



## **BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, January 15th 2019 at 8:00 a.m.

Wellington Housing Authority Meeting Room: 3914 Roosevelt Avenue

**BOARD MEMBERS IN ATTENDANCE:** Jon Slutsky, Heather Zadina, Kristi Cannon, Wendell Nelson, Curtis Bridges, Linda Kinzli, Katie Whitman, Mary Council, Heidi Cross, Brian Graves, Ben Parsons and Steve Vessey

**BOARD MEMBERS NOT IN ATTENDANCE:**

**OTHERS IN ATTENDANCE:** Kacy Lobato (Executive Administrator), Ed Cannon (Town of Wellington) and Annie Lindgren (Wellington Colorado Main Streets Program)

**CALL TO ORDER** at 8:02 a.m.

Outline and procedure of future Board of Director meeting agendas was provided by Jon Slutsky.

**REVIEW MINUTES** from December 18th 2018 Chamber Board Meeting. Accept minutes as presented.

**DISCUSSION OF CONFLICT OF INTEREST** – Mary Council

Colorado's Conflict of Interest Statute §7-128-501 as well as §§7-128-401 and 402 regarding duty of loyalty were presented regarding the conduct of directors.

**TOWN OF WELLINGTON** – Ed Cannon, Town Administrator

- Budgeted \$300,000 toward Economic Development.
- Finalizing job description of full time Economic Developer that will be filled March 2019.
- Reviewing Buxton Corporation contract on Tuesday, January 15th, which is a retail strategy organization that will help generate leads and bring retail shopping and restaurants to Wellington. Esri Database software will be used to compile a collection of geographic datasets of various types and services.
- Population is currently estimated at over 11,000; \$78,000 median household income and an average of 35 years of age per household. The next census will be made 2020 and communications will be sent out from the Town Hall for an accurate count.
- (MOU) Memorandum Of Understanding between the Town, Wellington Colorado Main Streets Program and the Wellington Area Chamber Of Commerce. Date of meeting is pending.
- Water treatment plant expansion upgrades consisting of \$12 million, in September 2018, has increased to a \$23 million project.

**MAIN STREETS PROGRAM** – Annie Lindgren, Executive Director

- 2019 Membership Renewal Program offers Business Level \$150 and Individual Level \$35. Renewals can be paid online at [www.wellingtonmainstreet.org](http://www.wellingtonmainstreet.org).
- 2019 Banner Program is complete.
- August 17th: Well-O-Rama. Sponsorship opportunities available.
- April 6th: .5K 3-block race sponsored by the Old Colorado Brewing Company and Fitness One, benefiting the Wellington Colorado Main Streets Program. Sponsorship packets are available.
- June 1st - Brewfest including 16 breweries, a expanded venue and additional tickets will be offered.
- Design committee is working with an artist for Wellington's newest mural on the exterior wall of the building east of the

railroad tracks near 1st Street and Cleveland Avenue.

- Marketing Leakage Analysis is complete and results will be reviewed with a consultant by April 2019.
- North Forty News will be featuring monthly articles written by Annie Lindgren regarding Wellington.

#### **CHAIR REPORT – Jon Slutsky**

- A draft of the 2019 Committees and Chairs was presented and briefly discussed. The Chamber's Economic Development Committee has been omitted and representatives from the Chamber Board plan to continue working with the Town on future economic development needs.

Motion: Accept 2019 Committees and Chairs as presented.

Move: Wendell Nelson

Second: Kristi Cannon

Vote: Approved by all Board Members present

- The Board discussed procedures of withdrawing funds from account and capping donation amounts from Chamber events on an annual basis. A suggestion was made to offer 1-2 additional Chamber fundraising events. The donation amount from the Chamber 2 Rounds Disc Golf Tournament proceeds will not be capped.
- Jon Slutsky appointed an Ad Hoc Committee consisting of the following members: Steve Vessey, Mary Council, Heather Zadina and Jon Slutsky to represent the Chamber in discussions with the Town of Wellington and The Main Streets Program to form a Memorandum of Understanding concerning Economic Development in Wellington.
- The Bylaws Committee will revise the existing By-Laws regarding the elimination of the approval of new memberships and notify the membership via email.

#### **ADMINISTRATIVE REPORT – Kacy Lobato, Chamber Executive Administrator**

- Sweetheart Deal: Expires February 1st, 2019
- Membership Renewals: Unpaid memberships will terminate on March 1st, 2019
- Member 2 Member Coupon Books: Entry Form deadline March 1st, 2019
- Currently working 2018 Taxes and the 2019 Community Guide & Membership Directory.

