



Board of Directors Minutes

Thursday, April 22nd, 2010
3:00 pm

Call to Order

Andrew Perry

Andrew called meeting to order at 3:07pm
Directors in Attendance: See attached
Staff in attendance: Mysty Rusk, Erin Wiedeman

Action Items from Last meeting

Andrew Perry

Action	Responsible	Deadline
Email Member Prospect list to BOD – Mailed to BOD	Mysty R.	04/02/10
Donate monies to ED program – request made	BOD	Open
Continue to refer potential candidates to Mysty R.	BOD	Open
Draft bylaw review. Submit input/proposed changes to document Review committee – Sent to BOD for review	BOD	05/10
Send full version of Bylaws w/track changes reflected to BOD - Sent	Mysty R.	04/02/10
Submit golf sponsors & players to CBCC – Will address in meeting today, event is in need of more sponsors and teams	BOD	Open
Send Doodle for CBCC Spring Cleaning Day – Doodle sent, set May 8th 9-1. Bob and Chris to review and come up with new date. ACTION	Mysty R.	04/02/10

Strategic Planning

Mike McNally

Tiered Structure

- *MSC (Membership Services Committee) continues to review tiered structure. Met yesterday Mysty R. prepared a tentative first draft of CBCC tiered membership.
- *Draft structure report was given to BOD to review
- *Committee will be speaking with businesses regarding categories, reaction to implications of moving to switch to tiered
- *The Membership Services Committee is following Albany tiered structure outcome closely for crafting of CBCC's structure
- *Committee has reviewed member and non-member businesses in several categories to meet with regarding value proposition, highest need and value opportunities for future
- *Next MSC meeting May 19th
- *See below, Membership Services for additional informaiton

Membership Services

Mysty Rusk

Membership Satisfaction Survey Results

- *Survey was crafted in 2008 and sent out to membership. Sent again in 2009 and results were provided to BOD for review.
- *This year the results reflected improvement in every category
- *Report reviewed by BOD
- *Barriers of services need improvement. Reports reflected Chamber needs to improve in providing areas for membership that they can be involved that a significant amount of time is not required
- *Survey results reflect new members and existing members

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*There have been changes made within the Chamber already as a result of Membership Satisfaction Survey results.

ACTION: Mysty R. will be posting the membership's request for changes/identified issues with Chamber and actions taken to improve in these areas on the web site.

BOD Approves the MSC to be posted on web site (without comments) for membership review:

K. Cleland Moved to approve

Seconded by C. Shonnard

Motion carried with 0 abstentions

Economic Development

Lyle Hutchens

Review of services currently being performed, and to be performed for remainder for FY based on monies received and contract dollars collected from City/County.

*March ED report was sent out in email package to BOD

*Whitepaper released that City Councilors put together (Presents an opportunity to take advantage of ED now having council's attention). Although all facts are not valid, ED Committee will be taking advantage of ED now being on the forefront of County's minds.

*ED Committee will be strategizing over the next month, and at meeting in May to take advantage of the opportunity of ED now being on the forefront of Councilor/County's minds

*Councilor Brown will be at May CBCC ED meeting (will meet third Wednesday of May)

*City & County funding recommendations should be disclosed in May

*A. Perry & M. McNally met with County Commissioner Jay Dixon in April. Following the meeting Commissioner Dixon suggested Andrew P. & Mike M. meet with Benton County Commissioners. CBCC was advised not to focus on historic relationship and financial expectations from County, but to focus on current and future expectations and services for ED.

