

CC update

AGENDA  
MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE  
BOARD OF DIRECTORS  
May 31, 2011 AT 7 A.M.  
CHAMBER OFFICE

- 1. Call to Order
- 2. Action Items:
  - A. April 26, 2011 Minutes
  - B. April 2011 Financial Reports

Discussion/Action Items:

- a) Pizza Fest "2012" dates - April 13, 14, & 15<sup>th</sup>, 2012 - Does anyone know if these dates conflict with any other "BIG" events happening this same weekend?
- b) RENTAL PROPERTY UPDATES:
  - Lemoore Depot - Upstairs Office, Suites A, B & C - Fully Occupied!
  - 218 "D" Street - Still occupied by UCP
  - 212 "D" Street - RENTED! Finally!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
  - New flooring needs to be installed, as well as possibly tearing down the storage shed in the back of the property. (See pictures provided)
- c) Executive Committee Reports: Bylaws, Employee Handbook, Employee Time-off Policy
- d) 2011 Christmas Ornament - Quantity to order?????
- e) **Agriculturist of the Year Award** - Possibly changing the name of the award to:
  - The Jack Stone  
Agriculturist  
of the Year Award**
- f) Freight Room - When we have Back to Back rentals over the weekend? I.E. Friday night followed by Saturday and Sunday rentals. Inspections are necessary, after each event. In addition, the bathrooms need restocking, etc.
  - If it is necessary that the Freight Room, or bathrooms, or outside deck, etc., requires additional cleaning, (prior to the next renter arriving) how much should be retained from the previous renters deposit? How much should the weekend person, be compensated?

Any Other Business / Adjourn

Lemoore District Chamber of Commerce Board of Directors

MINUTES of the Meeting,  
Tuesday, April 26, 2011 at 7:00a.m.

PRESENT WERE; CHAIRMAN, Michael Patterson; VICE-CHAIRMAN, Paul Santiago; PAST CHAIRMAN, Rick Rossiter; DIRECTORS: Jeff Briltz, Jeff Garcia, Skip Nugent, Don Warkentin, Melinda Larson and CEO Maureen Azevedo

ABSENT: CHAIRMAN-ELECT, Rick Rayburn; CFO, Diana Peck; DIRECTOR; Aracely Sa las, Debbie Gullord and Mary Hornsby

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

ACTION ITEMS:

- A. Minutes March 29, 2011: Motion to approve, Don Warkentin, Second by, Skip Nugent, minutes unanimously approved.
- B. Financial Reports - March - 2011: Motion to approve, Jeff Garcia, Second by, John Miller, minutes unanimously approved.
- C. Committee / Executive Board Report: Chamber Board updated on the various items the Executive Board has been working on. No Board action was necessary.

DISCUSSION/ACTION ITEMS:

a) Pizza Fest: Rick Rossiter reported on our successful "2011 Pizza Fest". He also shared some of the.

b) Lemoore Chamber Presents, and or Partnerships with Travel Agency/Agencies (*Destinations with Darlene / Collette Vacations*)

After much discussion, and because it gives the appearance of the "Lemoore Chamber" being directly associated and responsible for these trips, it was decided, after the "Discover Tuscany" trip, we will no longer be involved in *Partnering* or being listed as *Presenting* any type of vacation/trips, with any Travel Agency.

The Lemoore Chamber will however, continue to help promote any trips, vacation package, via e-newsletter, inserts into the monthly Lemoore Chamber LifeStyle, etc., just as we would for any Lemoore Chamber Member.

If either, Darlene Newton, or Joan Thornton, with Collette Vacations, at some time, would like to use the Chamber Freight Room, for a trip presentation, they would be welcomed to do so, assuming the room is available. However, either party would still be required to provide the \$1,000,000 Liability Ins.

In lieu of \$75 - Freight Room Rental fee, (for Chamber Members), the Chamber could possibly be reimbursed with a certain percentage, possibly 5% - 10% of the total trip package, or ticket cost.

c) Rental Property Updates: Maureen provided updates on all rental properties.

d) Depot Building - Solar Power: Maureen instructed to contact a Solar Company, preferably a Chamber member, to discuss this.

