

AGENDA

cc Jpl

MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE  
BOARD OF DIRECTORS  
TUESDAY, FEBRUARY 26, 2013 @ 7 A.M.  
AT THE CHAMBER OFFICE

1. Call to Order

2. Action Items

- A) January 29, 2013 Minutes
- B) January - 2013 Financials

3. Discussion/Action Items

- A) 2013 Chamber Budget
- B) United States Navy's F-35C West Coast Homebasing Draft Environmental Impact Statement (EIS)
  - a) The Navy is holding two Public meetings to provide members of the public with the opportunity to review project-related information and ask questions of Navy representatives. The public meetings will be conducted using an open-house format. Members of the public are invited to attend anytime between 5p.m. and 8.p.m.. Below, is the Lemoore meeting information;

**MEETING DATE: Tuesday - March 19, 2013**

**MEETING LOCATION: \* Lemoore Civic Auditorium, 435 "C" Street**

*\* the Civic is located next ( West of the City Council Chambers)*

- C) Pizza Fest - April 19 – 21, 2013 - Signup Sheet will be circulated
  - a) Discuss the possibility of allowing about 100 participates of a 5K run, to utilize a portion of the City Park, on Saturday, April 20th. The event is being organized by Rebecca Tomlinson, to benefit R.A.I.N.N. (Rape, Abuse, Incest - National Network). She also said they would have about 10 vendors at this event.
- D) Update on the Sarah A. Mooney Museum
- E) Holiday Stroll – Does the Chamber want to continue with this event, or should it be returned to the Downtown Merchants?
- F) Personnel Update
- G) Membership Update
- H) Lemoore Leader – online publication

4. Upcoming Events:

- **Sarah A. Mooney Museum Meeting – Wednesday, February 27th @ 6:30p.m. Chamber Freight Room.**
- **Pizza Fest Meeting – Thursday, February 28th @ 4p.m. – Chamber office**
- **Chamber luncheon - Wednesday, March 13th @ Tachi Palace. Guest Speaker – Melinda Larson and/or Capt. Eric Venema – NAS Lemoore news/updates.**
- **Tuesday, March 19, 2013 - United States Navy's F-35C West Coast Homebasing – Public Meeting between 5p.m. – 8p.m. @ Lemoore Civic Auditorium.**

5. Other Business

**MINUTES**  
**MEETING OF THE LEMOORE DISTRICT CHAMBER OF COMMERCE**  
**BOARD OF DIRECTORS**  
**TUESDAY, JANUARY 29, 2013 @ 7 A.M.**  
**AT THE CHAMBER OFFICE**

**PRESENT WERE:** CHAIRMAN, Skip Nugent; CHAIRMAN-ELECT, Michele Costa; VICE-CHAIRMAN, Heiko Sweeney; CFO, Don Warkentin; PAST CHAIRMAN, John Miller; DIRECTORS, Noé Ambriz, Rick Rossiter, Michael Patterson, Mary Hornsby, Carolina Evangelo, John Roush, Jeff Briltz, Melinda Larson, and CEO Maureen Azevedo; Guest, Lynda Lahodny

**ABSENT WERE:** DIRECTOR; Victor Rosa

1. **Call to Order** – Chairman Skip Nugent called the meeting to order at 7:00 a.m

2. **Self Introductions**

3. **Sarah A. Mooney Museum aka (S.A.M.M.)** - Lynda Lahodny provided the Chamber Board with information on the S.A.M.M.; Key information such as;

- The Mooney Family donated the home and properties to the Lemoore Chamber of Commerce, with the understanding it remain a museum, and with regularly scheduled hours of operation, and tours/events. If the property is not open on a regular basis, or no longer being used as a museum, the property is to be deeded back to the heirs of the Mooney family.
- The S.A.M.M. has not been opened for tours, or any events for at least a year or more. Nor has there been any fundraisers. Previously, the S.A.M.M. held an annual “Rummage Sale” as a fundraiser.
- Lynda suggested there being a joint meeting of the S.A.M.M. and Lemoore Chamber Board of Directors. Also invite anyone who might be interested in volunteering at the S.A.M.M. I.E., serving on the S.A.M.M. Board of Directors, or being trained as a docent, for tours, etc.

