CC update

AGENDA

MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS
Tuesday, November 29, 2011 AT 7 A.M.
CHAMBER OFFICE

1. Call to Order

2. Introduction of new Board Members: Heiko Sweeney and Victor Rosa

3. Action Items:
   A. October 25, 2011 Minutes
   B. October-2011 Financial Reports
   C. Request for sponsorship from Kings Art Center

4. Update Items
   A. Chamber Membership

Upcoming Event:

Chamber Ribbon Cutting, Thursday, December 1st , Peoples Funeral Chapel @ 5:30p.m.

Christmas Parade, Saturday, December 3rd @ 6p.m.

Installation & Awards Banquet, Friday, January 20th, 2012

5. Any Other Business

6. Adjourn

Lemoore District Chamber of Commerce Board of Directors
MINUTES of the Meeting,
Tuesday, October 25, 2011 at 7:00a.m.
Completed

PRESENT WERE: CHAIRMAN, Michael Patterson; VICE-CHAIRMAN, Paul Santiago; PAST CHAIRMAN, Rick Rossiter; CHAIRMAN-ELECT, John Miller; DIRECTORS: Rick Rayburn, Jeff Briltz, Don Warkentin, Mary Hornsby, Jeff Garcia, Jeff Briltz, Melinda Larson and CEO Maureen Azevedo. Guests present: Newly Elected Board members; Carolina Evangelo and Michele Costa. Additional Guests: Andy Andersen and Tina Wozniak, with Passastino-Andersen, and West Hills College students; Monty Renteria and Joseph Villanueva

Skip

ABSENT WERE: CFO, Diana Peck; DIRECTORS; Aracely Salas, and Debbie Gullord

Called to Order: **7:05 a.m. by** CHAIRMAN, Michael Patterson

ACTION ITEMS:

A. **Minutes September 27, 2011:** A Motion to approve, Rick Rayburn, Second by, Jeff Briltz, minutes unanimously approved.

B. **Financial Reports: September - 2011:** A Motion to approve, Jeff Briltz, Second by, Don Warkentin, financials unanimously approved.
In addition to the Balance Sheet and P&L Reports, CEO was instructed to include an additional report, Profit & Loss (Budget vs Actual). This QuickBooks report would be a simple - single page document.

C. **New authorized signers for Chamber bank accounts:** It was determined, when the time comes to remove Jeff Garcia, and Rick Rayburn, as signatories on our accounts at Union Bank, no additional singers would be necessary. The remaining account singers will be; Paul Santiago, John Miller, Rick Rossiter, Mary Hornsby and CEO - Maureen Azevedo. A motion to approve by, Skip Nugent, Seconded by, Rick Rayburn, motion unanimously approved.

D. **Authorization to spend up to $700, to jointly purchase additional banquet tables:** Jeff Briltz felt the biggest issue would be storing and transporting the tables. The best option would be having a trailer to store them, and the trailer would be hauled/transported to the location where these items (tables & chairs) would be used. Until that is worked out, it really isn't a good time to make this investment. However, if at a later date, all the logistics have been worked out, it was agreed that the Chamber is authorized to spend up to $700, to purchase additional banquet tables. A motion to approve by, Rick Rossiter, Seconded by, Mary Hornsby, motion unanimously approved.

E. ***Chamber Membership Updates:**
***Correction made - In error, this was listed as an Action Item, this should have been a discussion item, and was subsequently moved to the Discussion Items.**

Discussion/Action Items:

Moved items from the original order, to allow representatives from Passantino-Andersen time to make their presentation.

b) Andy Andersen and Tina Wozniak, with Passantino-Andersen, made their presentation on the proposed Lemoore -Wal-Mart. At closing, Andy Andersen requested a letter of endorsement from the Chamber Board.

Following their leaving, more discussion took place. It was the decision of the Board, to wait until the E.I.R. is release, prior to submitting any letter of endorsement. However, all Chamber Board members were provided an Informational - postage paid card, which could be submitted individually.

Chamber Membership Updates: New, Renewing, and dropped membership was discussed.

REMAINING and UPDATE ITEMS were discussed, with no further action necessary at this time;

Meeting was adjourned at 8:10 A.M.

