

BOARD MEETING MINUTES January 4, 2022

MEETING DATE	MEETING TYPE	MEETING LOCATION	QUORUM?
January 4, 2022	Regular	Dade County Commission Meeting Room and	Yes
		Zoom videoconference	

		PERSONS IN ATTENDANCE		
	Name		Present	Absent
	George Williams	Chair	✓	
	Kathleen Reed	Immediate Past Chair	✓	
BOARD DIRECTORS	John Rollins	Vice Chair	✓	
& OFFICERS	Stacey Prater	Vice Chair	✓	
	Harry Abell	Treasurer	✓	
	Marcy Williams	Secretary	✓	
	Dena Abell		✓	
	Charity Barton		✓	
	Jane Dixon		✓	
	Dorinda Moon		✓	
	Name	Capacity or Organization		
COMMITTEE	William Back	Legal counsel	✓	
MEMBERS AND GUESTS	Orey Yates	Committee Chair, Social Media		✓
	Sue Gridley	Committee Chair, Public Art		✓

CALL TO ORDER AND ROUTINE MOTIONS	
Call to Order	By George Williams at 6:00 PM
Invocation	Harry Abell
Motion to dispense with the reading of and Approve the Meeting Minutes of November 30, 2021	Moved by Harry Abell Seconded by Dorinda Moon All Board Directors present approved
Motion to approve the Financial Reports, once all event-related expenses are assigned to the specific event expense account	Moved by Marcy Williams Seconded by John Rollins All Board Directors present approved

COMMITTEE REPORTS

Committee reports were provided to all board directors prior to the meeting and are attached to these minutes.

Light Up Trenton. Dena, Jane, and Kathleen reported that the event was a great success with 40-50 businesses lighting up this year. They have received good comments from the community. They have not yet distributed the "thank you" ornaments to all participants but will work on that soon.

OLD BUSINESS

Tourism. Charity reported that she has not yet received a cost estimate from Todd Smith for printing the tourist map. She will reach out to him again.

Welcome Center front door decal. Marcy reported that she has contacted Jon Woods and he is in process of producing a new decal. Cost estimate to remove old decal and install new decal is \$85.

US 11 Antique Alley. Titus is calling all contacts on the list we received from Butch Raper and updating the information, so we have an accurate list.

Hotel/Motel Tax Agreement with County and City. Marcy reported that she sent a draft agreement to the county requesting 43.75% of HMT collected be sent to the Alliance for promotion of tourism. Don Townsend has replied that the county will respond in early January.

NEW BUSINESS

Officer Appointments for 2022. George noted that Stacey Prater and John Rollins have both agreed to serve as co-Vice Chairs. Marcy Williams moved, and Dorinda Moon seconded that the Board make the following Officer appointments for 2022:

Chair George Williams Immediate Past Chair Kathleen Reed

Co-Vice Chairs Stacey Prater and John Rollins

Treasurer Harry Abell Secretary Marcy Williams

All board directors approved.

Dade County Sheriff's Department Fundraising Dinner. Dena Abell asked if the Alliance should buy a table and/or provide an auction item for the fundraising dinner on January 28th and 29th to benefit Hands Up Ministry and Southeastern Guide Dog training. The board agreed to provide a \$500 Silver Level Investor package for the auction. Dena will prepare the package and deliver it to the Sheriff's Office. The board also agreed that if any board member wants to attend the event, the Alliance will cover half the cost for the dinner.

Dade Library Prime Time program. Marcy shared that the new library manager, Mindy Haworth, is planning a free family reading program to engage new and underserved members of our community. The goal is to bond at-risk families around the act of reading and transform them into lifelong readers. One of the ways they build the bond is through the sharing of meals. The board agreed to provide the meal for approximately 60 people on the first night of the program on February 8. Charity Barton agreed to head up the effort and will contact Mindy at the library.

Drugs Don't Work Program. Marcy provided details about this program (see handout attached to these minutes) and asked if the board is willing to participate. We agreed that this is a perfect example of the type of program the chamber should be offering to our investors. We will offer this as a free benefit to any Investor at the Bronze (\$150) level or higher. Stacey Prater agreed to be the Alliance Chair for the DDW program and will participate in the required training. Marcy shared that by participating, the Alliance will receive a \$10,000 one-time grant.

