

CC update

AGENDA
MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS
Tuesday, October 25, 2011 AT 7 A.M.
CHAMBER OFFICE

1. Call to Order

PLEASE NOTE: we will have two students; Monty Renteria & Joseph Villanueva, from West Hills College, as Guest Observers.

2. Action Items:

A. September 27, 2011 Minutes

B. September-2011 Financial Reports

C. New *authorized signers* for Lemoore Chamber accounts @ Union Bank

D. Chamber to *jointly* purchase additional 6ft Banquet Tables, for an investment of no more than \$700. The other joint partners are, Lemoore Rotary, and City of Lemoore Parks & Recreation Dept. The tables will be stored in an enclosed/locked area at the Cinnamon Complex. A Use Agreement, aka "Borrowed Table" document will be prepared, with all necessary language, regarding use, cost of repair/replacement, etc. A minimal fee, will be charged to others, who wish to borrow these tables. These funds will be deposited into a bank account, which will be considered a "Reserve Fund".

Who should maintain, and be in charge of this account???

E. Chamber Membership Updates:

As of August- New Members: Simply Serenity, R & J's Machine Shop, Renewed Thrift Store, Cal Viva Health, Gibson Gates & Fencing, Meyer Valley Farms, Chicano Correctional Workers Assn., American Legion Auxiliary Unit 100, People's Funeral Chapel

As of August - Renewing Members: Navy Federal Credit Union (both locations), All Valley Printing, A-1 Allstar Plumbing, Leon Security Corp., GWF Power Systems, SHRM of Tulare-Kings County, First United Methodist Church, St. Peter's Catholic Church, Cal's Catering, Lee Cardoza, PG&E, Family Eye Care, Ashwood Construction, Inc., Embry Riddle Aeronautical, Kings Management Group, Kings County Tax Assessor, Gary's Antiques, Motel 6

* Dropped: Brown, Delores, Twidwell Message, King Cab, Reyna Perez, The Perfect Touch, Pure Romance, Silveira Ground Service, Techie James Day Spa & Massage, Vineyard Restaurant, DaVante Villas - Lemoore, Carrie's Childcare Connection, Laura Silveira, Ijango, Nelson Majors, Papa Murphy's, RC Electric, Phoenix Sunrise, Action Rentals, Alicante Apartments, All American Pool Company, Casa Bella Real Estate, Classic Window Fashions

* Many of these dropped members, should have been removed from our membership lists in 2009 and 2010.

Discussion/Action Items:

a) Chamber Board Retreat - updates

b) Presentation by guest: Cody Dixon, with Passantino-Andersen, RE: Wal-Mart

Upcoming Events:

- Sat. October 29th - Street and Halloween Party, presented by the Lemoore Downtown Merchant's. Music by: Vinyl, Beer & Wine Garden, Food Vendors, Trick or Treating, Costume Contest, Games & Prizes, activities for children.
- Saturday - November 12th - Holiday Stroll, in Downtown Lemoore, 3pm - 8pm.
 - * Two volunteers needed: One volunteer for each of the two Stops, along the Fire Truck, route.
 - * Three Judges needed for the Window Decorating Contest.
- Saturday - December 3rd, Lemoore Chamber Christmas Parade & Official Lighting of the Christmas Tree. This year's theme is, "Christmas Salute".

Any Other Business / Adjourn

Lemoore District Chamber of Commerce Board of Directors
MINUTES of the Meeting,
Tuesday, September 27, 2011 at 7:00a.m.

PRESENT WERE: CHAIRMAN, Michael Patterson; VICE-CHAIRMAN, Paul Santiago; PAST CHAIRMAN, Rick Rossiter; CHAIRMAN-ELECT, Rick Rayburn; DIRECTORS: Jeff Britz, Don Warkentin, Debbie Gullord, Mary Hornsby, John Miller, Jeff Britz, and CEO Maureen Azevedo

ABSENT WERE: CFO, Diana Peck; DIRECTORS; Aracely Salas, Jeff Garcia and Melinda Larson

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

ACTION ITEMS:

A. Minutes August 30, 2011: A Motion to approve, Rick Rayburn, Second by, Skip Nugent, minutes unanimously approved.

B. Financial Reports: August - 2011: A Motion to approve, Rick Rayburn, Second by, Rick Rossiter, financials unanimously approved.

C. Review and Approve changes to Employee Handbook:

While the handbook will still require some additional revisions/changes, prior to approving it entirely, the following section has been agreed upon.

EMPLOYEE POLICIES - TIME OFF, page 23, the **Holidays** section- All Holidays listed on this page, with the exception of Columbus Day, will be observed, and considered Paid Holidays. Effective 2012, Columbus Day will be removed as an observed/paid holiday. Holiday Pay will be paid according to the employees' classification. I.E., Fulltime - 8hr @ normal hourly rate of pay. Part-time - 4hrs @ normal hourly rate of pay.

The next section of page 23; the **Personal Time Off** section, was reviewed and discussed. With seeing no other changes to be made to page 23; A Motion to approve, Skip Nugent, Second by, Don Warkentin, **EMPLOYEE POLICIES - TIME OFF** unanimously approved.

