



**Lavon Area Chamber of Commerce**  
Serving Lavon, Copeville, Josephine and Nevada  
Promote | Connect | Educate

**Board of Directors**  
**Meeting Minutes**

January 9, 2019 @ 11:00 a.m.

Held at First Assembly of God Church, Lavon TX

**Board Members:**

- **Present:** Holly Richardson, Kenda Willingham, Mike Powell, Valerie Cleveland, Brad Tiegs, Ada Mooney, Kylee Kennedy, Katie Shockley, and Debbie Perry
- **Absent:** none
- **Quorum Present:** Yes

**Also Present:** Sabreana Marsh with CISD and Katie Guinn intern with CISD

**Call to Order:** Holly Richardson, President, called the meeting to order and presided. Debbie Perry, Secretary, recorded the minutes.

**Proceedings:**

**I. Consent Agenda:**

1. December 2018 BOD Meeting Minutes (Debbie)  
Kylee motions, Holly seconds, unanimous
2. December 2018 Treasurer's Report (Kylee) – **Tabled to next month**

**Financial Review:** Kylee, Treasurer, provided an update on the status of chamber finances.

- There are no outstanding payments pending.
- Requested a vote to forgive four members invoices from 2017. The chamber is assuming all invoices were paid, but lost in the transition, previous Treasurer issues. Will do a vote by email/text.
- Outstanding Checks: Check #1362 payable to the City of Josephine for \$250.00 back on 12/7/2017 is still outstanding and has not cleared our bank account. Kylee requests a vote to void this check now and reissue at a later date. Valerie requested time to review with the City. Agreed.
- 1<sup>st</sup> Annual Charity Golf Tournament financial report provided. Income \$2885.00 | Expenses \$2013.72 | Patriot Paws Charity Donation \$400.00. Check is ready, just need to present to Patriot Paws.

Side Note: Brad will speak with Patriot Paws about having a representative attend the Feb Member Luncheon in order to present the donation check from the Golf Event.

3. Membership Dues Delinquent List (Kylee)  
Requested a vote to remove three members for delinquent membership dues. Will do a vote by email/text.

**II. Citizens Forum: None**



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**III. Action Items to Vote on:**

1. New BOD Officer position nominations/appointments  
President: Holly Richardson – Debbie motions, Mike seconds, unanimous  
VP Promote: Valerie Cleveland – Holly motions, Debbie seconds, unanimous  
VP Connect: Brad Tiegs – Ada motions, Mike seconds, unanimous  
VP Educate: Mike Powell – Kylee motions, Ada seconds, unanimous  
Secretary: Debbie Perry – Holly motions, Kylee seconds, unanimous  
Treasurer: Kylee Kennedy – Debbie motions, Mike seconds, unanimous  
Ambassador of Educate: Kenda Willingham – Holly motions, Kylee seconds, unanimous  
Ambassador of Connect: Ada Mooney – Holly motions, Kylee seconds, unanimous  
Ambassador of Promote: VACANT
2. Sabreana w/CISD re: Banquet (Thursday, 4/25/19)  
She was enlisted to co-partner with us on the banquet this year. Vision is to eventually have the school hold their awards banquet and the Chamber hold theirs separate. Discussion ensued on Location/Catering/Tickets/Budget/ Sponsorship Levels/Music/Silent Auction/Raffle.
  - Teacher Educator Awards handed out by CISD
  - Business of the Year, Citizen of the Year and Public Servant of the Year handed out by Chamber
3. Chamber Insurance Quote (Holly)  
Board reviewed two General Liability Insurance/Dishonesty Bond quotes. Discussion ensued, board voted to accept the Farmers quote and agreed to make the annual payment of about \$1500.00 to activate the insurance. Holly/Kylee to finalize. Debbie motions, Ada seconds, unanimous
4. Vote for Annual Charitable Donation  
\$500.00 to be set aside for 2019  
Ada motions, Valerie seconds, unanimous  
  
Discussion: The City of Josephine had cancelled their 2018 Christmas event and board already approved a donation amount of \$500.00. Kylee spoke with Patti at the city and they are planning a spring event. Kylee requested we consider taking that Christmas donation amount and moving it to the 2019 spring event. Amount was already allocated but not used. Money will remain in holding until the event comes up. Kylee will finalize. Vote: Board agreed to utilize last year's donation of \$500.00 and carry that forward into 2019. Holly motioned but vote not finalized; will do a vote by email/text.
5. Outstanding payments to be made (Kylee)  
\$400.00 to Patriot Paws, charity donation amount from Golf Tournament.
6. Website Contract and Payment Amount (Kylee)  
Cost: \$700.00 (\$500.00 onetime setup fee/\$200.00 annual hosting fee)



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Kylee getting with the CISD interns about them helping with data entry of the members names and email addresses into back end of website. Once name and addresses are in, we can go live. Looking at a Feb 1<sup>st</sup> live date at the latest.

Holly motions for a check to be written for \$700.00 at the time the contract is brought, Mike so moves, Brad seconds, unanimous

7. Vote to move member luncheon location to Grand Heritage in March
  - Debbie motions for Grand Heritage, Valerie seconds, unanimous
  - Holly motions for Mike to reach out to Tori at Grand Heritage to coordinate calendar dates for the year. Kylee seconds, unanimous

**IV. Discussion and Consideration Items:**

**Connect (Brad)**

1. Networking events - quarterly meet & greet - breakfast and/or business after hours events. Discussion ensued. Brad suggested everyone bring ideas to next month's meeting and work on having an event in for March.
2. Luncheon Catering Options  
Ada hasn't worked on Feb yet, but will reach out for a caterer

**Promote**

1. Ribbon Cuttings – none scheduled  
Lawn Sense is a new member in Dec

**Educate (Mike)**

1. Feb Luncheon Speaker  
Speaker: Dr. Nivens, CIDS Superintendent  
Topic: State of the Schools  
Mike suggested we express our gratitude and present a gift to Dr. Nivens/CISD at the luncheon. Mike will work on.
  - Mar Luncheon: Mike looking into Collin Small Business...
  - Brad proposed for Apr having an appraisal district member speak

**Misc.**

1. Honorary members tier level (Holly)  
Holly mentioned that City Mayors, Police Chiefs, Fire Chiefs, CISD superintendent, etc., The position (not the person) will hold the free lifetime honorary membership at the Non-Profit Tier Level.
2. Having pamphlet to distribute with info on how and why to join chamber (Brad)  
Brad believes we should have a pamphlet to hand out. Board agrees. Brad will bring his ideas to next meeting for review and discussion.

**V. New/Other Business: None**



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**VI. Setting Future Meetings and Agendas: None**

- Business concluded and meeting adjourned at 12:15 p.m.
- Next BOD Meeting is February 13, 2019 at 11:00 a.m.

Minutes Duly passed and approved this 13 day of February, 2019

X Debbie Perry  
Debbie Perry, Secretary

X Holly Richardson  
Holly Richardson, President