It would be best if the Chamber hosted this “joint meeting” in the Freight Room.

4. **Action Items**

A) **November 27, 2012 Minutes** – Motion to approve by John Miller; Second: Michele Costa. Motion was unanimous.

B) **November & December - 2012 Financials** – Motion to approve by Jeff Briltz; Second: Michael Patterson. Motion was unanimous.

5. **Discussion/Action Items**

A) **Christmas Parade Follow-up/Discussion** – C.E.O. reported, considering the Chamber implemented new rules, regulations, and requirements, everyone seemed to be very happy with the parade, and we have heard nothing but favorable comments. However, the owners of the 6 vehicles that had to be towed were not so pleased. It was determined these people were in the movies. Lemoore Stadium Cinema’s owner, John Roush, our new Chamber Board member, suggested closing Follett Street at 9:a.m., rather than waiting until 3p.m., on the day of the Christmas Parade. It was also discussed having a Chamber volunteer stationed at the box office, etc., but the easiest solution is closing Follett Street at 9a.m.

**B) Installation and Awards Banquet Follow-up/Discussion & Nomination Ideas** – C.E.O. reported all of the comments had been very favorable with regards to the venue, the meal, as well as announcing the Citizen of the Year in advance. The Board was asked about the possibility of offering the past Citizens of the Year, to purchase their ticket at a reduced price, such as ½ price. In exchange for the reduced ticket price, they would act as “Greeters” at the event. The decision was made to charge the past Citizen’s of the Year, ½ price on their dinner ticket, in exchange for them acting as “Greeters/Ambassadors” when people are coming into the event. **A Motion to approve by Skip Nugent; Second: John Miller. Motion was unanimous.**

C) Pizza Fest, April 19 – 21, 2013, Signup Sheet will be circulated at the February board meeting.

D) Personnel Update

E) Membership Update

F) Rental Update

G) Rockin’ the Arbor

**4. Upcoming Events:**

• **EXECUTIVE BOARD MEETING:**

**Budget Planning**

*\* Tuesday, February 12, 2013 at 7:00 A.M., Chamber Office*

• **Farmer’s Fury Winery Grand Opening and Ribbon Cutting**

*Friday, February 8th @ 4p.m. 358 W. ‘D’ Street - the corner of Fox & D Streets*

• **Chamber Luncheon, February 13, 2013 – Guest Speaker is Kathy Cruz, Child Abuse Prevention Specialist, for Kings County.**

**5. Other Business:**

**CEO brought up the selection criteria for the Lemoore Chamber’s Business and Organization of the Year. Does the Business or Organization have to have a physical location within the community of Lemoore? This item was tabled for further discussion.**

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

**Meeting was adjourned at 7:59 A.M.**

**Respectfully Submitted,**

**Maureen Azevedo,  
Chief Executive Officer**

Lemoore District Chamber of Commerce  
Balance Sheet Prev Year Comparison  
Jan 31, 2013 vs. Jan 31, 2012

