



GAYLORD AREA CHAMBER OF COMMERCE
www.gaylordmnchamber.com
Regular Meeting Minutes
Wednesday, February 1, 2017
11:00 A.M

I. CALL TO ORDER

- a. Pursuant to due call and notice thereof, Vice President Wisch called the meeting to order at the Gaylord Public Library – 11:05 a.m.
- b. **Board Members Present:** Emily Wisch, Goretta Enrrique, Amy Hahn and Kacey Tollefson
- c. **Board Members Absent:** Pauline Marlinski and Lindsey Bruns
- d. **Staff Present:** Jim Poquette and Mary Goetsch
- e. **Staff Absent:** Elizabeth Reishus
- f. **Guests Present:** DeAnn Woods

II. AGENDA & MINUTES

- a. January 4, 2017: Minutes approved by consensus
- b. February 1, 2017: Agenda approved by consensus

III. UNFINISHED BUSINESS

- a. Review “To Do Items” (Goetsch)
 - i. A handout was provided to the board which summarizes the “TO DO” items that are identified through various channels such as By-Laws and regular board meetings. This handout will continue to be updated based on meetings and will be distributed with the meeting minutes monthly.
 - ii. Tollefson reported that the last “teacher packet” still has not been picked up, but will send “thank you” without that final picture.
- b. Chamber Calendar & Timetables for Events (Reishus)
 - i. The Chamber Planning Calendar is located on the chamber website under the [Chamber Membership Tab/Planning & Agendas](#). This is designed to be a tool the chamber can use to stay on schedule for the various events and projects the chamber sponsors, i.e. Easter Egg Hunt, Dog Days, etc. Reishus plans to build in deadlines for the various stages of the projects, i.e. advertising due dates etc.

- c. City of Gaylord Promotional Items (Woods)
 - i. Woods reported that she was unable to locate a “useable” logo for the City of Gaylord for the promotional items discussed at the January meeting. She has re-created and brought some printed images of the items.
 - ii. Key Chains: Qty 150 @2.90 - choices of colors are black, red and blue. After discussion the board decided on black, with the option of making the word GAYLORD in white.
 - iii. Lanyards: Qty 200 @\$1.80 – many choices of colors. After discussion the board thought possibly silver would be the best as white would get dirty too quickly and logo may not stand out on black.
 - iv. Mugs: Qty 100 @ \$2.00 – mug will be white
 - v. Woods also noted that the logo is actually 3-color rather than 2-color as originally quoted. Woods has offered to maintain quoted prices and will donate any additional cost due to the additional color. Woods will put together finalized images of the items and will email out to board for approval prior to placing the order.
- d. Music on Main (Klimmek)
 - i. Nothing new to report, defer to March, 2017.
- e. Dog Days of Spring (A.Hahn/Woods)
 - i. Committee has determined date of this event to be May 3, 2017
 - ii. Suggested that committee contact Reishus to get the date on the chamber calendar and for help in determining appropriate dates for the various promotional steps of the event as well as the creation of any promotional items.
- f. Easter Egg Hunt (Enrrigue)
 - i. The 2017 date for the Easter Egg Hunt is Saturday, April 8th.
 - ii. Enrrigue reviewing what was done last year and preparing to mail out letters for sponsors of the event.
- g. Lakeside Press Map Update (Marlinski)
 - i. Nothing new to report, defer to March, 2017.

IV. NEW BUSINESS

- a. [Learn to Fly an Unmanned Aerial Vehicle](#)
 - i. Schedule for 03/18/2017 at the Sibley East Elementary School Cafeteria in Gaylord
 - ii. Dana Candella is chairing this event. Eggstravaganza funds are being utilized for the funding of this event. All profits of this event will be put towards the kids games Eggstravaganza weekend.
- b. [Master Builder – Guardian of the Galaxy](#)
 - i. Scheduled for Saturday, April 22, 2017 – 1:00 pm – 4:00 pm at St Paul’s Lutheran Church
 - ii. Dana Candella is chairing this event. Eggstravaganza funds are being utilized for the funding of this event. All profits of this event will be put towards the kids games Eggstravaganza weekend.
 - iii. If any chamber members are available to help with the event, contact Dana Candella at ProGrowth Bank – (507) 237-5535.

V. MONTHLY COMMITTEE REPORTS/UPDATES

- a. Treasurer’s Report / 2017 Budget (Poquette)
 - i. Poquette presented the final Treasurer’s Report prepared by outgoing Treasurer Kathy Jensen
 - ii. Poquette verified balances once books were turned over

- iii. Board discussed the motion made last month to move the funds left in the “Sweepstakes” account to the Chamber Projects Account until further discussion can be had as to the use of these funds. At this time that movement of funds had not been made.
 - iv. Question was raised during discussion if there should be a small balance left in the sweepstakes account to be used as “starting funds”. Felt it was up to Avery to decide if that was necessary.
 - v. During the month of January there were a couple of expenses affecting the balance in the Sweepstakes account. Board was ok with now moving the remaining balance of \$14,855.80 to the Chamber Projects Account based on last month’s motion/decision.
- b. Member Contact Committee (Tollefson)
 - i. Nothing new to report.
- c. Business Recognition Committee (Marlinski)
 - i. The interview of the Arlington Haus has been completed and submitted to the Hub.
 - ii. Wisch will be interviewing Buffalo Lake-New Auburn Mutual Insurance Company as the next business to recognize.
- d. Eggstravaganza (Keithahn)
 - i. Keithahn unable to attend the meeting but reported that there is nothing new at this time but believes it will be a wonderful event.
- e. Gaylord Royalty (Hahn)
 - i. B. Hahn was unable to attend the meeting but reported that there was a successful turn out at the royalty program's informational meeting earlier this month. There are over 20 girls eligible and 8 were in attendance (and one requested information as she was ill that day).
 - ii. The Royalty will also be hosting their annual "Pretty Princess Day" on March 11th. There will be information sent home with kids hopefully next week. Request that we spread the word about the Pretty Princess Day. If anyone has any questions, the form is available on our Facebook page. This is a pre-registration event only, registrations that day of will not be accepted.
 - iii. Requested that the information also be added to the chamber website.
- f. Chamber-After-Hours (Klimmek)
 - i. Nothing new to report.
- g. EDA Liaison (Klimmek)
 - i. Nothing new to report.

VI. NEXT MEETING: March 8, 2017 – 11:00 am at the Gaylord Public Library

- a. Note change in schedule – 2nd Wednesday of month.

VII. ADJOURNMENT

- a. Meeting Adjourned at 11:45 pm

Emily Wisch, Vice President
(Minutes drafted by Mary Goetsch)

Pauline Marlinski, President