

cc update

AGENDA
MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS
Tuesday, August 30, 2011 AT 7 A.M.
CHAMBER OFFICE

1. Call to Order
2. Action Items:
 - A. July 26, 2011 Minutes
 - B. July-2011 Financial Reports
 - C. Board Member Terms
 - a) Recruitment for termed out Board Members
 - b) Suggested / Selection of 2012 Chamber Board Officers

Discussion/Action Items:

- a) Chamber Board Retreat
Location: Tachi Palace Hotel
Facilitator: Bennie Harrell
Possible Dates: Saturday - October 8th or November 5th
Suggested Guests to Invite?
- b) Rockin' the Arbor - updates
- c) Executive Committee Reports: Completed Employee Handbook, Employee Time-off Policy.
- d) RENTAL PROPERTY UPDATES:
We have no vacancies!!!
- e) Lemoore Union Elementary School Dist. is inviting community members to participate in the development of the District Strategic Plan. Contact Rick Rayburn.

Upcoming Events:

- Salute to Agriculture Awards Banquet - Friday, September 9th @ Jack Stone's Barn. Honorees are:
Agriculturist - Hanford Farmer/Dairyman, Myron Dutra.
Ag Supporter - Blair Air, Helicopter, and Ground Service, from Lemoore.
- Saturday - September 11, 2011 @ Lemoore City Park - Honoring our Lemoore Volunteer Fire Dept.-90th Anniversary and 10th Anniversary of 9/11

- Chamber Luncheon - Wednesday, September 14, 2011. Guest Speaker - Brandman University
- Kings County Business Expo - Hanford Civic Auditorium - Wednesday, September 14, 2011 (flyers will be available @ Board meeting)
- 2nd Brandman University (FREE) Workshop - Lemoore Chamber Depot Tuesday, September 20, 2011. Topic: **Importance of Team Building** Lunch is provided. RSVP is required. (flyers will be available @ Board meeting)
- Laura Bush - Guest Speaker @ West Hills College Lemoore-Golden Eagle Arena. Saturday, September 24, 2011. For tickets go to Protix.com Search Laura Bush or phone 1-866-977-6849.
- NAS Lemoore - AIR SHOW - Saturday & Sunday, October 15 & 16, 2011. 100 Years of Naval Aviation, featuring the BLUE ANGELS
- Holiday Stroll - Saturday, November 12, 2011

Any Other Business / Adjourn

**Lemoore District Chamber of Commerce Board of Directors
MINUTES of the Meeting,
Tuesday, July 26, 2011 at 7:00a.m.**

PRESENT WERE: PAST CHAIRMAN, Rick Rossiter; CHAIRMAN-ELECT, Rick Rayburn; CFO, Diana Peck; DIRECTORS: Jeff Britz, Jeff Garcia, Don Warkentin, Debbie Gullord, , Melinda Larson, Skip Nugent, John Miller; Guest, Judy Holwell - on behalf of Jeff Britz, City of Lemoore, and CEO Maureen Azevedo

ABSENT WERE: CHAIRMAN, Michael Patterson VICE-CHAIRMAN, Paul Santiago, DIRECTORS; Aracely Salas, and Mary Hornsby

Called to Order: **7:05 a.m.** by CHAIRMAN-ELECT, Rick Rayburn

ACTION ITEMS:

- A. Minutes June 28, 2011:** Motion to approve, Skip Nugent, Second by Don Warkentin, minutes unanimously approved.

- B. Financial Reports: June - 2011:** After discussion concerning item #4800.01 Rental-Security Deposit, \$1,000, and Summer Concert/Rockin' the Arbor, chart of account, A Motion to approve, Rick Rossiter, Second by, Don Warkentin, financials unanimously approved.

DISCUSSION/ACTION ITEMS:

RENTAL PROPERTY UPDATES: CEO provided updates on all rental properties.