	Jan 31, 13	Jan 31, 12
<b>ASSETS</b>		
<b>Current Assets</b>		
Accounts Receivable		
1200 · Accounts Receivable	0.00	-50.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>-50.00</b>
Other Current Assets		
1400 · Undeposited Funds	2,335.00	1,935.00
<b>Total Other Current Assets</b>	<b>2,335.00</b>	<b>1,935.00</b>
Checking/Savings		
1021 · Petty Cash	220.00	220.00
1001 · Union Bank Checking/Savings	548.90	548.90
1002 · Union Bank Savings	12,053.27	12,045.93
1000 · Union Bank	50,256.21	21,885.87
<b>Total Checking/Savings</b>	<b>63,078.38</b>	<b>34,700.70</b>
<b>Total Current Assets</b>	<b>65,413.38</b>	<b>36,585.70</b>
<b>Fixed Assets</b>		
1515 · A/D - Rental Property	-92,381.83	-83,972.83
1595 · A/D - All other property	-45,529.00	-42,961.00
1510 · Furniture and Fixtures (Rental)	7,096.60	6,073.14
1525 · Furniture and Fixtures	16,656.27	16,656.27
1535 · Computers	22,832.48	22,832.48
1530 · Machinery and Equipment	23,670.43	12,551.34
1505 · Land (Rental Property)		
1505.2 · Land - 218 W D St.	25,000.00	25,000.00
1505.1 · Land - 212 W D St.	28,011.69	28,011.69
<b>Total 1505 · Land (Rental Property)</b>	<b>53,011.69</b>	<b>53,011.69</b>
1500 · Buildings (Rental Property)		
1500.1 · Buildings - 212 W D St	34,871.00	34,871.00
1500.2 · Buildings - 218 W D St	54,722.00	54,722.00
<b>Total 1500 · Buildings (Rental Property)</b>	<b>89,593.00</b>	<b>89,593.00</b>
1501 · Improvements (Rental Property)		
1501.2 · Improvements - 218 W D St	9,685.00	9,685.00
1501.1 · Improvements - 212 W D St	107,886.68	107,886.68
<b>Total 1501 · Improvements (Rental Property)</b>	<b>117,571.68</b>	<b>117,571.68</b>
<b>Total Fixed Assets</b>	<b>192,521.32</b>	<b>191,355.77</b>
<b>TOTAL ASSETS</b>	<b>257,934.70</b>	<b>227,941.47</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Current Liabilities		
2065 · Scholarship Fund	50.00	50.00
2060 · Mural Fund	548.90	548.90
2100 · Payroll Liabilities		
2100.3 · FUTA Payable	15.41	50.25
2100.5 · SDI Payable	25.69	83.75
2100.4 · State Withholding Payable	57.45	166.66
2100.6 · SU/ETT Payable	113.02	401.95
2100.1 · Federal Withholding Payable	275.00	846.00
2100.2 · FICA Payable	392.99	1,113.77
<b>Total 2100 · Payroll Liabilities</b>	<b>879.56</b>	<b>2,662.38</b>
2200 · Deferred Revenue	1,035.00	0.00
2070 · Rental Security Deposits	2,995.00	3,905.00
<b>Total Other Current Liabilities</b>	<b>5,508.46</b>	<b>7,166.28</b>
<b>Total Current Liabilities</b>	<b>5,508.46</b>	<b>7,166.28</b>
<b>Long Term Liabilities</b>		
2600 · N/P - Kyocera Taskalfa	10,608.90	0.00
2700 · Westamerica Mortgage	15,591.75	26,305.82

Lemoore District Chamber of Commerce  
**Profit & Loss Prev Year Comparison**  
 January 2013 vs January 2012