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

Meeting was adjourned at 7:45 A.M.

Respectfully Submitted,

Maureen Azevedo,  
Chief Executive Officer

**Lemoore District Chamber of Commerce**  
**Balance Sheet**  
As of April 30, 2011

	Apr 30, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Union Bank	27,679.72
1001 · Union Bank Checking/Savings	548.90
1002 · Union Bank Savings	12,041.56
1021 · Petty Cash	220.00
<b>Total Checking/Savings</b>	40,490.18
<b>Other Current Assets</b>	
1400 · Undeposited Funds	-245.00
<b>Total Other Current Assets</b>	-245.00
<b>Total Current Assets</b>	40,245.18
<b>Fixed Assets</b>	
<b>1500 · Buildings (Rental Property)</b>	
1500.1 · Buildings - 212 W D St	34,871.00
1500.2 · Buildings - 218 W D St	54,722.00
<b>Total 1500 · Buildings (Rental Property)</b>	89,593.00
<b>1501 · Improvements (Rental Property)</b>	
1501.1 · Improvements - 212 W D St	105,936.68
1501.2 · Improvements - 218 W D St	9,685.00
<b>Total 1501 · Improvements (Rental Property)</b>	115,621.68
<b>1505 · Land (Rental Property)</b>	
1505.1 · Land - 212 W D St.	28,011.69
1505.2 · Land - 218 W D St.	25,000.00
<b>Total 1505 · Land (Rental Property)</b>	53,011.69
1510 · Furniture and Fixtures (Rental)	6,073.14
1515 · A/D - Rental Property	-77,559.72
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	-40,367.64
<b>Total Fixed Assets</b>	198,412.24
<b>TOTAL ASSETS</b>	238,657.42
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2065 - Scholarship Fund	50.00
2070 - Rental Security Deposits	4,575.00
2060 · Mural Fund	548.90
<b>2100 · Payroll Liabilities</b>	
2100.1 · Federal Withholding Payable	972.00
2100.2 · FICA Payable	1,290.05
2100.3 · FUTA Payable	120.42
2100.4 · State Withholding Payable	224.97
2100.5 · SDI Payable	116.40
2100.6 · SUI/ETT Payable	221.28
<b>Total 2100 · Payroll Liabilities</b>	2,945.12
<b>Total Other Current Liabilities</b>	8,119.02
<b>Total Current Liabilities</b>	8,119.02
<b>Long Term Liabilities</b>	
2700 · Westamerica Mortgage	33,888.36
<b>Total Long Term Liabilities</b>	33,888.36
<b>Total Liabilities</b>	42,007.38
<b>Equity</b>	
3100 · Fund Surplus	191,403.26
Net Income	5,246.78
<b>Total Equity</b>	196,650.04

