

KEYTESVILLE CHAMBER OF COMMERCE  
MINUTES  
January 11, 2016

Present: Megan Fox, Amanda Webb, Larry Pollard, Susan Littleton, Bob Littleton, Chris Hughes, Janet Weaver, Shirley Morris and Dora Palmer

Dora Palmer called the meeting to order at 12:11 in the absence of the president and vice president.

We were supposed to have an annual meeting this month, but have postponed it until February when more people can be present for the planning of our 2016 Chamber events and election of officers.

Larry Pollard moved, seconded by Susan Littleton to approve the agenda and the minutes are presented.

Treasurer's report –

- We have a balance of \$670.40
- Deposited \$66.00 from the sale of ornaments in December
- No outstanding bills known at this time (except the gun for the raffle)
- Outstanding deposit for 1 membership dues and 3 ornaments to be included on January financial report

Old Business –

- Update of Demolition Grant – Press release has been made. Bob expects the demolition to start in the spring.
- Reminder to file IRS Tax Return – Dora will get with Cele to make sure this is done in a timely manner.
- Committees for 2016 were discussed. The purpose of each committee was discussed along with some possible new committees and removal of old committees.
- Raffle – Chris reported that the tickets will be made and delivered to everyone for sale. The planned drawing date is still Alumni night. Plans are to sell tickets at the Lions Trivia Night.

New Business –

- Membership letter – changed and ready to go. A copy of the new letter was passed around for everyone to see. Dora will have the mailing list ready by end of the week and mailing should go out by then.
- Chris Hughes reported that there was a possibility of a barber coming to town and that a location for the barbershop was in motion. He also reported that the Lions Club has received a donation to build a new building. The land acquisition is in the works for the building.

- It was reported that Nathan has plans for apartments and an antique shop in his building downtown.

Set next meeting date – Our next meeting will be held on February 8<sup>th</sup> at noon. It will be the annual meeting. We will meet at The Café.

Motion to adjourn at 12:53 by Chris Hughes, seconded by Robert Littleton. All in favor

Minutes taken by Secretary Dora E. Palmer \_\_\_\_\_

See attachment:

**Keytesville Chamber of Commerce**  
**Standing 2015 Committees**  
**\*Indicates Committee Chairperson**

**By-Laws and Procedures –**

- ✓ Mission is to develop and present for Chamber approval a set of by-laws and procedures suitable for the City of Keytesville and the Keytesville Chamber of Commerce.
- ✓ Short Term Goal – Make presentation at February meeting
- ✓ Long Term Goal – Update as needed
- ✓ Committee Members – Cele Sehlke\*, Nathan Asbury, Susan Littleton, Dora Palmer, Robert Wheeler

**Membership/Welcome –**

- ✓ Mission is to make an effort to attract all businesses to join the Chamber of Commerce
- ✓ Short Term Goal – Identify all businesses and develop an informational sheet with contact information and other pertinent information and send invitations to next meeting.
- ✓ Long Term Goals – Welcome new businesses in the city and answer questions and help them acclimate to Keytesville. Perhaps develop a business of the month club (Just a suggestion)
- ✓ Committee Members – Melanie Leasure\*, Gerald Friesz

**Website Development/Implementation –**

- ✓ Mission is to basically garner information and costs related to establishment of a Chamber of Commerce Website.
- ✓ Short Term Goal – Make presentation at February meeting
- ✓ Long Term Goals – If approved, instruct members how to access website and how to add and subtract information to page.
- ✓ Committee Members – Amanda Webb\*

**City Connection –**

- ✓ Mission is to work with Mayor and City Council on items Keytesville needs and Chamber would like to see accomplished.
- ✓ Short Term Goal – None Listed.
- ✓ Long Term Goals – None Listed.
- ✓ Committee Members – Bob Littleton\*, Terry Sehlke, Donna Gheens

**Industry and Economics –**

- ✓ Mission is to develop plan to maintain current business and to develop a plan to attract new industry to the area.
- ✓ Short Term Goal – None Listed.
- ✓ Long Term Goals – None Listed.
- ✓ Committee Members – Lowell Don Newsom\*, Leroy Weimer, Cameron Byrd, Robert Wheeler

**Grant Writing –**

- ✓ Mission is to garner ideas of grants needed to improve city of Keytesville and then locate possible sources (i.e. USDA)
- ✓ Short Term Goal – None Listed.
- ✓ Long Term Goals – None Listed.
- ✓ Committee Members – Janet Weaver\*

**Publicity and Communication –**

- ✓ Mission is to keep Chamber of Commerce in public view and keep communication open between chamber and community and surrounding areas.
- ✓ Short Term Goal – None Listed.
- ✓ Long Term Goals – None Listed.
- ✓ Committee Members – Terry Clark\*

## **Keytesville Chamber of Commerce Possible Standing 2016 Committees**

The following is a list of possible standing committees for 2016 and a rough draft of possible mission/goals etc. In February we will have the final discussion on these and make our recommendation. According to the by-laws, the chamber President shall appoint committees.

### **Membership/Welcome –**

- To welcome new businesses to town with a ribbon cutting etc.
- To be responsible for membership renewals each year

### **Website/Publicity/History –**

- To keep website/Facebook up to date
- To keep an electronic scrapbook of Chamber events and History

### **City Connections/Industry/Economic Development –**

- To work to keep communication going between the city government and the chamber of commerce
- To work to develop new industry or business for Keytesville

### **Events/Fundraising –**

- To develop events and fundraising opportunities that will benefit the Chamber of Commerce and local businesses.

### **Grant Writing –**

- To find and apply for grants that will benefit the Chamber of Commerce and local current or new businesses.

### **Networking –**

- To assist in communication between interested parties in the community to improve, increase or develop business opportunities.