Investor Renewals. Marcy reported that Renewal letters and invoices for all Investors who have been members for a year were sent in mid-December. To date, 10 of 45 have renewed, with 2 investors "stepping up" to a higher level. Reminders will be sent mid-January to anyone who has not yet renewed.

Board Orientation. An orientation meeting for all board members is scheduled for Tuesday, January 18th at 6pm at Guthrie's. Food will be served.

Proposed Activity Plan 2022. George covered the draft plan for the coming year (attached to these minutes) and asked everyone to think about whether this is the right level of activity to engage our investors, yet manage the workload for our volunteers.

OPEN FLOOR

Jane reported that she is organizing four ribbon-cuttings:

Hope House Café at Hands Up Ministry
The Birdy Bistro
McBride's Bookstore
SACS Thrift Avenue (Sexual Assault Center)

Charity reminded everyone that the Joint Comprehensive Planning meeting is scheduled for tomorrow, January 5, at 2 pm in the Dade County Commission Meeting Room.

The next IDA (Industrial Development Authority) meeting will be January 17.

Marcy showed everyone Christmas ornaments that can be customized with the logos / names of our Investors. We will prepare these for the 2022 holiday and hang them on the Welcome Center Christmas tree.

ADJOURNMENT AND NEXT MEETING				
Meeting Adjourned at 7:27 PM	Moved by Stacey Prater Seconded by Harry Abell All Board Directors present approved			
Next Meeting	Tuesday, February 1, 2022, at 6:00 pm Location: Dade County Commission Room			

Administrative				
Attachments	The following documents are incorporated within these Minutes: A. Financial Statements B. Committee Reports C. Investors to Date D. Drugs Don't Work Program E. Proposed Activity Plan 2022			
Respectfully submitted by:	Marcy Williams, Secretary			



Alliance for Dade, Inc. Balance Sheet as of 12/31/2021

Account Number	Account Name	Amount
Assets		_
Current Assets		
1000	Checking	\$30,255.85
1015	WePay	\$13.25
1020	Petty Cash	\$17.27
Total Current Assets		\$30,286.37
Total Assets		\$30,286.37
Liabilities		
Total Liabilities		\$0.00
Equity		
Unrestricted Net Assets		
3000	General Fund - Fund Balance	\$23,732.73
Total Unrestricted Net Assets		\$23,732.73
Restricted Net Assets		
3150	TCT (RVIC) - Fund Balance	\$6,462.09
3175	TPD (DMO) - Fund Balance	\$91.55
Total Restricted Net Assets		\$6,553.64
Total Equity		\$30,286.37
Total Liabilities + Total Equity		\$30,286.37

Income Statement for the period 01/01/2021 to 12/31/2021

		December 2021	YTD
Income	2		
Governm	ent Support		
4150	TCT (RVIC)	2,397.87	19,611.86
4162	Dade County Commission	833.33	4,166.69
4175	TPD (DMO)	1,798.40	12,247.10
	Total Government Support	5,029.60	36,025.65
Investor	Payments		
4100	Investor Dues	2,712.49	11,474.49
	Total Investor Payments	2,712.49	11,474.49
Other Inc	come		
4300	Bank Account Interest	0.72	5.96
4600	Donations	-	20.00
	Total Other Income	0.72	25.96
Events			
4710	Lunch & Learn	-	1,193.54
4720	DADE EXPO registrations	175.00	2,810.03
4721	DADE EXPO sponsorships	-	3,850.00
	Total DADE EXPO	175.00	6,660.03
4730	Job Ready Dade	175.00	1,225.00
4740	Light Up Trenton sponsorships	-	950.00
	Total Events	350.00	10,028.57
	NCONAC	0.002.04	F7 FF4 67
TOTAL II	NCOME	8,092.81	57,554.67
Evnons			
Expens	<u>e</u>		
Payroll 5000	Net Wages - Employee	1,756.21	18,295.34
5005	Payroll Taxes - Employee	326.79	3,922.79
5005	Payroll Taxes - Employer	159.36	2,899.29
5010	Payroll Processing Fees	0.00	100.00
5010	Tax Filing Fees	0.00	59.39
5015	Workers' Comp Insurance	6.04	296.00
3013	Total Payroll	2,248.40	25,572.81
	iotai rayion	2,240.40	23,372.01
Facility			
5100	Rent	250.00	3,000.00
5110	Insurance	-	180.00
5120	Electric	125.76	1,470.87
3120	2.00010	123.70	±, = 10.01

