the Helicopter team directly
- Mailchimp communication
 - Several vendors never received email communications that was sent out
 - Conversation with Stephanie
- Thank you email still need to go out by Dennis
- Town standpoint - everything went really well

Recommendations for NEXT year:

- Farmers Market - need to see how we want to do this next year
- More Sunday help in the Chamber Booth
- Food menus from food trucks and local restaurants this year would have been helpful. We had them last year but not this year. Will need to get ahead of time to have volunteers.
- Food for our volunteers Friday
- Zeffy tap and pay does not work - need to look at an online payment system either something with Community Bank or Square
- Business sponsorship
 - Business booth cost more than an art booth \$375 + booth price \$150 2 day booth = \$500 package price (encourage them to offer a giveaway to get people to come to them)
 - Sponsor \$375 with table at chamber table
- Food Trucks
 - Assign spaces next year
 - Need help with traffic control to manage that area - need to go over set up with volunteers doing traffic before event
- Coffee Table - Denver Refreshments do not recommend doing the espresso machine
 - Reach out next year to see if she would offer coffee ready to serve
- Board do we need to look into a different email platform
- Chamber Table Items to Have
 - Give Away Bags and Sponsor Swag in them
 - Water in color and ice for volunteers
 - Snack or treat for volunteers
 - Volunteer Vests
 - First Aid Kit
 - Tool Kit
 - Pens and Highlighters
 - Couple pairs of work gloves
 - Wagon for student volunteers to use to help take items to booths
 - LC cards
 - LC Flyer about the chamber (membership info)
- Advertising
 - FB ad
 - More in Colorado Springs

Requests:

- **Request for 2 \$50 gift cards for two exceptional helpers**
 - **Move to get two \$100 gift cards and give them as a Holiday Bonus, moved by Christian, seconded by Dennis, carried by all**
- **Request to refund Linda and Dave Vance \$150 for one day (long standing supporter)**

- **Move to credit \$150 toward next year's for one day booth, moved by Amy, seconded by Jodi, carried by all**
- **Request to refund Mindy \$145 toward the girls soccer team fundraiser -**
 - **Move to donate \$145 to Mindy's girls soccer team fundraiser, moved by Dennis, seconded by Jodi, carried by all**
 - ACTION - Jodi contact Mindy and get the name of the girls soccer organization to send the check to
- **Request for \$100 check to Corima Toy to cover her time**
 - **This was paid - Jodi has written a check to cover her time**
- **Request to purchase a First Aid Kit and Tool Kit to have at the Chamber Table**
 - **Move to purchase first aid kit and tool kit, moved by Christian, seconded by Jodi, carried by all**
 - ACTION - Jodi order on Amazon

Holiday Magic Happens - Christian

- Peggy has made phone calls
- Tree Spreadsheet is getting updated and finalizing who needs to be invoiced and for what amount
- ACTION - Jodi invoice the businesses on the Tree Spreadsheet that indicate INVOICE

Mixer Schedule

- September 9 - Red Leaf
- October 14 - JellyStone joint event with BOB
- November 11 - Design Partners
- Holiday Dinner - Thursday, Dec 11th @ Bear Dance
 - **Vote on menu items and agree on the following:**
 - **Bear Dance Salad**
 - **Chicken & Beef (diary or vegetarian option)**
 - **Sides: Potatoes and Asparaga**
 - Member Survey (membership feedback)
 - ACTION - Christian create for review and approval
 - Award Nominations - November Meeting Agenda

Membership Report - Christian provided in Yolanda's absence

- Membership Accounting Breakdown - Christian
 - Reviewed the missing allocations
- Membership Update
 - Total active members: 79
 - New Member(s):
 - The Golf Club at Bear Dance
 - Renewals:
 - DC Libraries

- The Organized Flamingo
- DCSD
- MR Hauling
- Membership renewal letters and invoices
 - ACTION - Yolanda EMAIL renewal letter reminders:
 - 30-day reminder renewals Letters ACTION - Yolanda
 - Zoology Foundation (nonprofit)
 - Larkspur Outdoor Maintenance
 - Larkspur Corner Market (Country Store)
 - Hops and Vines

Ambassador Update - Amy

Old Business - ALL TABLED RAN OUT OF TIME

- Volunteer Coordinator Committee Chair Update
- Website Updates - Dennis
 - Move the platform to GoDaddy
 - Schedule time to meet with Christian
- Log Cabin Chats Update - Bonnie
- Coupon Book Idea – Bonnie TABLED

Meeting Adjourned 12:43pm