*Andrew P. & Mike M. met with County Commissioners. ED Committee will be meeting on May 4th at 10:00am regarding expectations. K. Cleland, C. Crowe, L. Hutchens will be meeting with Commissioners. Staff, ED Committee and Mysty R. will be drafting the CBCC success stories and projects completed to present to Commissioners at that meeting

*Appears that Commissioners don't all agree that Chamber-Coalition should manage ED in house. Also appears that the Commissioners are not all aware that the CBCC has kept ED in a separate department than that "Chamber" internally. Goal for May 4 meeting is to articulate what ED is, what the ED committee is doing, and hear openness regarding the move forward with the relationship. Additional goal for meeting is to identify value, measurements of success, and what requested communication with Chamber and on what basis should the contract continue. (Commissioners feel that historically the CBCC has not done a good job of communicating successes and services to County.)

*It appears the County has no intention of paying out the contract for FY10. The CBCC's hope is to build a foundation for the future year contracts with the County.

*BOD continued conversation regarding Commissioners and individual views, and where they stand regarding ED and community views

*K. Cleland sent a letter to 2,800 people around the state, and programs that CBCC's Economic Development Director, John Sechrest has been involved in. Letter informed community that John S. and CBCC's Recruiter/Marketing Director, Aaron Edward's positions are in jeopardy right now.

*K. Cleland has received about 20 responses so far in support of John S. and his efforts, those of which have agreed to assist with getting the word out. Note: eight weeks until decision needs to be made.

ACTION: BOD to send letter on.

*ED white page was in Council's packet at last council meeting. Agenda item to be in June's work



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session for Council.

ACTION: ED Committee to break down report regarding what jobs lost/gained are in every category to clarify for Council's review. Also highlight the areas that Chamber assisted with areas of job growth/keeping. (Add in professional, scientific, traded sector etc. that were not highlighted in report sent out.)

Government Affairs

Bob Grant

Subcommittee Draft Agenda

*B. Starker, B. Grant, CBCC's Office Manager, Erin Wiedeman & CBCC's President, Mysty Rusk met and drafted a format for a new reporting process for sub-committees to GAC and then to report to BOD.

*Draft agenda includes the following:

*Five questions regarding gov't, community, business etc.

*Lists Pro(s) and Con(s)

*Draft Agenda handed out to BOD

*CBCC is pursuing using this Agenda in other Strategic Planning Committees to improve the time/reporting efficiency

ACTION: Review Sub-committee approval requirements to see if approval is needed from BOD for finalizing the Sub-committees

Marketing

Curtis Wright

No report

Finance

Jamie Hughes

*Weekly reports continuing to be sent to finance committee

*Negative balance reflected on March financials due to check run occurring prior to transfer being made

*Normal monthly reporting on balance sheet

*Reports reflect CBCC being below budget in most areas YTD on total budget performance

*Expenses are below budget, due to income being down

*Mysty R. sent out recommendations for budget cuts if needed

*Member dues are down

*CBCC's Membership Director, Chris Wolfe is beginning to struggle with new members. Slow "no's", and ongoing "maybe's"

*Eight dropped members, and eight new members

*Exit interviews completed on all dropped members

*Need BOD support with new members, and "member win-back"

ACTION: BOD member to bring two new members

Prosperity That Fits Committee

Mysty R./K. Cleland

*If John S. and Aaron E. jobs are lost due to financial investments/donations, the Chamber will not be able to deliver action items in PTF contract

ACTION: K Cleland to call P. Lampton regarding the inability to meet requirements

*CBCC's employee, PTF staff, Lynn Roylance resigned

*Committee not filling position currently

*PTF has notified the Chamber that funding sources not available to fill position etc.



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*The next PTF meeting is next Monday, April 26th

Economic Development BOD Investment

Lyle Hutchens

Thank you for investment/donation to BOD made

Consent Agenda

Andrew Perry

Minutes

Finance Report

Membership Report

B. Grant motioned to approve

Seconded by J. Kuhlman

Motion carried with 0 abstentions

Document Review Committee Hutchens

Matt Andresen/Lyle

Bylaws

Attachment with proposed revisions sent to BOD on last email. Revisions to be made and returned to Mysty R. by May 6th

ACTION: Send revisions to Mysty R. or L. Hutchens for Bylaws

Other Business

Andrew Perry

PRIDE Request

*Community Alliance for Diversity (CAD) wants to have a parade and a day long festival, "Pride Corvallis", which celebrates Gay, Lesbians, Trans-gender and friends.