D. C.E.O. Salary: This was item was tabled for now, as another section will need to be added under the Employment Policies and Practices section, following Performance Evaluations.

Chairman, Michael Patterson explained how annual salary increases, up to 5%, will be calculated, based on performance appraisals, with a certain percentages/points given to the following:

- 1) Is the Employee doing their job, according to job the description
- 2) Income and Expenses in line with approved Budget.
- 3) Events- Income, Expenses, Profits, etc.

Anything outside a normal annual increase, such as a Merit Increase, would have to be brought before the Board, for discussion and approval.

Discussion/Action Items:

- a) Chamber Board Retreat - confirmed
Location: Tachi Palace Hotel
Facilitator: Bennie Harrell
Date: Friday - October 7th
Time: 7:30 am - 3:30 pm

Jeff Britz stated the importance of inviting any new/prospective Board Members to the retreat. It was agreed, that inviting any outside guests would be fine, however more importance should be on new incoming Board members.

- b) CEO requested direction from Board, concerning how to handle situations when asked by various groups to support or oppose various Political, Environmental Bills, etc.

Skip Nugent stated, the Visalia Chamber has its own "Government Affairs" committee for items such as this. Considering the size Lemoore's Chamber Board, and lack of any such committee, it was agreed, any and all requests will be brought to the Chamber Board to make these decisions.

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

Lemoore Chamber of Commerce
Special
2012 Goal Setting Meeting
minutes
October 7, 2011
8:00 a.m.

The special "2012 Goal Setting" meeting, of the Lemoore District Chamber of Commerce, was held on Friday, October 7, 2011 at 8:00 a.m. at the Tachi Palace Hotel - Blue Oak Conference Room.

BOARD MEMBERS PRESENT: Michael Patterson, Don Warkentin, John Miller, Mary Hornsby, Rick Rossiter, Rick Rayburn, Paul Santiago, Skip Nugent, Jeff Britz, and CEO Maureen Azevedo

BOARD MEMBERS ABSENT: Jeff Garcia, Debbie Gullord, Diana Peck, Aracely Salas, Melinda Larson

OTHERS PRESENT:

Lemoore Chamber Events Coordinator; Brenda Martin,
New Chamber Board Members;
Carolina Evangelo, Owner- Carolina Evangelo Communication
Michele Costa, Executive Director - Kings County Farm Bureau

Facilitator; Bennie Harrell

The group revisited our 2011 goals and objectives previously agreed to in 2010, as well as goals and objectives from previous years. After much discussion, it was unanimously agreed; "2012 Lemoore Chamber Goals" are as follows:

❖ **PROMOTE BUSINESS**

Contact all New Businesses within 3 months

1. Survey their Business Setup Process; i.e. Business Licensing, Permit Processing, (Basically, their interaction with the City of Lemoore).
2. Obtain Lemoore Chamber of Commerce Membership

❖ **COMMUNITY ENHANCEMENT**

Evaluate all Chamber Events within 2 weeks

1. Provide report to Chamber Board

❖ **BUSINESS RESOURCE**

Workshops

1. Hold 2 or more
2. Survey members for Workshop Topics

Lemoore District Chamber of Commerce
Balance Sheet
As of September 30, 2011

	<u>Sep 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Union Bank	26,598.13
1001 - Union Bank Checking/Savings	548.90
1002 - Union Bank Savings	12,044.46
1021 - Petty Cash	220.00
Total Checking/Savings	<u>39,411.49</u>
Other Current Assets	
1400 - Undeposited Funds	540.00
Total Other Current Assets	<u>540.00</u>
Total Current Assets	39,951.49
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)	<u>89,593.00</u>
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)	<u>115,621.68</u>
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)	<u>53,011.69</u>
1510 - Furniture and Fixtures (Rental)	6,073.14
1515 - A/D - Rental Property	-81,008.07
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	-41,854.74
Total Fixed Assets	<u>193,476.79</u>
TOTAL ASSETS	<u><u>233,428.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2065 - Scholarship Fund	50.00
2070 - Rental Security Deposits	5,115.00
2060 - Mural Fund	548.90
2100 - Payroll Liabilities	
2100.1 - Federal Withholding Payable	770.00
2100.2 - FICA Payable	968.65
2100.3 - FUTA Payable	23.44
2100.4 - State Withholding Payable	168.12
2100.5 - SDI Payable	87.39
2100.6 - SUI/ETT Payable	58.76
Total 2100 - Payroll Liabilities	<u>2,076.36</u>
Total Other Current Liabilities	<u>7,790.26</u>
Total Current Liabilities	7,790.26
Long Term Liabilities	
2700 - Westamerica Mortgage	29,723.15
Total Long Term Liabilities	<u>29,723.15</u>
Total Liabilities	37,513.41

Lemoore District Chamber of Commerce
Balance Sheet
As of September 30, 2011

	<u>Sep 30, 11</u>
Equity	
3100 - Fund Surplus	191,403.26
Net Income	<u>4,511.61</u>
Total Equity	<u>195,914.87</u>
TOTAL LIABILITIES & EQUITY	<u>233,428.28</u>

