



# CONCORD - LEROY AREA

## Chamber of Commerce MEETING MINUTES

Date: Wednesday, October 13th, 2010

Time: 8:30am–9:30am

Place: QHCC

Attendance: Karen Ruth                      Alaina Maloney                      Cheryl Stewart                      Bill Nelson  
Marlene Krakowski                      Robin Brower                      Lisa Nelson                      Jack Nettis  
Marilyn Papa                      Patty Scott

Agenda: Committee Updates, PR and Marketing, Welcome Letters, Policy & Procedure Manual, Adopt a Highway Program

### Minutes:

- Meeting was called to order.
- Approval of previous minutes and old business were motioned and seconded
- Member Intro—Marilyn Papa from Chaltron in Normandy Parkway in Concord
  - Chaltron Systems is a sales organization that supplies industrial controls and process equipment to the industrial market
- Community Care Ambulance held an open house for their new Concord location and a few chamber members were able to attend.
- As discussed in September's Meeting, Marlene has been writing and sending Welcome Letters to new membership and Cheryl (Welcome Committee Chair) has been following up with a phone call where she extends a personal invitation to attend meetings.
- The new member spotlight on the website was discussed. Typically we have featured members that have helped with our events. It was suggested by Cheryl and seconded that we consider putting new members in the spotlight at which point as she makes the welcome calls she would direct the new members to Robin.
- The last Chamber Newsletter was briefly discussed. Board members were asked to put feelers out for member articles to include in future editions.
- In regards to Chamber PR, Marlene wants to challenge members to find publications within their businesses, trade magazines, etc that we can promote the Chamber. Leroy and Concord both have community newsletters that we should definitely focus on. Marlene asked if we have a standard PR piece to distribute and we do not. One will need to be written. OG Salon has monitor advertising in their lobby—we should check to find out what it costs to be included and if they offer it.
- Founder's Club has updated plaques to hand out. Bill is writing a letter to send along with 2011 billing. The Club is still looking for more members to join—spread the word.
- Event Committee Update:
  - November we will do an outreach event to help 3 local students in need. Details and announcement to follow.
  - December we will have a Holiday Mixer at the Nelson/Chamber office. Details and invitation to follow.
- Discussion about the billing for 2011 dues occurred. It was decided that a Chamber State of the Union letter would be drafted to help members active and non see what their Chamber has done for them over the course of the year.
- Robin provided the Director's/Treasurer's report as follows:
  - We have new members, Ohio Payroll Plus and Concord Electrical Services
  - Current Bank Balance is \$1,984.20
- Adopt-a-Highway was briefly described. We are still checking into the process and to find out if we would be able to get a Rt. 44 Concord Section.
- Policy & Procedure Manual Update: Bill put out a request to all officers looking for their input on job descriptions. He is still awaiting some responses. He requested that Alaina put her format into a template to be sent to those who still haven't responded.
- Marilyn Papa mentioned "Be Fit for Life—Corporate Challenge". She was wondering if we would be interested in putting together a team. More info to follow.
- Our next meeting/event will be at the Quail Hollow Country Club, 8:30am-9:30am, Wednesday, November 10th, 2010.
- Meeting was adjourned.