5130	Telephone & Internet	115.55	1,377.40			
	Total Facility	491.31	6,028.27			
Administrative						
5220	Credit Card Processing Fees	73.66	253.14			
5230	Office Supplies	7.23	643.71			
5233	Postage	8.87	8.70			
5250	PO Box	-	106.00			
5270	Accounting & Computer Software	94.00	2,464.48			
	Total Administrative	183.76	3,476.03			
Subscrip	tions & Training					
5510	Membership Dues	-	150.00			
5550	Training & Education	-	860.16			
5555	Mileage Reimbursement	-	33.82			
	Total Subscriptions & Training	-	1,043.98			
_	s & Events					
5420	Light Up Trenton	122.50	166.20			
5425	Ornaments	45.00	45.00			
5427	Christmas Cards	165.42	165.42			
5429	Christmas Parade	76.00	76.00			
5430	DADE EXPO - Jolly Holidays	5,775.84	6,678.10			
5450	Blessing Box	-	253.31			
5460	Lunch & Learn	-	1,194.74			
5480	Job Ready Dade	-	136.57			
5500	1945 Dade County Fair	-	250.00			
	Total Meetings & Events	6,184.76	8,965.34			
Marketi	•					
5310	Print Advertising	-	97.50			
5320	Signage	-	693.93			
5330	Printed Marketing Materials	-	277.76			
5340	Ribbon Cutting	-	88.78			
5350	Alliance Website	59.96	535.57			
	Total Marketing	59.96	1,693.54			
TOTAL I	EXPENSE	9,168.19	46,779.97			
NET INCOME (LOSS)		(1,075.38)	10,774.70			



Alliance for Dade, Inc. Statement of Cash Flows for the period of 12/01/2021 to 12/31/2021

Account Number	Account Name	Amount
Operating Activities		
Net Income		\$-1,075.21
Adjustments to reconcile Net Income to N	let Cash provided by operations:	
Net cash provided by operating activities		\$-1,075.21
Investing Activities		
Net cash provided by investing activities	_	\$0.00
Financing Activities		
Net cash provided by Financing activities		\$0.00
<u>Summary</u>		
Net cash increase for period		\$-1,075.21
Cash at beginning of period	_	\$31,361.58
Cash at end of period	_	\$30,286.37





FINANCE – Harry Abell

Financial Reports: Have been prepared and sent to directors on January 1, 2022.

Donations:

The Abell's donated \$100 towards renting tables for the expo

Reimbursements:

- Kathleen Reed \$142.24 for ornaments, postage, candy, tattoo supplies for the Jolly Holidays Expo, ornaments for the governor's mansion and shipping, and for the Christmas Parade
- Marcy Williams \$450.65 for insurance for the Jolly Holiday Expo, Christmas Cards for Investors,
 Name tag for Orey Yates

Expenses:

- TriState Weather Network \$150 for advertisement for the Expo
- Show Time, Inc. \$5,135.00 for tables, setup material rental and setup and take down for the Jolly Holidays Expo
- Sweet Tees \$122.50 for ornaments for Light Up Trenton event
- Software for our website \$39.96

Investor(s): We had several new Investors and renewals by other Investors

- Chattanooga Vacation Rentals
- Gladys Mynatt
- Phyllis Mark
- Karen Persinger
- Fran Randolph
- George and Marcy Williams
- Susan Gridley
- Titus Cartwright

WEBSITE - Harry Abell

Harry renewed a software license on our website for \$39.96.