	Jan 13	Jan 12
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4000 · Chamber Programs &amp; Services</b>		
4001 · Banners	10.00	10.00
4006 · Notary Income	10.00	0.00
4005 · Other	25.00	0.00
4002 · Merchandise	110.19	115.00
<b>Total 4000 · Chamber Programs &amp; Services</b>	<u>155.19</u>	<u>125.00</u>
<b>4800 · Rental Property Income</b>		
4801 · 212 D Street	0.00	954.00
4800.02 · Late Fees from Rentals	25.00	126.00
4800.01 · Retained Security Deposits	800.00	0.00
4802 · 218 D Street	950.00	1,900.00
<b>4803 · Freight Room &amp; Suites</b>		
4803.50 · Contract Fee for Security	270.00	0.00
4803 · Freight Room & Suites - Other	1,350.00	850.00
<b>Total 4803 · Freight Room &amp; Suites</b>	<u>1,620.00</u>	<u>850.00</u>
<b>Total 4800 · Rental Property Income</b>	<u>3,395.00</u>	<u>3,830.00</u>
<b>4200 · Events</b>		
<b>4201 · Pizza Fest</b>		
4201.06 · Vendors	0.00	725.00
<b>Total 4201 · Pizza Fest</b>	<u>0.00</u>	<u>725.00</u>
<b>4205 · Luncheons</b>		
4205.01 · Attendees	300.00	478.00
<b>Total 4205 · Luncheons</b>	<u>300.00</u>	<u>478.00</u>
<b>4202 · Installation</b>		
4202.03 · Table Sponsorships	0.00	850.00
4202.02 · Sponsorships	300.00	0.00
4202.01 · Attendees	6,270.00	4,955.00
<b>Total 4202 · Installation</b>	<u>6,570.00</u>	<u>5,805.00</u>
<b>Total 4200 · Events</b>	<u>6,870.00</u>	<u>7,008.00</u>
<b>4600 · RDA Income</b>	14,017.60	4,846.82
<b>4100 · Membership Dues</b>		
4103 · Clergy	65.00	0.00
4106 · Individual	195.00	195.00
4107 · Money (banks)	350.00	700.00
4101 · Agricultural	1,000.00	0.00
4108 · Non-Profit	1,200.00	450.00
4104 · Educational	2,000.00	500.00
4102 · Business	15,190.00	6,685.00
<b>Total 4100 · Membership Dues</b>	<u>20,000.00</u>	<u>8,530.00</u>
<b>Total Income</b>	<u>44,437.79</u>	<u>24,339.82</u>
<b>Gross Profit</b>	44,437.79	24,339.82
<b>Expense</b>		
<b>5980 · Interest Expense</b>	57.29	0.00
<b>5300 · Staff</b>		
5303 · Meals and Entertainment	0.00	9.00
5301 · Mileage	69.78	198.76
<b>Total 5300 · Staff</b>	<u>69.78</u>	<u>207.76</u>
<b>5500 · Chamber Property</b>		
5501 · Repairs & Maintenance	0.00	150.00
5502 · Service	85.00	0.00
<b>Total 5500 · Chamber Property</b>	<u>85.00</u>	<u>150.00</u>
<b>5450 · Mortgage Interest</b>	92.08	151.73
<b>5650 · Professional &amp; Banking</b>		
5651 · Accounting Fees	0.00	295.00
5654 · Credit Card Service Charges	149.24	38.24

Lemoore District Chamber of Commerce  
Profit & Loss Prev Year Comparison  
January 2013 vs January 2012

	Jan 13	Jan 12
Total 5650 · Professional & Banking	149.24	333.24
99999 · Suspense	165.52	0.00
5800 · Rental Prop Expenses		
5803 · Freight Room & Suites		
5803.50 · Security Guards	75.00	0.00
Total 5803 · Freight Room & Suites	75.00	0.00
5802 · 218 D Street	125.00	62.50
5801 · 212 D Street	149.53	62.50
Total 5800 · Rental Prop Expenses	349.53	125.00
5250 · Payroll Expenses		
5250 · Payroll Expenses - Other	0.00	40.00
5251 · Payroll Taxes	450.93	2,172.30
Total 5250 · Payroll Expenses	450.93	2,212.30
5600 · Office Expenses		
5602 · Supplies	57.19	484.33
5603 · Postage, Mailing Service	193.22	190.00
5605 · Computer/Internet/Tech	214.95	214.95
5606 · Telephone, Telecommunications	298.64	230.69
5604 · Printing and Copying	415.48	111.31
Total 5600 · Office Expenses	1,179.48	1,231.28
5890 · Utilities		
5890.06 · Water	63.90	63.90
5890.03 · Electricity-Downtown Lights 218	220.72	208.05
5890.01 · Electricity-Depot	231.49	231.55
5890.05 · Gas	387.56	239.98
5890.02 · Electricity-Downtown Heinlen	501.03	493.97
Total 5890 · Utilities	1,404.70	1,237.45
5000 · Programs & Services		
5006 · Donations	0.00	10.00
5009 · Bulk Mail	190.00	0.00
5002 · Merchandise	220.38	0.00
5003 · Newsletter	1,100.00	500.00
Total 5000 · Programs & Services	1,510.38	510.00
5200 · Payroll Wages		
5205 · DMA Wages	-81.00	261.00
5204 · Membership Coordinator	0.00	1,682.50
5202 · Events Coordinator	0.00	0.00
5203 · Office Manager	996.00	2,238.00
5201 · CEO	1,653.60	4,192.51
Total 5200 · Payroll Wages	2,568.60	8,374.01
5100 · Events Expense		
5107 · Christmas Parade&Tree Ceremony	32.15	296.23
5105 · Luncheons	299.88	515.79
5102 · Installation	5,348.60	5,602.58
Total 5100 · Events Expense	5,680.63	6,414.60
<b>Total Expense</b>	<b>13,763.16</b>	<b>20,947.37</b>
<b>Net Ordinary Income</b>	<b>30,674.63</b>	<b>3,392.45</b>
Other Income/Expense		
Other Expense		
5900 · Depreciation Expense	914.75	914.75
Total Other Expense	914.75	914.75
<b>Net Other Income</b>	<b>-914.75</b>	<b>-914.75</b>
<b>Net Income</b>	<b>29,759.88</b>	<b>2,477.70</b>