Lemoore District Chamber of Commerce

Profit & Loss

January through September 2011

	<u>Jan - Sep 11</u>
Ordinary Income/Expense	
Income	
Misc Income	158.00
4000 - Chamber Programs & Services	
4001 - Banners	90.00
4002 - Merchandise	951.00
4004 - Newsletter Inserts	10.00
4006 - Notary Income	45.00
Total 4000 - Chamber Programs & Services	<u>1,096.00</u>
4010 - Donations	1,000.00
4100 - Membership Dues	
4101 - Agricultural	250.00
4102 - Business	24,036.50
4103 - Clergy	260.00
4104 - Educational	500.00
4105 - Family	110.00
4106 - Individual	455.00
4107 - Money (banks)	1,400.00
4108 - Non-Profit	2,700.00
Total 4100 - Membership Dues	<u>29,711.50</u>
4200 - Events	
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	<u>20,173.10</u>
4202 - Installation	
4202.01 - Attendees	7,990.00
4202.03 - Table Sponsorships	950.00
Total 4202 - Installation	<u>8,940.00</u>
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	<u>27,811.30</u>
4204 - Salute to Ag	
4204.01 - Attendees	13,230.00
4204.02 - Sponsorships	2,750.00
4204.05 - Table Sponsorships	650.00
Total 4204 - Salute to Ag	<u>16,630.00</u>
4205 - Luncheons	
4205.01 - Attendees	3,831.00
4205.09 - Sponsorship	1,000.00
Total 4205 - Luncheons	<u>4,831.00</u>
4206 - Carnivals	4,402.00
4200 - Events - Other	158.00
Total 4200 - Events	<u>82,945.40</u>
4300 - Relocation Packets	10.00
4600 - RDA Income	49,000.00
4800 - Rental Property Income	
4800.01 - Retained Security Deposits	750.00
4801 - 212 D Street	2,450.00
4802 - 218 D Street	7,600.00
4803 - Freight Room & Suites	10,726.64
Total 4800 - Rental Property Income	<u>21,526.64</u>
Total Income	<u>185,447.54</u>
Gross Profit	185,447.54

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

	Jan - Sep 11
Expense	
5000 · Programs & Services	
5002 · Merchandise	2,191.24
5003 · Newsletter	10,025.81
5004 · Dues, Subscription & Membership	1,071.80
5005 · Public Relations	773.98
5007 · Misc Expense	30.20
5010 · Notary Fees	42.00
	14,135.03
Total 5000 · Programs & Services	
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	8,769.01
5105 · Luncheons	4,570.17
5106 · Carnival	632.95
5107 · Christmas Parade & Tree Raising	530.95
5110 · 4th of July	340.64
5112 · Lemoore H.S. Foundation	50.00
	50,072.18
Total 5100 · Events Expense	
5200 · Payroll Wages	
5201 · CEO	28,620.00
5203 · Office Manager	24,994.50
5205 · DMA Wages	2,674.68
5207 · LCOC	0.00
	56,289.18
Total 5200 · Payroll Wages	
5250 · Payroll Expenses	
5251 · Payroll Taxes	5,920.80
5250 · Payroll Expenses - Other	0.00
	5,920.80
Total 5250 · Payroll Expenses	
5300 · Staff	
5301 · Mileage	1,071.08
5302 · Conferences/Meetings	10.35
5303 · Meals and Entertainment	91.29
	1,172.72
Total 5300 · Staff	
5400 · Insurance	
5400.1 · Workers Comp	1,302.00
5400 · Insurance - Other	9,109.43
	10,411.43
Total 5400 · Insurance	
5450 · Mortgage Interest	1,671.43
5500 · Chamber Property	
5501 · Repairs & Maintenance	963.02
5503 · Janitorial Supplies	281.59
	1,244.61
Total 5500 · Chamber Property	
5600 · Office Expenses	
5602 · Supplles	1,052.79
5603 · Postage, Mailing Service	1,455.40
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
	8,770.90
Total 5600 · Office Expenses	
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	1,113.06
5650 · Professional & Banking - Other	171.65
	7,554.63
Total 5650 · Professional & Banking	

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

	<u>Jan - Sep 11</u>
5800 · Rental Prop Expenses	
5801 · 212 D Street	4,221.19
5802 · 218 D Street	2,627.30
5803 · Freight Room & Suites	2,061.21
Total 5800 · Rental Prop Expenses	<u>8,909.70</u>
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	662.49
Total 5890 · Utilities	<u>5,995.41</u>
5900 · Depreciation Expense	8,883.81
5910 · Pass Through Expense	0.00
5990 · Returned Checks	0.00
Total Expense	<u>181,031.83</u>
Net Ordinary Income	4,415.71
Other Income/Expense	
Other Income	
4900 · Interest Income	2.90
4950 · Tax Refund	93.00
Total Other Income	<u>95.90</u>
Net Other Income	95.90
Net Income	<u><u>4,511.61</u></u>