12:40 PM

5/30/11

Cash Basis

Lemoore District Chamber of Commerce

**Balance Sheet**

As of April 30, 2011

Apr 30, 11

TOTAL LIABILITIES & EQUITY

238,657.42

**Lemoore District Chamber of Commerce**  
**Profit & Loss**  
 January through April 2011

	Jan - Apr 11
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Misc Income	43.00
4000 · Chamber Programs & Services	
4001 · Banners	20.00
4002 · Merchandise	699.50
<b>Total 4000 · Chamber Programs &amp; Services</b>	<b>719.50</b>
4010 · Donations	1,000.00
4100 · Membership Dues	
4102 · Business	15,816.50
4103 · Clergy	130.00
4104 · Educational	500.00
4105 · Family	110.00
4106 · Individual	325.00
4107 · Money (banks)	1,050.00
4108 · Non-Profit	1,650.00
<b>Total 4100 · Membership Dues</b>	<b>19,581.50</b>
4200 · Events	
4020.11 · Sponsorship	1,000.00
4020.13 · Table Sponsors	50.00
4201 · Pizza Fest	
4201.02 · Sponsorships	1,700.00
4201.04 · Bar Sales	2,831.10
4201.06 · Vendors	7,025.00
4201.08 · Entry Fee	400.00
<b>Total 4201 · Pizza Fest</b>	<b>11,956.10</b>
4202 · Installation	
4202.01 · Attendees	7,790.00
4202.03 · Table Sponsorships	800.00
<b>Total 4202 · Installation</b>	<b>8,590.00</b>
4205 · Luncheons	
4205.01 · Attendees	889.00
4205 · Luncheons - Other	1,223.00
<b>Total 4205 · Luncheons</b>	<b>2,112.00</b>
4206 · Carnivals	4,402.00
4200 · Events - Other	36.00
<b>Total 4200 · Events</b>	<b>28,146.10</b>
4600 · RDA Income	24,000.00
4800 · Rental Property Income	
4800.01 · Rental - Security Deposit	500.00
4802 · 218 D Street	2,850.00
4803 · Freight Room & Suites	4,850.00
<b>Total 4800 · Rental Property Income</b>	<b>8,200.00</b>
<b>Total Income</b>	<b>81,690.10</b>
<b>Gross Profit</b>	<b>81,690.10</b>
<b>Expense</b>	
5000 · Programs & Services	
5002 · Merchandise	1,275.42
5003 · Newsletter	4,309.00
5004 · Dues, Subscription & Membership	527.00
5005 · Public Relations	35.00
5007 · Misc Expense	30.20
5009 · Bulk Mail	107.81
<b>Total 5000 · Programs &amp; Services</b>	<b>6,284.43</b>
5100 · Events Expense	
5101 · Pizza Fest	7,469.72
5102 · Installation	7,625.08
5105 · Luncheons	2,806.88
5106 · Carnival	632.95
5107 · Christams Parade & Tree Raising	530.95
<b>Total 5100 · Events Expense</b>	<b>19,065.58</b>

## Lemoore District Chamber of Commerce

## Profit &amp; Loss

January through April 2011

	<u>Jan - Apr 11</u>
5200 · Payroll Wages	
5201 · CEO	12,720.00
5203 · Office Manager	7,247.00
5205 · DMA Wages	812.18
5207 · LCOC	1,501.50
<b>Total 5200 · Payroll Wages</b>	<b>22,280.68</b>
5250 · Payroll Expenses	
5251 · Payroll Taxes	3,107.90
5250 · Payroll Expenses - Other	354.82
<b>Total 5250 · Payroll Expenses</b>	<b>3,462.72</b>
5300 · Staff	
5301 · Mileage	455.75
<b>Total 5300 · Staff</b>	<b>455.75</b>
5400 · Insurance	7,829.43
5450 · Mortgage Interest	783.64
5500 · Chamber Property	
5501 · Repairs & Maintenance	450.00
5503 · Janitorial Supplies	8.65
<b>Total 5500 · Chamber Property</b>	<b>458.65</b>
5600 · Office Expenses	
5602 · Supplies	259.09
5603 · Postage, Mailing Service	504.03
5604 · Printing and Copying	417.13
5605 · Computer/Internet/Tech	859.80
5606 · Telephone, Telecommunications	1,197.54
5600 · Office Expenses - Other	563.61
<b>Total 5600 · Office Expenses</b>	<b>3,801.20</b>
5650 · Professional & Banking	
5651 · Accounting Fees	1,180.00
5653 · Bank Service Charges	87.49
5654 · Credit Card Service Charges	521.30
<b>Total 5650 · Professional &amp; Banking</b>	<b>1,788.79</b>
5800 · Rental Prop Expenses	
5801 · 212 D Street	845.20
5802 · 218 D Street	2,234.80
<b>Total 5800 · Rental Prop Expenses</b>	<b>3,080.00</b>
5890 · Utilities	
5890.01 · Electricity-Depot	836.83
5890.02 · Electricity-Downtown Heinlen	799.16
5890.03 · Electricity-Downtown Lights 218	514.20
5890.05 · Gas	710.91
5890.06 · Water	342.99
<b>Total 5890 · Utilities</b>	<b>3,204.09</b>
5900 · Depreciation Expense	3,948.36
<b>Total Expense</b>	<b>76,443.32</b>
<b>Net Ordinary Income</b>	<b>5,246.78</b>
<b>Net Income</b>	<b>5,246.78</b>