#### **TREASURER'S REPORT – Katie Whitman**

The 2019 budget preliminary report was provided and will be finalized in February 2019. The existing account signers on the Blue Federal Credit Union account Mary McCaffrey and Wendell Nelson (will be removed and replaced with the following new account signers Jon Slutsky, Kacy Lobato, Katie Whitman and Kristi Cannon. The existing account signers on the First National Bank account (Tom Gillespie, George Graves, Wayne Jensen and Albert Nelson) will be removed and replaced with the following new account signers Jon Slutsky, Kacy Lobato, Katie Whitman and Kristi Cannon.

Discussion was made to withdraw \$500 from the Economic Development account with 1st National Bank and \$1,600 will be withdrawn from the Circus account with Blue Federal Credit Union and deposited into the Money Market account with Points West Community Bank.

Motion: Withdraw \$500 from the Economic Development account with 1st National Bank and \$1,600 will be withdrawn from the Circus account with Blue Federal Credit Union and deposited into the **Checking** account with Points West Community Bank.

After further discussion, Mary's rephrased her previous motion to state the following.

Motion: Withdraw \$500 from the Economic Development account with 1st National Bank and \$1,600 will be withdrawn from the Circus account with Blue Federal Credit Union and deposited into the **Money Market** account with Points West Community Bank.

Move: Mary Council

Second: Heather Zadina

Vote: Approved by all Board Members present

#### **COMMITTEE REPORTS:**

**AMBASSADOR COMMITTEE – Rick Freeman.** Not present. Report given by Steve Vessey.

Committee plans to focus on membership retention and continue contacting members. The suggestion was made to limit the meeting section from future Business After Hours or eliminate completely and allow the monthly events to be for networking only and provide printed information on upcoming events and updates.

**COMMUNITY EVENTS COMMITTEE – Brian Graves**

- Cowboy Hearts Community Square Dance – Saturday, February 9th from 7-9 p.m. at the Wellington Fire Station.
- Easter Egg Hunt – April 20th at the Harvest Farm
- Circus – July 19th (Down deposit is due by February / March 2019), sponsored by the Chamber.

**BUSINESS SUPPORT SUB-COMMITTEE – Kristi Cannon**

The Town has budgeted \$10,000 for the Chamber to offer ScaleUp Smart Classes, through the Small Business Development Center, to businesses in Wellington. Interested businesses will need to apply and be approved prior to each class. The Town will fund 80% of the cost and the business will be responsible for the remaining 20%. Kristi will also be working with the Small Business Development Center and Larimer Workforce Center to introduce leadership training courses in Wellington. Each class will cost anywhere from \$30-\$40 per class / per person. A suggestion was made to record the courses and have them available to members as needed.

**BUSINESS AFTER HOURS – Linda Kinzli**

Suggestions were discussed on how to improve the attendance at the monthly after hours events.

Scheduled Business After Hours Events & Ribbon Cutting Ceremonies:

- January 29th – Mayor's Recognition Ceremony and Wellington Boys & Girls Club Awards at the new Wellington Boys & Girls Club facility located on 8445 3rd Street.
- February 14th – Boys & Girls Clubs Fundraiser at the Embassy Suites in Loveland. There was no representation from the Chamber at last year's event.

**SMALL BUSINESS DEVELOPMENT – Ben Parsons**

Scheduled Networking & Educational Breakfast Meetings:

- February 5<sup>th</sup>: Bob Wendover with Common Sense Enterprises, Inc. Topic: "Figure It Out! Making Smart Decisions in Today's Dumbed-Down World."
- March 5<sup>th</sup>: Sheriff Justin Smith.

2019 potential guest speakers: CDOT (Kathy Gilliland), Economic Development (Ed Cannon), Wellington Mayor Troy Hamman and Wellington Area Chamber Of Commerce's Chair (Jon Slutsky).

**MEMBERSHIP – Heidi Cross. Not Present. Report given by Linda Kinzli.**

Total Members = 45, New Members = 3, Non-Renewals = 127

Linda reported positive feedback from the previous Regional Business After Hours event at the Budweiser Event Center at The Ranch. 27 Wellington Chamber members attended and will receive \$405 from admission sales. The next Regional Business After Hours is scheduled for August 2019 held at the CSU Stadium in Fort Collins.

Prior to Heidi leaving the meeting early, she proposed that the donation amount from the 2019 Annual Dinner be capped at \$1,000.00. This proposal was not further discussed or voted on by the Board.

The suggestion was made to omit the Wellington Fire Protection District from the Honorary Member list.

Motion: Omit the Wellington Fire Protection District from the Honorary Member list and approve Rice and Eyestone Elementary Schools, Wellington Middle School and the Wellington Senior Resource Center.

Move: Mary Council

Second: Linda Kinzli

Vote: Approved by all Board Members present

**OLD BUSINESS**

- The final script of the video has been made, consisting of 4 minutes. Once the Wellington Colorado Main Streets Project approves the final script a voice over will be synced to match the video's footage. Wendell requested to spend \$50.00 on a gift card from Wellington Grill for the voice over work. **MEETING ADJOURNED** at 10:02 am