*Would like to use the Chamber's name and logo for advertising as a supporter of this effort and receive sponsorship from the CBCC (no financial request)

*Will not support event, as CBCC does not support any other local event

*BOD discussed that PRIDE could become a member and advertise event, not endorse

Motion to endorse Pride Corvallis:

Motion → **No motion**

ACTION: Mysty R. to encourage Pride to become members so that they can advertise in Chamber Connection

Chamber Golf Tournament:

*Will be held June 14th at the Corvallis Country Club

*Golf Tournament, \$130/player or \$110 for first 18 teams
(Andrew Perry, Corvallis Clinic committed to a golf foursome)

(D. Johnston to supply gifts)

(D. Gazeley, Citizens Bank will sponsor a hole)

(H. Brauner committed to a City golf foursome)

*Golf Committee is looking for hole sponsors, prize donations, golfers, sponsors. The Golf tournament is a big filler in CBCC's budget for FY10

*Women In Business will be highlighting golf and novice golfers, hosted by J. Gardner

ACTION: BOD to get teams, golfers, sponsors



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FY10 Annual Meeting:

Annual meeting will be June 23rd, 2010

Chamber BOD Nominees:

Slate has been drafted

ACTION: List of BOD nominees to be published and sent to membership

ACTION: M. McInally to send Mysty R. the slate of nominees

CBCC BOD Retreat:

BOD Retreat May 27th at 8:00am – 12:00pm, location to be determined

ACTION: Mysty R. to send location information to BOD for retreat

Men's Restroom at CBCC:

Men's restroom has rot problems at the Chamber. B. Grant looking for parts or financial assistance with vinyl and toilet parts for replacement.

President's Report

Mysty Rusk

President's Report & Master Plan Distributed

***Volunteer Program:** CBCC's Office Coordinator, Michelle Davis is working taking class at LB Vision for putting together a volunteer program

*Thank you cards sent by CBCC to all volunteer programs w/CBCC for Volunteer Week

*Michelle D. is putting together volunteer job descriptions

*Will be incorporating the volunteer cooperation with future events, to free up staff time in more necessary areas

*Mysty R. is still meeting with LEO's and key business leaders

*Met with Mayoral Candidate Biff Traber and Mayoral Candidate Julie Manning as potential future Local Elected Officials

*90 day AR is down to 11% this month, from 19% last month

*Mysty R. provided a 20%/30%/50% payroll reduction plan for ED staff for next two months to finance committee and Executive BOD

*With a 50% reduction there will be furlough days for ED staff

*Business Organization Roundtable met earlier this month. Mysty R. did not attend. City Councilor Hal Brauner discussed the advantages of the various organizations working together and the impacts that will have on requests to the City. Cautioned combining requests to council. Discussed City's budget discussion to occur and gave feedback for reporting information. (See above under ED report.)

Executive Session

Andrew Perry

No executive session

Action Items for Next Meeting

Action

Responsible Deadline



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Review Spring Clean-up Day and reschedule	B. Grant & C. Shonnard	05/27/2010
Post membership's identified issues in Membership Satisfactory Survey and action taken by CBCC to improve in areas on CBCC web site	Mysty R.	05/27/2010
Post Membership Satisfaction Survey results on CBCC web site (without comments)	Mysty R.	05/27/2010
Send out K. Cleland ED letter/email to as many people as possible	BOD	ASAP
Highlight job loss/growth/retention in specific areas (from Council white paper) to submit to Council	ED Committee	05/04/2010
Review GAC Sub-committee approval requirements in policies to determine if BOD is required to approve final sub-committees	Mysty R.	05/27/2010
Refer 2 new Chamber Members to C. Wolfe	BOD	Ongoing
Contact P. Lampton to notify PTF of CBCC's inability to meet requirements of PTF with staff resignation, and funding crisis	K. Cleland	ASAP
Review Bylaws and send revisions to Mysty R./L. Hutchens	BOD	05/06/2010
Encourage PRIDE to join CBCC to advertise upcoming festival	Mysty R.	
Sign golfers, teams, sponsors and donors for Golf Tournament (06/14/10)	BOD	Ongoing
Send draft slate of Chamber Board of Director nominees to Mysty R.	M. McNally	ASAP
Notify membership and publish new BOD nominees	Mysty R.	06/10/2010
Notify BOD of retreat date and specifics for June May meeting/retreat	BOD	ASAP
Request: Send resources/financial assistance if in a position to, to B. Grant for Men's Restroom restoration at CBCC	BOD	Open