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

Profit & Loss

January through July 2011

	Jan - Jul 11
Ordinary Income/Expense	
Income	
Misc Income	47.00
4000 · Chamber Programs & Services	
4001 · Banners	60.00
4002 · Merchandise	860.00
4004 · Newsletter Inserts	10.00
Total 4000 · Chamber Programs & Services	930.00
4010 · Donations	1,000.00
4100 · Membership Dues	
4101 · Agricultural	250.00
4102 · Business	22,376.50
4103 · Clergy	260.00
4104 · Educational	500.00
4105 · Family	110.00
4106 · Individual	390.00
4107 · Money (banks)	1,050.00
4108 · Non-Profit	2,250.00
Total 4100 · Membership Dues	27,186.50
4200 · Events	
4202.11 · Sponsorship	1,000.00
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	2,750.00
4203.04 · Bar Sales	4,906.00
4203.06 · Food Vendors	2,746.00
4203.08 · Vendors	40.00
4303.07 · Misc., Raffle, Bounce Hs, etc.	35.50
Total 4203 · Rockin' the Arbor Concerts	10,477.50
4204 · Salute to Ag	
4204.01 · Attendees	1,025.00
4204.05 · Table Sponsorships	275.00
Total 4204 · Salute to Ag	1,300.00
4205 · Luncheons	
4205.01 · Attendees	3,072.00
Total 4205 · Luncheons	3,072.00
4206 · Carnivals	4,402.00
4200 · Events - Other	158.00
Total 4200 · Events	49,522.60
4600 · RDA Income	36,500.00
4800 · Rental Property Income	
4800.01 · Retained Security Deposits	750.00
4802 · 218 D Street	5,700.00
4803 · Freight Room & Suites	8,951.64
Total 4800 · Rental Property Income	15,401.64
Total Income	130,587.74
Gross Profit	130,587.74
Expense	
5000 · Programs & Services	
5002 · Merchandise	1,275.42
5003 · Newsletter	7,618.00
5004 · Dues, Subscription & Membership	1,093.81

Lemoore District Chamber of Commerce

Profit & Loss

January through July 2011

	Jan - Jul 11
5005 · Public Relations	482.17
5007 · Misc Expense	30.20
5009 · Bulk Mail	107.81
Total 5000 · Programs & Services	10,607.41
5100 · Events Expense	
5101 · Pizza Fest	8,678.88
5102 · Installation	8,125.08
5103 · Rockin' the Arbor Concerts	5,887.71
5104 · Salute to Ag	25.00
5105 · Luncheons	3,874.44
5106 · Carnival	632.95
5107 · Christmas Parade & Tree Raising	530.95
5110 · 4th of July	50.00
Total 5100 · Events Expense	27,805.01
5200 · Payroll Wages	
5201 · CEO	20,670.00
5203 · Office Manager	18,236.50
5205 · DMA Wages	1,270.68
5207 · LCOC	0.00
Total 5200 · Payroll Wages	40,177.18
5250 · Payroll Expenses	
5251 · Payroll Taxes	4,673.97
5250 · Payroll Expenses - Other	588.82
Total 5250 · Payroll Expenses	5,262.79
5300 · Staff	
5301 · Mileage	809.00
5303 · Meals and Entertainment	59.29
Total 5300 · Staff	868.29
5400 · Insurance	
5400.1 · Workers Comp	196.00
5400 · Insurance - Other	7,829.43
Total 5400 · Insurance	8,025.43
5450 · Mortgage Interest	1,325.52
5500 · Chamber Property	
5501 · Repairs & Maintenance	963.02
5503 · Janitorial Supplies	64.89
Total 5500 · Chamber Property	1,027.91
5600 · Office Expenses	
5602 · Supplies	862.22
5603 · Postage, Mailing Service	1,165.56
5604 · Printing and Copying	881.18
5605 · Computer/Internet/Tech	1,651.76
5606 · Telephone, Telecommunications	2,129.41
5600 · Office Expenses - Other	563.61
Total 5600 · Office Expenses	7,253.74
5650 · Professional & Banking	
5651 · Accounting Fees	4,424.71
5652 · Legal Fees	598.90
5653 · Bank Service Charges	31.49
5654 · Credit Card Service Charges	1,070.75
5650 · Professional & Banking - Other	13.00
Total 5650 · Professional & Banking	6,138.85
5800 · Rental Prop Expenses	
5801 · 212 D Street	3,743.30
5802 · 218 D Street	3,389.80
5803 · Freight Room & Suites	1,936.21
Total 5800 · Rental Prop Expenses	9,069.31
5890 · Utilities	
5890.01 · Electricity-Depot	1,875.56
5890.02 · Electricity-Downtown Heinlen	871.97
5890.03 · Electricity-Downtown Lights 218	586.48
5890.04 · Electric - Other	117.54