Respectfully Submitted,

Maureen Azevedo,
Chief Executive Officer

1:03 PM
11/17/11
Cash Basis

Lemoore District Chamber of Commerce
Profit & Loss Budget vs. Actual
January through October 2011

	Jan - Oct 11	Budget
Ordinary Income/Expense		
Income		
4300 · Relocation Packets	10.00	
Misc Income	168.65	
4010 · Donations	1,000.00	
4000 · Chamber Programs & Services		
4004 · Newsletter Inserts	10.00	
4006 · Notary Income	65.00	
4001 · Banners	100.00	170.00
4002 · Merchandise	991.00	832.00
Total 4000 · Chamber Programs & Services	1,166.00	1,002.00
4800 · Rental Property Income		
4800.02 · Late Fees from Rentals	116.68	
4800.01 · Retained Security Deposits	750.00	
4801 · 212 D Street	3,800.00	0.00
4802 · 218 D Street	9,500.00	9,500.00
4803 · Freight Room & Suites	12,604.96	10,000.00
Total 4800 · Rental Property Income	26,771.64	19,500.00
4100 · Membership Dues		
4100 · Membership Dues - Other	0.00	44,000.00
4105 · Family	110.00	
4101 · Agricultural	250.00	
4103 · Clergy	260.00	
4106 · Individual	455.00	
4110 · Utilities	500.00	
4104 · Educational	1,000.00	
4107 · Money (banks)	1,400.00	
4108 · Non-Profit	3,000.00	
4102 · Business	27,626.50	
Total 4100 · Membership Dues	34,601.50	44,000.00
4600 · RDA Income	49,000.00	56,000.00
4200 · Events		
4020.11 · Sponsorship	100.00	
4200 · Events - Other	158.00	
4210 · Lemoore H.S. Foundation	188.00	
4207 · Christmas Parade & Tree Raising		
4207.02 · Sponsorships	500.00	
Total 4207 · Christmas Parade & Tree Raising	500.00	
4206 · Carnivals	4,402.00	10,000.00
4205 · Luncheons		
4205 · Luncheons - Other	0.00	5,000.00
4205.09 · Sponsorship	2,000.00	
4205.01 · Attendees	4,256.00	
Total 4205 · Luncheons	6,256.00	5,000.00
4202 · Installation		
4202 · Installation - Other	0.00	9,750.00
4202.03 · Table Sponsorships	950.00	
4202.01 · Attendees	7,990.00	
Total 4202 · Installation	8,940.00	9,750.00
4204 · Salute to Ag		
4204 · Salute to Ag - Other	0.00	9,000.00
4204.05 · Table Sponsorships	650.00	
4204.02 · Sponsorships	3,250.00	
4204.01 · Attendees	13,430.00	
Total 4204 · Salute to Ag	17,330.00	9,000.00
4201 · Pizza Fest		
4201 · Pizza Fest - Other	0.00	20,000.00
4201.08 · Entry Fee	300.00	
4201.04 · Bar Sales	2,831.10	
4201.02 · Sponsorships	7,700.00	
4201.06 · Vendors	9,342.00	
Total 4201 · Pizza Fest	20,173.10	20,000.00
4203 · Rockin' the Arbor Concerts		
4203 · Rockin' the Arbor Concerts - Other	0.00	7,000.00

Lemoore District Chamber of Commerce
Profit & Loss Budget vs. Actual
January through October 2011