Adjourn

Andrew Perry

Andrew Perry adjourned the meeting at 4:46 pm.



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Board of Directors Attendance

Last Updated: 04/22/10

Last Name	First Name	Business	Title:	SPC's / Assignments	Term Ends June of:	J	A	S	O	D	J	F	M	A	M	J
Perry	Andrew	Corvallis Clinic	Chair	SPC, EVP	1st, 2011	X	X	X	A		X	A	X	X		
Gazeley	David	Citizens Bank	Immediate Past Chair		1st, 2011	X	X	X	X		X	X	X	X		
Stevens	Ron	Samaritan Health Services	Treasurer/Secretary	SPC, Finance (Chair)	2nd, 2011	X	A	X	X		A	X	X	A		
Cleland	Katherine	Cleland Marketing	Director	ED	2nd, 2011	X	A	X	X		X	X	X	X		
Andresen	Matt	Independent	Director	ED, Marketing	1st, 2011	X	A	X	X		X	A	X	A		
Crowe	Chuck	ATCO America	Director	ED	2nd, 2011	X	X	X	X		X	X	A	X		
Grant	Bob	Bob Grant Construction	Director	GAC	1st, 2011	X	X	X	X		X	X	X	X		
Johnston	Doris	Pacific Power	Director	GAC	2nd 2010	A	X	A	X		X	X	X	X		
Davidson	Cloud	Cloud9 / Downward Dog	Director	GAC	1st, 2011	X	X	X	A		A	A	A	A		
Lampton	Pat	Inkwell Home Store	Director	GAC, PTF	1st, 2011	X	X	X	A		X	A	X	A		
Fowler	Nick	Perpetua Power Source	Director	ED	1 st , 2011	A	A	A	X		X	A	X	X		
Shonnard	Chris	Shonnard's Nursery	Director	Marketing, MSC	1st, 2010	X	X	X	A		X	A	A	X		
Starker	Bond	Starker Forests. Inc.	GAC Chair	GAC	1st, 2009	X	X	X	X		X	X	A	A		
Hughes	Jamie	Anderson Group	Director	Finance	1st, 2011	X	X	X	X		X	X	A	X		
Hutchens	Lyle	Devco Engineering	ED Chair	ED (Chair)	1st, 2011	X	X	X	A		X	X	X	X		
Klemm	Robin	Oregon State University	Director	Marketing	1st, 2011	X	A	A	A		A	X	A	X		
Kuhlman	Jim	State Farm Insurance	Director	MSC	1st, 2011	X	X	X	A		X	X	X	X		
McInally	Mike	Corvallis Gazette Times	Director	Marketing, Fin.	1st, 2011	X	X	X	X		X	X	X	X		
Brauner	Hal	Corvallis City Council	Liaison			A	A	X	X		A	A	X	X		
Dixon	Jay	County Representative	Liaison			A	A	A	A		A	A	A	A		
Curtis	Wright	Curtis Wright Consulting	Marketing Chair	SPC, Marketing		A	A	A	A		A	A	A	A		
Corwin	Mike	OSU Federal Credit Union	MSC Chair	SPC, MSC								A	A	X		