If you wish to enter your volunteer hours your can do that now by logging in here (https://alliancefordade.com/portal/) If you do not have a user ID let Harry know. If you have a lot of hours and want to enter them in a form (spreadsheet) I can upload those hours - contact Harry.

We continue to see hackers attempting to connect to our website and the software we have is preventing that.

DADE EXPO – Jolly Holidays! – Harry Abell

The last meeting was held at Guthrie's on Tuesday December 14th at 1 PM. The agenda consisted of reviewing Lessons Learned from the recent event.

Next year the event needs to provide funding to cover all expenses. This indicates we need more sponsors and we need to raise the fee for a booth at the event.

Meeting minutes are available for each meeting upon request.

WELCOME CENTER / SIGNAGE - Marcy Williams

A thorough cleaning and reorganization of the Welcome Center is scheduled for this month.



PUBLIC ART – Sue Gridley

William and I have been in contact with each other and with our artist, Mark. We are still finalizing the placement of the statue.

Needless to say, the holidays for the art community has been a busy time. With the resurgence of Covid with Omicron, setting a final date may be more difficult. We were aiming for a warm spell in Jan so we could pour a base. Now? It will happen as soon as all the planets align for us to do it.

Do we have anyone who could help pour a concrete base?

SOCIAL MEDIA – Orey Yates

Social media has been running slow; I've been unable to pay much attention to it these past couple weeks due to work and personal reasons. However, I've built up a few plans for 2022.

First, and I spoke with George about this one: I'd like to start posting a "business profile" post when businesses reach their anniversary with the alliance. George said you may be able to get me a list of when businesses joined the alliance. What I'd like to do is post that anniversary, tag those businesses, and put as much information as the alliance has on that business's doings in the post.

Two; I've begun a relationship with Keeley Farmer who has agreed and is excited to help the Alliance manage relationships with businesses. She's very well connected in the community, as she's the one who is painting the windows for the businesses. I'm hoping to put her on getting a good Instagram presence for the Alliance and businesses. Basically, as she paints the businesses, she will take pictures and post those to the Instagram— I've also worked and spoken with Carey Anderson of the County, who is willing to have us piggy-back her #dadebeautiful to gather attraction to our various sites.

I've subscribed to a service to be able to edit pictures, posts, and signage that I think will help future posts. I've also found a couple places that'll allow me to set up daily posts, but as of right now I don't think they're cost effective (they're for larger businesses with many social media postings) for either myself or the Alliance.

I apologize that the going is slower than I'd originally intended. My time's been at more of a premium than when I signed up, however I'm still driven to make this a successful venture. While I haven't been able to monitor it as well as I'd like to yet; I'm setting up for us to have multiple people join the team so that the burden of POSTING is spread to others— maintaining and responding I'll continue to be in charge of until we be sure the team can maintain a common voice for the Alliance.

DRUGS DON'T WORK (DDW) PROGRAM

WHAT ARE THE BENEFITS TO COMPANIES WHO PARTICIPATE IN THE DDW PROGRAM?

- 7.5% REDUCTION IN WORKERS' COMPENSATION POLICY PREMIUM
- One-year subscription to the English version "Drug-Free @ Workplace" employee training newsletter - this monthly newsletter meets your annual employee education requirement without incurring loss of payroll and productivity while employees stop work to attend training.
- Free Supervisor Training DVD meets Supervisor training requirement.
- Access to online Employee Assistance Program (EAP) site along with a CD/ROM of treatment centers in your area - meets EAP and treatment center list requirement.
- Annual reminders to renew your certification to ensure you don't lose your 7.5% discount
- Fill-in-the-blanks substance abuse policy meets all requirements of Georgia law.
- Drug Free Workplace poster, window and door stickers required by Georgia law.
- Free legal updates on policy changes.
- Suicide prevention education
- <u>Discounted rate for drug or alcohol test kits: urine based tests.</u> *Highest quality, most accurate* tests available.
- Free legal advice from our drug free workplace attorney.
- Onsite drug testing kits at a discounted rate.
- Drug free workplace consultation from our drug free workplace experts at no charge.
- Assistance in completing the Application for Certification, along with a step-by-step guide and instruction sheet.
- Drug Free Workplace stickers for hard hats, vehicles, etc. at no charge.

