

Wahkiakum Chamber of Commerce

Board Meeting

January 08, 2025 / 1000 hours / River Street Meeting Room

Attendees

Ryan Murillo	Kay Walters
Brandi Beedle	Terrie Howell
Arin Fambo	Diana Zimmerman
Kim Howell	Visitor - ? Stowe
Robert Jungers	Gene O'Neil
David Olson	Kay Walters
Marissa Schillios	
Todd Souvenir	
Lee Tischer	

Agenda

Call to Order - Steve Carson, President

- Steve Carson called for a motion to approve minutes, Gene moved to approve. Brandi seconded. Motion passed unanimously.
- Treasurer's Report:
 - Incoming treasurer Kim Howell reported a proposed budget for 2025 is ready for Board Approval and will be covered later in the agenda. Kim advised she is reviewing the Chamber accounts to get familiar with Chamber finances and accounting processes. Our Quickbooks has not been updated for EOY yet so she plans to provide a comprehensive 2024 EOY report at our February Board meeting. Moving forward, abbreviated prior monthly spend reports will be presented at meetings, with a more comprehensive budget review provided quarterly in February, May, August and November. Quarterly reports going forward will include balance sheet, spend to budget status and more visuals.

Old Business

- Crab Feed
 - \$18,779.29 in ticket sales to date, currently 5k off from total ticket sales from last year. Permits are moving along.

- Have made contact with suppliers for crab/oysters, lowered orders from last year, to reduce waste.
- Currently have about half the volunteers needed for the crab feed, Will make another push for volunteers.
- Online Events Calendar
 - Will be going live soon. Have moved away from physical calendar but may have 6 mo calendars to offer business owners,
 - Steve suggested a QR code for businesses directing them to the calendar of events.
- Shop Local Event
 - Had 26 entries, an increase from last year.
- Board Member Contact Information
 - Ryan passed a list for board members to update contact information. He will distribute an updated list to members.

New Business

- 2025 Budget
 - A few changes have been made from the '24 budget. New budget was reviewed. Several clarifying questions were asked and answered.
 - Bob moved to approve the proposed budget, Kim seconded. Motion passed unanimously, Proposed budget was approved.
- Updating signatories on Bank of Pacific accounts
 - Steve motioned to change our Bank of Pacific (BoP) bank account authorized signatories to only President, Treasurer, and Director. With an exception of adding Donna on the Blooms account.
 - For clarity, Kim explained that the Chamber currently has four separate accounts at BoP including: Chamber Checking, Chamber Savings, Memorial Fund, and a Blooms account, with balances totalling approximately \$260,000. In addition, the Chamber has an investment account with Edward James that is worth approx \$106,000, which puts us in a healthy financial status.
 - Steve called for a motion to approve. Kim made a motion to approve the change in signatories, that was seconded by Gene. The board approved unanimously to update and change signatory access to our 4 Chamber bank accounts at Bank of Pacific, including our Chamber Checking, Savings, Memorial Fund and Blooms accounts, to only the people holding the Board Offices of President (Steve Carson) and Treasurer (Kimberley Howell) and our Executive Director (Ryan Murillo). One exception is for the Blooms account and that account should additionally include the Chair of the Blooms Subcommittee (currently Donna Beaupre). Our Accountant, currently Christie Davis of Davis Tax Services, should also have access to all four accounts for bookkeeping purposes. All other signatories should be

removed and debit cards, if issued to anyone other than listed above, should be cancelled.

Employee Report

- Looking to add value to Chamber membership by adding new benefits for members.
- Will be increasing promotional capabilities
- Would like to help promote members helping other member businesses through services or advertising
- A members meeting or membership luncheon was suggested.

Public Comment

- Update on 100 year Ferry Anniversary
 - The Chamber is working on the signs. Has the grant funding to purchase them now.
 - Chamber is not involved with fundraising for the event itself
 - Clatskanie Chamber meets 1st thursday of Feb at noon at Colvins in Clatskanie, some showed interest in attending.
 - Wahkiakum Chamber's role in the event is strictly promotional
 - Have made logo, secured grant funding for the permanent signs
 - Ferry Committee members - Delphine, Ryan, Gene and Robert
- Kay Walters from Wahkiakum County Fair Board is requesting additional support from the Chamber.
 - Advised fair board meets 2nd Wed of each month.
 - Ryan will try to attend a meeting.

Adjournment 1117 hours