**Lemoore District Chamber of Commerce  
2013 Budget  
(2nd Draft-revised 2/25/13)**

**Jan - Dec 13**

Ordinary Income/Expense

Income

4000 · Chamber Programs & Services

4006 · Notary Income	100.00
4001 · Banners	200.00
4002 · Merchandise	500.00

Total 4000 · Chamber Programs & Services 800.00

4010 · Chamber Directory Revenue

1,000.00

4800 · Rental Property Income

4801 · 212 D Street	5,000.00
4802 · 218 D Street	11,400.00
4803 · Freight Room & Suites	13,600.00

Total 4800 · Rental Property Income 30,000.00

4600 · RDA Income

52,000.00

4100 · Membership Dues

4105 · Family	220.00
4103 · Clergy	325.00
4106 · Individual	390.00
4110 · Utilities	500.00
4101 · Agricultural	1,000.00
4107 · Money (banks)	1,400.00
4104 · Educational	1,500.00
4108 · Non-Profit	4,000.00
4102 · Business	53,665.00

Total 4100 · Membership Dues 63,000.00

4200 · Events

4207 · Christmas Parade & Tree Light'g

4207.02 · Sponsorships	1,000.00
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Total 4207 · Christmas Parade & Tree Light'g 1,000.00

4206 · Carnivals

3,500.00

4205 · Luncheons

4205.09 · Sponsorship	1,000.00
4205.01 · Attendees	3,000.00

Total 4205 · Luncheons 4,000.00

4202 · Installation

4202.01 · Attendees	7,600.00
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Total 4202 · Installation 7,600.00

4204 · Salute to Ag

4204.02 · Sponsorships	5,000.00
4204.01 · Attendees	16,000.00

Total 4204 · Salute to Ag 21,000.00

4201 · Pizza Fest

4201.09 · Entry Fees	1,000.00
4201.04 · Bar Sales	4,000.00
4201.06 · Vendors	9,500.00
4201.02 · Sponsorships	11,000.00

Total 4201 · Pizza Fest 25,500.00

4203 · Rockin' the Arbor Concerts

4303.09 · 50/50 Raffle	1,000.00
4303.07 · Bounce Hs, misc. inc.	1,000.00
4203.08 · Vendors	1,600.00
4203.06 · Food Vendors	5,400.00
4203.02 · Sponsorships	6,000.00
4203.04 · Bar Sales	20,000.00