Lemoore District Chamber of Commerce

Profit & Loss

January through July 2011

	<u>Jan - Jul 11</u>
5890.05 · Gas	867.94
5890.06 · Water	534.69
Total 5890 · Utilities	4,854.18
5900 · Depreciation Expense	6,909.63
5910 · Pass Through Expense	0.00
5990 · Returned Checks	0.00
Total Expense	129,325.25
Net Ordinary Income	1,262.49
Other Income/Expense	
Other Income	
4900 · Interest Income	1.44
4950 · Tax Refund	93.00
Total Other Income	94.44
Net Other Income	94.44
Net Income	1,356.93

Lemoore District Chamber of Commerce

Balance Sheet

As of July 31, 2011

	<u>Jul 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Union Bank	19,264.87
1001 · Union Bank Checking/Savings	548.90
1002 · Union Bank Savings	12,043.00
1021 · Petty Cash	520.00
Total Checking/Savings	<u>32,376.77</u>
Other Current Assets	
1400 · Undeposited Funds	1,650.00
Total Other Current Assets	<u>1,650.00</u>
Total Current Assets	34,026.77
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	-79,628.73
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	-41,259.90
Total Fixed Assets	<u>195,450.97</u>
TOTAL ASSETS	<u><u>229,477.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2065 - Scholarship Fund	50.00
2070 - Rental Security Deposits	2,465.00
2060 · Mural Fund	548.90
2100 · Payroll Liabilities	
2100.1 · Federal Withholding Payable	734.00
2100.2 · FICA Payable	977.41
2100.3 · FUTA Payable	160.25
2100.4 · State Withholding Payable	144.17
2100.5 · SDI Payable	88.19
2100.6 · SUI/ETT Payable	151.19
Total 2100 · Payroll Liabilities	<u>2,255.21</u>
Total Other Current Liabilities	<u>5,319.11</u>
Total Current Liabilities	5,319.11
Long Term Liabilities	
2700 · Westamerica Mortgage	31,398.44
Total Long Term Liabilities	<u>31,398.44</u>
Total Liabilities	36,717.55
Equity	
3100 · Fund Surplus	191,403.26
Net Income	1,356.93
Total Equity	<u>192,760.19</u>

10:09 PM
7/29/11
Cash Basis

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

	<u>Jul 31, 11</u>
TOTAL LIABILITIES & EQUITY	<u><u>229,477.74</u></u>

Chamber Officers and Directors

2011

Officers	First Meeting Attended	1st Term Dates	Currently on what Term?	2nd Term Dates	
Michael Patterson- Chairman	11/18/2008	Jan. 2009 - Dec. 2011	1st	Jan 2012 - Dec 2014	
Rick Rayburn- Chairman-Elect	7/1/2004	Jan 2005 - Dec 2007	2nd	Jan 2008 - Dec 2010	oops
Paul Santiago- Vice Chairman	4/21/2009	Jan. 2010 - Dec 2012	1st	Jan 2013 - Dec 2015	
Diana Peck- CFO	12/15/2009	Jan. 2010 - Dec 2012	1st		
Rick Rossiter- Past Chairman	5/15/2007	Jan 2008 - Dec 2010	2nd	Jan 2011 - Dec 2013	
Directors					
Jeff Garcia		Jan 2006 - Dec 2008	2nd	Jan 2009 - Dec 2011	
Mary Hornsby		Jan 2008 - Dec 2010	2nd	Jan 2011 - Dec 2013	
Aracely Salas	June 30, 2005	Jan 2006 - Dec 2008	2nd	Jan 2009 - Dec 2011	
Skip Nugent	11/18/2008	Jan. 2009-Dec 2011	1st	Jan 2012 - Dec 2014	
Debbie Gullord	6/16/2009	Jan. 2010 - Dec 2012	1st	Jan 2013 - Dec. 2015	
Don Warkentin	11/18/2008	Jan. 2009 - Dec 2011	1st	Jan 2012 - Dec 2014	
John Miller	6/15/2010	Jan. 2011 - Dec 2013	1st	Jan 2014 - Dec 2016	
Ex- Officio Directors					
Melinda Larson- NAS Lemoore	11/17/2009			N/A	
Jeff Britz- City of Lemoore	7/1/2004			N/A	
2nd Term will be ending					
1st Term has ended, however they may continue a 2nd term.					
Needs to resign due to changes with emp'tment/emp'er					
Board Member has missed 3 or more consecutive meetings					