



Wednesday, December 3 @ 11:00 am
MEETING AGENDA
Virtual Zoom Meeting

APPROVED 1/16/2026 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 11:06 am

Move to approve the November Minutes, moved by Yolanda, seconded by Jodi, carried by all

Financial Report 11/1/2025 - 11/30/2025 - no report this month

- Need more time reconciling deposits to balance out Quickbooks
- Needs full Zeffy Report
- Need deposit slips with payee names to reconcile
- Total Bank Balance: **\$43,499.30** (as of 11/30/2025)

Move to Approve the Financial Report, tabled until next month

Committee Reports and Updates

Holiday Magic Happens - Christian

- Tree Sponsors - 74 (amount collected \$4,030.00)
 - Waiting payment confirmation on 5 trees
- How many sponsor tables: 1 table - Heart HVAC
- Anyone purchasing smores: No but Dennis is researching
- BBQ is confirmed
- Any update on Sasha's tree being decorated?
- Tent set up will start at 1pm - Peggy coordinating
- Set up help - we have student volunteers from 2pm - 7pm

- Sunday help packing up the tent - Peggy is coordinating
- Magic Box - Bonnie has for the event (magic practice at 2pm)

Mixer Schedule

- Holiday Dinner - **Thursday, Dec 11th @ Bear Dance**
 - RSVP Update - 45
 - Member Survey Finalize <https://forms.gle/E3ScvL382vyjK9U38> - move to Board Retreat versus at Holiday Dinner
 - Gifts and Awards Update
 - Hand out New Business Certificates
 - ACTION - Jodi order more certificates
 - Board Elections
- January 13 - Larkspur Fire Department Chili Cookoff
 - ACTION - Christian get GF Bundt Cake

Membership Report - Yolanda's

- Past 90 days
 - ACTION - Dennis do a final call
 - Foundation of DC Schools
 - Bath Tune Up
- ACTION - Jodi Need to be Invoiced or Invoiced Reminder
 - Rocky Mountain Insurance Advisors
 - Pineland Dental
 - Zoology Foundation
 - Larkspur Corner Market
 - Hopes & Vines
- Membership Update
 - Total active members: 76
 - New Member(s):
 - Semeco
 - JSL Landscape & Sprinkler, Inc
 - Renewals:
 - Dream Vacations
 - Membership renewal letters and invoices
 - ACTION - Yolanda EMAIL renewal letter reminders: Completed
 - Castle Rock Eye Wear
 - Harmonious Mountain Renovations
 - Humancontext.ai
 - Smiles Castle Rock
 - Comprehensive Business Solutions

Sentinel Ad for the Upcoming Month

- 2 half page ads or Full page ad

- Add photos to add to the ½ page Ad
- February - Full page with pictures Why Join Chamber

MITP

- Start contacting band in January
- Nancy Paige Cooper wants Larkspur Historic Society to be Nonprofit in June (firm up is that the 1st or 2nd)

Ambassador Update - Amy

- Call members who have not RSVP for the Annual Dinner
- Working on getting cell phone numbers to update on membership list so we can send via text
- Work on having ambassadors as mentors/point of contact

Old Business

- Board Retreat DATE CHANGED TO 1/16/2026 from 11am - 4pm
 - ACTION - BOARD RSVP
- IRS letter
 - ACTION - Jodi will review and take care of - COMPLETED
- First aid and Tool Kit Order - Jodi - COMPLETED
- Check to Girls Soccer (name of club for check) - Jodi
- Log Cabin Chats Update - Bonnie
 - Schedule Chat with Tim McCawley, Fire Chief
 - Discuss the 5 year strategic plan provided at our meeting

New Business

- How to make the most of your chamber membership - Yolanda
- Contracts Discussion
 - **Move to pay Comprehensive Business Solutions through the end of August for Bookkeeping services rendered once invoice is provided, moved by Gary, seconded by Christian, carried by all.**
 - **Move to remove Comprehensive Business Solutions as the Bookkeeper for the Chamber, moved by Dennis, seconded by Gary, carried by all**
 - **Move to pay Castle Rock Tax for bookkeeping services rendered from September 2025 until new bookkeeper is contracted based on invoice provided and approved, moved by Christian, seconded by Dennis, carried by all**
- ACTION - Need to look at how we can transition the admin on Quickbooks
- ACTION - Need to look for a new Bookkeeper services

Meeting Adjourned 12:26 pm