

Wahkiakum Chamber of Commerce Board Meeting

August 13, 2025 /1030 Hours/ River Street Meeting Room

Attendees:

Bob Jungers	Andrew Weiler (Zoom)
Steve Carson	Garrett Radcliffe
Gene O'Neil	Diana Zimmerman
Kim Howell	Dan Lorenzen
Kay Walters	MacKenzie Jones
Todd Souvenir	Ryan Murillo
Richard Erickson	Terina Davis (Zoom)

Agenda

Call to Order – 10:33 Steve Carson, President

Approval of Minutes - July minutes were shared with the agenda. One change - date from June 9 to July 9. Motion to approve Steve/Second by Richard/Approved unanimously.

Add Agenda Topics:

Status of Water System Merger – Bob Jungers

Upcoming Health Caregivers Workshop – Diana Zimmerman

Fair Update – Kay Walters

Committee Reports:

Finance – Treasurer's Report:

On Boarding with Leading Light Accountancy – Onboarding with Tasha Nelson and our new Leading Light Accounting Services has been underway since early July. Great progress has been made in cleaning up our QB Online and determining the best way to track our restricted funds. Blooms and Memorial Fund can be tracked with their separate bank accounts. Tracking Hotel/Motel funds is more challenging. Kim expects this to be resolved by end of August with new reports available next month.

New Petty Cash SOP - part of our QB cleanup, Tasha suggested a new Standard Operating Procedure (SOP) for handling our petty cash kept in the office. The Finance and Executive Committee's reviewed and approved the SOP that establishes a \$100 petty cash account, with Ryan as the custodian, along with a new tracking log that will be updated monthly and shared with LL at the end of each month. This will bring more accountability to our petty cash handling.

End of Q2 Report Review – Q2 ended June 30th. All bank accounts have been reconciled through June 30th. Reviewed the following reports:

- **YTD Q2 P&L** – 1/1 to 6/30/25 – Highlighted items to note. HM acct changes starting to show to track HM expenses. Net operating income bottom line is -\$36162.65. This result from the board approved \$40K H/M expense to Willapa Harbor Chamber for the Columbia Coast TV project, not originally budgeted for 2025.
- **July P&L** – July received final payment on our old ADO contract. Income from BED. County has not paid us any H/M tax funds yet for 2025 Q1 and Q2, so we're missing that income. Expenses higher than income resulting in a net operating income loss of \$3566.63
- **Balance Sheet** – Assets are updated to show new BoP account structure plus a current list of all CD's. Employee retention credit needs to be resolved. Equity section is not yet updated to show HM restricted funds tracking. Expect a correct report to be ready next month.
- **Budget vs. Actuals** – YTD EOQ2 – This report shows that at halfway through the year, we are on track with our SOY budget. Over and under budget in a few areas. Bottom line is we have a -\$36,162.65 net income, which is due to the \$35K H/M money given for the Columbia Coast TV project that was not budgeted for. We will continue to overspend our SOY H/M budget, because we are getting more requests for HM event support and another \$5K for Columbia Coast project paid in July.

Tourism – Hotel/Motel Tax Subcommittee:

The Committee met and reviewed 3 new requests for event advertising support from the HM fund. Ryan presented a 'scoring rubric' for the Committee to use to evaluate the requests and discussed clarifying the timing and information requirements needed to be able to better manage these HM fund requests. Ryan plans to educate the public on these application requirements. Todd made a motion to approve and fund all three of the requests listed below/Second by Richard/Call for discussion – none/Approved unanimously.

- Skamokawa Vista Park Kite Festival (\$1300)
- Washington Youth Golf Foundation (\$750)
- Randy Rodahl Memorial Tournament (\$1115)

Chamber Staff – Director's Report:

- **Membership Update** – 93 total active members, 4 expirations, 4 new members
- **Ribbon Cuttings:**
 - **Cathlamet Haircut Hut, 500 2nd Street, Cathlamet (at the Marina)**

- **Columbia River Athletic Club, 301 WA-4, Cathlamet**

A couple board members commented they were unaware that these ribbon cuttings had happened and would have liked better advance notice of the ribbon cutting scheduling so they could attend to show support of the new businesses.

- **Events:**

- **Bald Eagle Days** – we received 9 sponsorships totaling \$251.50. 72 unique vendors registered; 89 total booth spaces sold. Lots of positive feedback from vendors on attendance and every booth we spoke to said they did very well.
- **Hook the Hawg Salmon Derby** – will happen 8/28-30. 21 participants registered as of 8/13. Hoping for 80-100.

- **Advocacy and Community Engagement**

- **Government Relations** – working on new ADO targets before finalizing new contract which took effect on 7/1 and will run two years through 6/30/27. The Chamber received a scholarship of \$600 for one of our staff to attend the NW Economic Development Conference in Lacey, WA. This 3.5 day conference is sponsored by the WA DOC and provides training and development in Economic Development principles and practices. We have training and travel dollars budgeted for this training, so Ryan and Garrett will both be attending next week. Several members of the board expressed support for this staff development.

- **Marketing & Communications**

- **Press and Media Coverage** – currently running paid social media ads for the Hook the Hawg event.

- **Goals for Next Month**

- Finalize ADO 2025-2027 contract

Unfinished Business: None

New Business:

BED Branding - Steve brought up the use of Chamber generated Bald Eagle Days logos and/or images by a couple of businesses (The Eagle and Cathlamet Market) to promote their businesses. This event is branded by the Chamber and we should have conversations with businesses using these images to ensure better coordination and appropriate use.

Public Comment:

Water/Sewer System Consolidation Update– Bob gave an update on this. 5 weeks ago, both the PUD and the Town Council agreed to the PUD taking over the Town's water and sewage systems. The mayor disagreed and wanted the PUD to pay \$7M for the assets. The PUD wasn't going to charge the ratepayers for that a second time. Recently the town employees approached the PUD asking for support to check out the water system which was on the verge of failure. Mayor gave in and asked the PUD to take the assets. PUD has done a preliminary review of the system and found that it is approximately 24 years and \$27M behind in accrued maintenance. They have identified critical areas needing repairs and are making serious progress in addressing those issues.

Wahkiakum County Fair Update – Kay reminded everyone that the Fair starts next week, 8/21-23. Season Tickets are for sale now at \$7 advance, \$8 at the gate. Garrett asked if the fair would give the Chamber tickets to be a point of sale. There was also a suggestion that the Chamber could sell advance tickets online through our website -maybe too late to do this year, but the fair could consider this for next year. Lots to see and do and Kay encourages businesses to sign up for vendor space and present their business to potential customers at the fair.

Caregiving Fair – Diana announced there will be a fair for anyone who provides care to others this Friday, 8/15 from 1 pm to 3 pm at the Hope Center.

Elochoman Marina – Todd reported that the Marina is super busy! They've added 2 regattas to their event lineup and expect 8-9 more campers for BED and 36-40 more yachts this year. The Port expects to take over the Wooden Boat Show coordination next year and are working with the Wooden Boat Festival Committee to build the event back to what it used to be. Fall fishing is becoming as big for them as spring fishing. The Marina is already full for fall fishing season.

Meeting adjourned at 1152.

Respectfully submitted by Kim Howell in the absence of Secretary Brandi Beedle for this meeting.