



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

**Regular Monthly Board of Directors**  
**Meeting Minutes**

July 10, 2019 @ 11:00 a.m.

Held at First Assembly of God Church, Lavon TX

**Board Members:**

- Present: Holly Richardson, Mike Powell, Kylee Kennedy, Patti Brooks and Valerie Cleveland
- Absent: Brad Tiegs, Ada Mooney, Kenda Willingham
- Quorum Present: Yes

Call to Order: Holly Richardson, President, called the meeting to order at 11:04 am and presided. Valerie Cleveland, Secretary, recorded the minutes.

**Proceedings:**

**I. Consent Agenda:**

1. June 2019 Meeting Minutes (Valerie) - Tabled
2. June 2019 Treasurer's Report (Kylee)  
Mike motions, Patti seconds, unanimous

Discussed budget line items where we are over budget due to the website security issues and extra costs restocking items (bags, letters, folders) for new members and new residents. Kylee will project costs through the end of the year and at the next meeting make recommendations for budget amendments

3. Membership Dues Delinquent List (Kylee)

Use a luncheon voucher to eliminate the outstanding \$15.00 luncheon due. We have received payments for the recent luncheons. They would have received a luncheon voucher so it would be a wash.

Contact Chris to discuss how to handle outstanding check to Debbie and the upcoming renewal for CP roofing.

Outstanding check to City of Josephine from last year for \$250. Kylee will void the check.



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**4. Checks Sent Out No Vote Required**

- a) Insurance was paid \$264.80 (2nd quarter liability insurance)
- b) City of Josephine \$500.00 (4th of July)
- c) Franchesca Kister \$50.00 (August website)
- d) Grand Heritage \$30.00 (August luncheon)
- e) Heritage Ranch Golf Course \$500.00 (golf tournament deposit)
- f) Cactus Awards \$225.00 (new member plaques and engraved plates)

**II. Citizens Forum: None**

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

1. New resident bags – Tabled
2. Outstanding Payments to be Made (Kylee)
  - a. Kylee Kennedy \$67.33 (quarterly reimbursement and QuickBooks Swiper)
  - b. Patti Books \$166.02 (copies for New Member and Renewing Members, and Welcome Residents packets)Valerie motions, Mike seconds, unanimous

**IV. Discussion and Consideration Items:**

**Connect**

1. August Luncheon Catering  
Mo's
2. 2019 Golf Tournament Planning (Kylee & Brad)  
Kylee meeting with dealerships next week to find a co-sponsor to help cover the majority of the costs. Kylee, Sabreana, Kenda and Brad meeting next week. The Dealership should be the main name for the Tournament. Food will be an extra cost that can be covered with other sponsorships. Will create other creative ways to involve other members who will not be playing golf. Will look at creating squares. Raffle tickets can also be used.

**Promote**

1. Ribbon Cuttings  
Patti will contact new members and schedule ribbon cutting. Wylie pets having a ribbon cutting the 1<sup>st</sup> week of August.
2. New Member – No discussion
3. New Member Plaques – No discussion



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**Educate**

1. August Luncheon Speaker/Sponsor  
Speaker: Mike Taylor with Rutherford and Taylor  
Topic: Taxes for Small Businesses  
Sponsor: Lavon Family Dental
2. Business Outreach – Mike will go see new members with some brochures and a small plant. Kenda has been doing this. O'Reilly's, Pharmacy

**V. New/Other Business:**

1. Business Card Exchange to stuff bags at Charles Smith Funeral Home - June 17, 2019 at 9:30 am. Chamber will provide donuts and coffee

Welcome new Neighbors is generating the list and giving that to Chamber, but the lists also show people who just change services. We will go back to the Water Departments and have them generate a list of new residents and a list of new customers who applied online. Then we can have the churches deliver bags to those who don't come into the Water Departments. The Water Departments can hand out bags to those that do come in.

2. Window clings for the chamber membership. Discussion of size, material, quantity, layout and cost – No discussion
3. Ordering new folders for the new resident bags. Discussion of style, material, quantity, layout and cost

Will need to order for next month

4. QuickBooks monthly fee went up from \$64.96 to \$74.62. Kylee would like to request to change the payment to a yearly billing, the cost for annual billing is \$817.28 including tax. By switching we will save roughly \$78.16 for the year.

Mike motions, Valerie seconds, unanimous

5. Projector and Microphone system for meetings – Mike will find us a system and teach everyone how to use. Holly said this was passed a couple of years ago, but never purchased. Agreed to an amount up to \$1,000 so that we can move forward without coming back with prices

Valerie motions, Kenda seconds, unanimous



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6. Potential partnership for collecting teacher gift cards throughout the year for the end of year teacher appreciation that Sabreana does – No discussion
7. For the purpose of budget planning for next year, should an invoice be created for the donation of the "sponsorship" part of Bear Creek (\$1,000.00) plus the payment we made of \$500.00 for a total in the budget for \$1,500.00

Set up an expense and a revenue for the \$1,000 sponsorship to show what we really spent and received.

8. The SSL was added to the website
9. New / renewing members for June
  - a) JP & Associates Realtors - Ashley Lambert
  - b) Cactus Awards
  - c) Atmos Energy
  - d) Paula Singleton, P.C., CPA

Kylee will update the list for new and renewing members


10. Plan New Teacher Welcome with Community ISD  
July 31<sup>st</sup> New Teacher Luncheon, Beth at Lavon Dental called about what to put in the bags. Check with Katie to see what we did in the past
11. August Workshop  
August 19<sup>th</sup> 3-7 pm. Mike will oversee the workshop. Bring anything you want to get done, or tweaking bylaws or financials. Setting up a handbook, look at the Banquet and Golf Tournament

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

- Business concluded and meeting adjourned at 12:16 pm
- Next BOD is August 7, 2019 at 11:00 a.m.

Minutes Duly passed and approved this 7<sup>th</sup> day of August 2019.

X   
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Valerie Cleveland, Secretary

X   
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Holly Richardson, President