	Jan - Oct 11	Budget
4303.07 · Misc., Raffle, Bounce Hs, etc.	648.50	
4203.08 · Vendors	790.00	
4203.02 · Sponsorships	4,500.00	
4203.06 · Food Vendors	6,951.00	
4203.04 · Bar Sales	14,921.80	
Total 4203 · Rockin' the Arbor Concerts	27,811.30	7,000.00
Total 4200 · Events	85,858.40	60,750.00
Total Income	198,576.19	181,252.00
Gross Profit	198,576.19	181,252.00
Expense		
5990 · Returned Checks	0.00	
5910 · Pass Through Expense	0.00	
5350 · Board of Directors		
5351 · Goal Setting Retreat	771.92	725.00
Total 5350 · Board of Directors	771.92	725.00
5300 · Staff		
5302 · Conferences/Meetings	10.35	1,000.00
5303 · Meals and Entertainment	91.29	
5301 · Mileage	1,117.83	832.00
Total 5300 · Staff	1,219.47	1,832.00
5500 · Chamber Property		
5502 · Service	0.00	330.00
5503 · Janitorial Supplies	281.59	170.00
5501 · Repairs & Maintenance	963.02	1,000.00
Total 5500 · Chamber Property	1,244.61	1,500.00
5450 · Mortgage Interest	1,832.13	2,250.00
5890 · Utilities		
5890.03 · Electricity-Downtown Lights 218	623.08	582.00
5890.06 · Water	726.39	582.00
5890.02 · Electricity-Downtown Heinlen	895.35	920.00
5890.05 · Gas	904.49	708.00
5890.01 · Electricity-Depot	2,910.00	3,080.00
Total 5890 · Utilities	6,059.31	5,872.00
5250 · Payroll Expenses		
5250 · Payroll Expenses - Other	0.00	
5251 · Payroll Taxes	6,199.19	7,330.00
Total 5250 · Payroll Expenses	6,199.19	7,330.00
5650 · Professional & Banking		
5653 · Bank Service Charges	140.21	168.00
5650 · Professional & Banking - Other	171.65	
5652 · Legal Fees	1,000.00	
5654 · Credit Card Service Charges	1,200.03	1,250.00
5651 · Accounting Fees	5,129.71	3,830.00
Total 5650 · Professional & Banking	7,641.60	5,248.00
5600 · Office Expenses		
5601 · Equipment Maintenance	0.00	334.00
5600 · Office Expenses - Other	563.61	
5602 · Supplies	1,058.10	1,920.00
5604 · Printing and Copying	1,229.58	2,000.00
5603 · Postage, Mailing Service	1,553.06	2,420.00
5605 · Computer/Internet/Tech	1,866.71	2,000.00
5606 · Telephone, Telecommunications	2,602.81	2,000.00
Total 5600 · Office Expenses	8,873.87	10,674.00
5900 · Depreciation Expense	9,870.90	
5800 · Rental Prop Expenses		
5800 · Rental Prop Expenses - Other	0.00	5,000.00
5803 · Freight Room & Suites	2,099.79	1,168.00
5802 · 218 D Street	3,577.30	2,830.00
5801 · 212 D Street	4,254.95	1,500.00
Total 5800 · Rental Prop Expenses	9,932.04	10,498.00

Lemoore District Chamber of Commerce
Profit & Loss Budget vs. Actual
January through October 2011

	Jan - Oct 11	Budget
5400 · Insurance		
5400.1 · Workers Comp	1,302.00	
5400 · Insurance - Other	9,109.43	9,170.00
Total 5400 · Insurance	10,411.43	9,170.00
5000 · Programs & Services		
5006 · Donations	0.00	400.00
5001 · Ambassador Program	0.00	150.00
5007 · Misc Expense	30.20	
5010 · Notary Fees	42.00	
5005 · Public Relations	773.98	150.00
5004 · Dues, Subscription & Membership	1,071.80	832.00
5002 · Merchandise	2,191.24	834.00
5003 · Newsletter	11,025.81	11,000.00
Total 5000 · Programs & Services	15,135.03	13,366.00
5100 · Events Expense		
5111 · Holiday Stroll	16.09	
5112 · Lemoore H.S. Foundation	50.00	
5110 · 4th of July	340.64	
5107 · Christmas Parade & Tree Raising	530.95	
5106 · Carnival	632.95	1,500.00
5105 · Luncheons	5,049.98	5,830.00
5102 · Installation	8,244.76	8,000.00
5101 · Pizza Fest	8,699.59	12,000.00
5104 · Salute to Ag	9,470.25	6,000.00
5103 · Rockin' the Arbor Concerts	18,234.11	7,000.00
Total 5100 · Events Expense	51,269.32	40,330.00
5200 · Payroll Wages		
5200 · Payroll Wages - Other	0.00	73,330.00
5207 · LCOC	0.00	
5205 · DMA Wages	3,151.68	
5203 · Office Manager	26,351.50	
5201 · CEO	30,210.00	
Total 5200 · Payroll Wages	59,713.18	73,330.00
Total Expense	190,174.00	182,125.00
Net Ordinary Income	8,402.19	-873.00
Other Income/Expense		
Other Income		
4900 · Interest Income	2.90	
4950 · Tax Refund	142.69	
Total Other Income	145.59	
Net Other Income	145.59	0.00
Net Income	**8,547.78**	**-873.00**