Total 4203 · Rockin' the Arbor Concerts 35,000.00

Total 4200 · Events 97,600.00

Total Income 244,400.00

**Lemoore District Chamber of Commerce  
2013 Budget  
(2nd Draft-revised 2/25/13)**

**Jan - Dec 13**

<b>Gross Profit</b>	244,400.00
<b>Expense</b>	
5350 · Board of Directors	
5351 · Goal Setting Retreat	250.00
<b>Total 5350 · Board of Directors</b>	<b>250.00</b>
<b>Membership Bonus</b>	<b>500.00</b>
5450 · Mortgage Interest	1,400.00
5500 · Chamber Property	
5501 · Repairs & Maintenance	1,800.00
<b>Total 5500 · Chamber Property</b>	<b>1,800.00</b>
5300 · Staff	
5302 · Conferences/Meetings	150.00
5303 · Meals and Entertainment	150.00
5301 · Mileage	1,900.00
<b>Total 5300 · Staff</b>	<b>2,200.00</b>
5650 · Professional & Banking	
5651 · Accounting Fees	5,000.00
<b>Total 5650 · Professional &amp; Banking</b>	<b>5,000.00</b>
5890 · Utilities	
5890.03 · Electricity-Downtown Lights 218	600.00
5890.05 · Gas	700.00
5890.06 · Water	800.00
5890.02 · Electricity-Downtown Heinlen	1,000.00
5890.01 · Electricity-Depot	4,900.00
<b>Total 5890 · Utilities</b>	<b>8,000.00</b>
5250 · Payroll Expenses	
5251 · Payroll Taxes	10,500.00
<b>Total 5250 · Payroll Expenses</b>	<b>10,500.00</b>
5400 · Insurance	
5400.1 · Workers Comp	1,300.00
5400 · Insurance - Other	9,200.00
<b>Total 5400 · Insurance</b>	<b>10,500.00</b>
5800 · Rental Prop Expenses	
5803 · Freight Room & Suites	
5803.01 · City of Lemoore Shared Rental	6,000.00
<b>Total 5803 · Freight Room &amp; Suites</b>	<b>6,000.00</b>
5800 · Rental Prop Expenses - Other	6,000.00
<b>Total 5800 · Rental Prop Expenses</b>	<b>12,000.00</b>
5600 · Office Expenses	
5601 · Equipment Maintenance	1,000.00
5607 · Books, Subscriptions, Reference	1,000.00
5602 · Supplies	1,500.00
5603 · Postage, Mailing Service	1,800.00
5604 · Printing and Copying	1,900.00
5606 · Telephone, Telecommunications	3,000.00
5605 · Computer/Internet/Tech	3,300.00
<b>Total 5600 · Office Expenses</b>	<b>13,500.00</b>
5000 · Programs & Services	
5002 · Merchandise	500.00
5005 · Public Relations	1,300.00
5004 · Dues, Subscription & Membership	1,300.00
5003 · Newsletter	12,900.00
<b>Total 5000 · Programs &amp; Services</b>	<b>16,000.00</b>
5100 · Events Expense	
5111 · Holiday Stroll	200.00
5107 · Christmas Parade&Tree Ceremony	1,000.00

**Lemoore District Chamber of Commerce  
2013 Budget  
(2nd Draft-revised 2/25/13)**

**Jan - Dec 13**

5106 · Carnival	1,000.00
5105 · Luncheons	4,000.00
5102 · Installation	5,350.00
5104 · Salute to Ag	11,000.00
5101 · Pizza Fest	
5101.4 · License Expense	150.00
5101.3 · Security Expense	1,000.00
5101.1 · Bar Expense	1,300.00
5101.6 · Rental Expenses	1,500.00
5101.5 · Entertainment (Misc)	2,500.00
5101.7 · Promotional/Marketing Expense	2,500.00
5101.2 · Band Expense	3,000.00
<b>Total 5101 · Pizza Fest</b>	<b>11,950.00</b>
5103 · Rockin' the Arbor Concerts	
5103.8 · License	600.00
5103.4 · Bounce House Expense	600.00
5103.9 · Other Expense	1,000.00
5103.7 · Security	1,700.00
5103.2 · Band Expense	6,800.00
5103.1 · Bar Expense	9,300.00
<b>Total 5103 · Rockin' the Arbor Concerts</b>	<b>20,000.00</b>
<b>Total 5100 · Events Expense</b>	<b>54,500.00</b>
5200 · Payroll Wages	
5205 · DMA Wages	3,000.00
5204 · Membership Coordinator	19,000.00
5203 · Office Manager	25,500.00
5201 · CEO	42,500.00
<b>Total 5200 · Payroll Wages</b>	<b>90,000.00</b>
<b>Total Expense</b>	<b>226,150.00</b>
<b>Net Ordinary Income</b>	<b>18,250.00</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
5900 · Depreciation Expense	12,000.00
<b>Total Other Expense</b>	<b>12,000.00</b>
<b>Net Other Income</b>	<b>-12,000.00</b>
<b>Net Income</b>	<b>6,250.00</b>