

Wahkiakum Chamber of Commerce Board Meeting

September 10, 2025 /1030 Hours/ River Street Meeting Room

Attendees:

Bob Jungers	David Olson
Steve Carson	Garrett Radcliffe
Gene O'Neil	Diana Zimmerman
Kim Howell	Dan Lorenzen
Kay Walters	MacKenzie Jones
Ryan Murillo	Shannon Britt
Richard Erickson	

Agenda

Call to Order – 10:32 Steve Carson, President

Approval of Minutes - August minutes were shared on the Chamber website. Motion to approve by Kim/Second by Gene/Approved unanimously.

Add Agenda Topics:

ADO Update – Ryan
Newollah - Ryan

Committee Reports:

Finance – Treasurer's Report:

Financial Report Review – Reviewed the following reports:

- **August P&L** – Income still down last month as we're still haven't received our 25 Q1 and Q2 H/M tax funds. Steve is in contact with the County Auditor and is working out a process to ensure more prompt H/M payment processing. We expect those payments by end of the month.
- **H/M Tax Allocation by Year** – This report from our QB Online, created by Leading Light, captures the historical fund tracking (2012-2025) from the big spreadsheet Kim presented to the Board back in May. The 2025 column shows current YTD income and expenses. We now have specific QB accounts to capture the Chamber's actual H/M expenses for staff, rent, website, utilities, supplies and outside services.
- **H/M Tax Allocation by Month** – YTD 2025 – Another HM Fund tracking report created by Leading Light that shows monthly income and expenses for this year. We

have only received \$14363 in income so far this year. With end of August H/M expenses totaling \$75124 means our net operating income in this fund this year so far is -\$60761.

- **Balance Sheet** - Finally! Our QB Balance Sheet report is updated to reflect our H/M Restricted Fund balance as of 9/9/25 is \$81072. On SOY 2025 our balance carried over from 2024 was \$141K. This reflects the \$60761 in expenses over income so far in 2025. Discussion followed regarding how budgeting this fund for 2026 needs to include setting aside money for the Chamber's ongoing H/M expenses and a specific amount of funds that would be available to fill H/M requests from others.

Auditor's Request for 2023-24 Contract Accounting – Nicci requested our accounting records for the funds paid to us for Staff Wages and H/M spend. Kim responded to her request with copies of our Profit & Loss Statements for the Staff Wages and the new H/M reports shared above.

Accounting Services Charges – As we're now beyond the initial onboarding with Leading Light and settling into a maintenance mode, our monthly charge for their services has dropped to \$750/mo.

Tourism – Hotel/Motel Tax Subcommittee:

The Committee has received two recent H/M requests that they will gather after this meeting to consider.

Chamber Staff – Director's Report:

- **ADO Contract Update** – Our new 2-year contract has not been signed yet. Since our contract has been reduced by \$23K a year, Commerce Dept expects less from us. Ryan shared the deliverables we'll be accountable for completing and reporting vs. (23/25 contract). Those include:
 - Business Retention and Expansion (BRE) – 60 visits (70 visits)
 - Start-Up Assistance – 6 (10)
 - Export Assistance – 2 (2) – we generally get a pass on this
 - Projects – 2 (2) – expects to update website with more information and training for businesses.
- **Membership Update** – 93 total active members, 6 expirations, 6 new members
- **Tourism Promotion** – A recap of first half 2025 accomplishments
 - **Hook the Hawg Salmon Derby** – 8/28-30, 87 participants registered (79 adults/8 youth) with 59 fish weighed in. Great success!

- **NW Economic Development Conference** – Both Ryan and Garrett shared what they gained from attending this conference and both thought it was a great networking opportunity. They learned that “smokestack chasing” aka chasing the big business investing, does not pay in the long run. Better off seeking out grassroots business building from the ground up as well as upping the level of entrepreneurial support which is more effective for smaller communities.
- **Marketing & Communications**
 - **Press and Media Coverage** – currently running paid social media ads for the Hook the Hawg event.

A discussion ensued about the possibility of coordinating with local fishing guides to promote their services in our area. The Port has a list of guides (4-5) that fish out of the Marina for a month or two in Spring and again in the fall, but they are not local.

Unfinished Business:

BED Branding – Ryan has spoken to both the Eagle and the Market to better coordinate the use of Chamber branded logos and marketing materials. - Item Closed

New Business:

VP Resignation – Steve announced that Marissa has submitted her resignation as VP of the Board. This is a position we’ll need to fill. The Board thanks Marissa for her years of dedicated service to the Chamber. We’ll still see her and her staff involved in volunteering to support Chamber events. Thanks Marissa! - Item Open

Public Comment:

Neewollah Days – Ryan and Garrett have been doing a bit of coordination for this event. It’s too late to ask for a Main Street Road Closure for Trunk or Treat there, so it sounds like Rene Westbrook is coordinating a Trunk or Treat at the high school. Kim asked for clarification if this was a Chamber event and should staff be involved in leading it. No, we don’t own it, but could provide basic support. There is a meeting next Monday w/involved parties.

Next Business After Hours – Ruth Doumit Designs will host the next BAH on 10/16. More details to follow.

E-cycling Program – Steve announced that Computer Link NW has signed a contract for “e-cycling” and is now a drop off for old electronic equipment – computers, laptops, monitors, CRT’s, TV’s and DVD players.

BED & Water Ball Trophy? – Kay asked about the status of the plaque engraving for the Water Ball Trophy. Chamber is working on getting that done and using a new local vendor, Chris Gorsky, this year. Kay also suggested that there is a need for more speakers to spread out the BED sound along Main Street. The announcements could not be heard down by the Bank of Pacific. Steve suggested maybe we could develop a budget for installing more speakers on Main Street.

Meeting adjourned at 1135.

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