Lemoore District Chamber of Commerce
Profit & Loss
January through October 2011

		Jan - Oct 11
Ordinary Income/Expense		
Income		
Misc Income		168.65
4000 · Chamber Programs & Services		
4001 · Banners	100.00	
4002 · Merchandise	991.00	
4004 · Newsletter Inserts	10.00	
4006 · Notary Income	65.00	
Total 4000 · Chamber Programs & Services		1,166.00
4010 · Donations		1,000.00
4100 · Membership Dues		
4101 · Agricultural	250.00	
4102 · Business	27,626.50	
4103 · Clergy	260.00	
4104 · Educational	1,000.00	
4105 · Family	110.00	
4106 · Individual	455.00	
4107 · Money (banks)	1,400.00	
4108 · Non-Profit	3,000.00	
4110 · Utilities	500.00	
Total 4100 · Membership Dues		34,601.50
4200 · Events		
4020.11 · Sponsorship	100.00	
4201 · Pizza Fest		
4201.02 · Sponsorships	7,700.00	
4201.04 · Bar Sales	2,831.10	
4201.06 · Vendors	9,342.00	
4201.08 · Entry Fee	300.00	
Total 4201 · Pizza Fest	20,173.10	
4202 · Installation		
4202.01 · Attendees	7,990.00	
4202.03 · Table Sponsorships	950.00	
Total 4202 · Installation	8,940.00	
4203 · Rockin' the Arbor Concerts		
4203.02 · Sponsorships	4,500.00	
4203.04 · Bar Sales	14,921.80	
4203.06 · Food Vendors	6,951.00	
4203.08 · Vendors	790.00	
4303.07 · Misc., Raffle, Bounce Hs, etc.	648.50	
Total 4203 · Rockin' the Arbor Concerts	27,811.30	
4204 · Salute to Ag		
4204.01 · Attendees	13,430.00	
4204.02 · Sponsorships	3,250.00	
4204.05 · Table Sponsorships	650.00	
Total 4204 · Salute to Ag	17,330.00	
4205 · Luncheons		
4205.01 · Attendees	4,256.00	
4205.09 · Sponsorship	2,000.00	
Total 4205 · Luncheons	6,256.00	
4206 · Carnivals	4,402.00	
4207 · Christmas Parade & Tree Raising		
4207.02 · Sponsorships	500.00	
Total 4207 · Christmas Parade & Tree Raising	500.00	
4210 · Lemoore H.S. Foundation	188.00	
4200 · Events - Other	158.00	
Total 4200 · Events		85,858.40
4300 · Relocation Packets		10.00
4600 · RDA Income		49,000.00
4800 · Rental Property Income		
4800.01 · Retained Security Deposits	750.00	
4800.02 · Late Fees from Rentals	116.68	
4801 · 212 D Street	3,800.00	
4802 · 218 D Street	9,500.00	

Lemoore District Chamber of Commerce
Profit & Loss
January through October 2011

	Jan - Oct 11	
4803 · Freight Room & Suites	12,604.96	
Total 4800 · Rental Property Income		26,771.64
Total Income		198,576.19
Gross Profit		198,576.19
Expense		
5000 · Programs & Services		
5002 · Merchandise	2,191.24	
5003 · Newsletter	11,025.81	
5004 · Dues, Subscription & Membership	1,071.80	
5005 · Public Relations	773.98	
5007 · Misc Expense	30.20	
5010 · Notary Fees	42.00	
Total 5000 · Programs & Services		15,135.03
5100 · Events Expense		
5101 · Pizza Fest	8,699.59	
5102 · Installation	8,244.76	
5103 · Rockin' the Arbor Concerts	18,234.11	
5104 · Salute to Ag	9,470.25	
5105 · Luncheons	5,049.98	
5106 · Carnival	632.95	
5107 · Christmas Parade & Tree Raising	530.95	
5110 · 4th of July	340.64	
5111 · Holiday Stroll	16.09	
5112 · Lemoore H.S. Foundation	50.00	
Total 5100 · Events Expense		51,269.32
5200 · Payroll Wages		
5201 · CEO	30,210.00	
5203 · Office Manager	26,351.50	
5205 · DMA Wages	3,151.68	
5207 · LCOC	0.00	
Total 5200 · Payroll Wages		59,713.18
5250 · Payroll Expenses		
5251 · Payroll Taxes	6,199.19	
5250 · Payroll Expenses - Other	0.00	
Total 5250 · Payroll Expenses		6,199.19
5300 · Staff		
5301 · Mileage	1,117.83	
5302 · Conferences/Meetings	10.35	
5303 · Meals and Entertainment	91.29	
Total 5300 · Staff		1,219.47
5350 · Board of Directors		
5351 · Goal Setting Retreat	771.92	
Total 5350 · Board of Directors		771.92
5400 · Insurance		
5400.1 · Workers Comp	1,302.00	
5400 · Insurance - Other	9,109.43	
Total 5400 · Insurance		10,411.43
5450 · Mortgage Interest		1,832.13
5500 · Chamber Property		
5501 · Repairs & Maintenance	963.02	
5503 · Janitorial Supplies	281.59	
Total 5500 · Chamber Property		1,244.61
5600 · Office Expenses		
5602 · Supplies	1,058.10	
5603 · Postage, Mailing Service	1,553.06	
5604 · Printing and Copying	1,229.58	
5605 · Computer/Internet/Tech	1,866.71	
5606 · Telephone, Telecommunications	2,602.81	
5600 · Office Expenses - Other	563.61	
Total 5600 · Office Expenses		8,873.87

Lemoore District Chamber of Commerce
Profit & Loss
January through October 2011

	Jan - Oct 11	
5650 · Professional & Banking		
5651 · Accounting Fees	5,129.71	
5652 · Legal Fees	1,000.00	
5653 · Bank Service Charges	140.21	
5654 · Credit Card Service Charges	1,200.03	
5650 · Professional & Banking - Other	171.65	
Total 5650 · Professional & Banking		7,641.60
5800 · Rental Prop Expenses		
5801 · 212 D Street	4,254.95	
5802 · 218 D Street	3,577.30	
5803 · Freight Room & Suites	2,099.79	
Total 5800 · Rental Prop Expenses		9,932.04
5890 · Utilities		
5890.01 · Electricity-Depot	2,910.00	
5890.02 · Electricity-Downtown Heinlen	895.35	
5890.03 · Electricity-Downtown Lights 218	623.08	
5890.05 · Gas	904.49	
5890.06 · Water	726.39	
Total 5890 · Utilities		6,059.31
5900 · Depreciation Expense		9,870.90
5910 · Pass Through Expense		0.00
5990 · Returned Checks		0.00
Total Expense		190,174.00
Net Ordinary Income		8,402.19
Other Income/Expense		
Other Income		
4900 · Interest Income		2.90
4950 · Tax Refund		142.69
Total Other Income		145.59
Net Other Income		145.59
Net Income		**8,547.78**

Lemoore District Chamber of Commerce
Balance Sheet
As of October 31, 2011

		Oct 31, 11
ASSETS		
Current Assets		
Checking/Savings		
1000 · Union Bank		30,375.48
1001 · Union Bank Checking/Savings		548.90
1002 · Union Bank Savings		12,044.46
1021 · Petty Cash		220.00
Total Checking/Savings		43,188.84
Other Current Assets		
1400 · Undeposited Funds		400.00
Total Other Current Assets		400.00
Total Current Assets		43,588.84
Fixed Assets		
1500 · Buildings (Rental Property)		
1500.1 · Buildings - 212 W D St	34,871.00	
1500.2 · Buildings - 218 W D St	54,722.00	
Total 1500 · Buildings (Rental Property)		89,593.00
1501 · Improvements (Rental Property)		
1501.1 · Improvements - 212 W D St	105,936.68	
1501.2 · Improvements - 218 W D St	9,685.00	
Total 1501 · Improvements (Rental Property)		115,621.68
1505 · Land (Rental Property)		
1505.1 · Land - 212 W D St.	28,011.69	
1505.2 · Land - 218 W D St.	25,000.00	
Total 1505 · Land (Rental Property)		53,011.69
1510 · Furniture and Fixtures (Rental)		6,073.14
1515 · A/D - Rental Property		-81,697.74
1525 · Furniture and Fixtures		16,656.27
1530 · Machinery and Equipment		12,551.34
1535 · Computers		22,832.48
1595 · A/D - All other property		-42,152.16
Total Fixed Assets		192,489.70
TOTAL ASSETS		**236,078.54**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2065 - Scholarship Fund		50.00
2070 - Rental Security Deposits		5,715.00
2060 · Mural Fund		548.90
2100 · Payroll Liabilities		
2100.1 · Federal Withholding Payable	352.00	
2100.2 · FICA Payable	455.39	
2100.3 · FUTA Payable	7.96	
2100.4 · State Withholding Payable	71.57	
2100.5 · SDI Payable	41.09	
2100.6 · SUI/ETT Payable	12.34	
Total 2100 · Payroll Liabilities		940.35
Total Other Current Liabilities		7,254.25
Total Current Liabilities		7,254.25
Long Term Liabilities		
2700 · Westamerica Mortgage		28,873.25
Total Long Term Liabilities		28,873.25
Total Liabilities		36,127.50
Equity		
3100 · Fund Surplus		191,403.26
Net Income		8,547.78
Total Equity		199,951.04

Lemoore District Chamber of Commerce
Balance Sheet
As of October 31, 2011

	Oct 31, 11
TOTAL LIABILITIES & EQUITY	236,078.54