HOW DOES A COMPANY PARTICIPATE and WHAT DOES THE ALLIANCE HAVE TO DO?

- 1. Have a Substance Abuse Policy in place (Alliance will provide a sample fill-in-the-blank policy)
- 2. Conduct pre-employment testing, post-accident testing, reasonable suspicion testing, and post-treatment testing. (Alliance will provide the websites for drug testing)
- 3. Conduct Employee Drug Education. Year 1: 2 hours of education for all employees. Year 2 and beyond: in-person presentation OR DVD presentation OR monthly training newsletters (Alliance forwards monthly newsletter that we would get from DDW)
- 4. Conduct Supervisor Training. Year 1: 2 hours of training for all supervisors. Year 2 and beyond: in-person presentation OR DVD presentation OR monthly training newsletters (Alliance forwards monthly newsletter that we would get from DDW, or, if they want DVD, we can get for free from DDW)
- 5. Have a list of Treatment and Counseling Centers in the area to give to employees if they test positive. (Alliance would supply a list that we can get from DDW)
- 6. Company applies for Certification online cost is \$35. (Alliance reminds them when to renew each year) Company sends certificate to their WC insurer to receive 7.5% discount

WE NEED TO DESIGNATE AN ALLIANCE DDW COORDINATOR. Requires:

- 2 hours of training (via Zoom) Free
- 2 hours of "homework" watching a video
- Read the Rules & Guideline booklet
- Manage company sign-ups
- Send monthly newsletters to participants
- Send annual reminders to participants to renew their certification

FAQs

Does a company HAVE to go through the Alliance to participate in this program? No, but it will cost them \$280/year to participate directly.

What if a company is self-insured?

They receive the same 7.5% discount off their state assessment fees.

Does a company HAVE to be an Investor to participate in this program?

Up to us. We could make it available to NON-Investors for a fee, but make the fee high enough that it would be better for them to become an Investor!

Does the Alliance have to offer this program for free?

Up to us – we could charge Investors an extra fee over and above their dues (for our administrative work) or we can provide DDW as a free benefit.

Does the Alliance have to participate?

Up to us. However, we send a strong signal to the business community that we participate in the program because we feel it boosts consumer confidence around program quality, safety, reputation and employment best practices.

Who pays for this program?

Funding is provided by the Georgia Department of Behavioral Health and Developmental Disabilities, Division of Addictive Disease, Office of Prevention Services & Programs. DDW benefits in that the Chambers are the "vehicle" that help deliver the program to the business community directly.

Proposed Activity Plan

Alliance for Dade

January- December 2022

January – No Events
February- Local Update Lunch & Learn (Ted Rumley, Alex Case, and Josh Ingle) - Thursday Feb 10 or 17.
March- No Events
April- Job Fair Dade County High School- focus on High School graduates and summer jobs with local employers. Schools closed April 11-15. Propose week of April 4.
May- Legislative Update Lunch & Learn (Jeff Mullis and Mike Cameron)
June- No Events
July- Sponsorship and help with 1945 Event. Set-up an Alliance tent.
August- Lunch and Learn business topic (August 11 or 18)
September- No Events
October- After-Hours event (possible theme "Night of the Living Dead! How my business survived during Covid.")
November- DADE EXPO – Jolly Holidays! Saturday, November 26th "Light Up Trenton" preparation. should we tie into Light Up Rising Fawn?
Other ideas: Leadership Dade or Entrepreneurial Roundtable(s)



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S100		INDIVIDUAL	5				INDIVIDUAL	0		
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	10/26/2020	Georgia Power	CHAMPION	\$	1,000					
10/28/2020 Creative Knitwear, Inc. BUSINESS \$ 150 12/28/2021 SILVER \$ 500	10/26/2020	Reeves Heating & Air, LLC	BUSINESS	\$	150					
	10/28/2020	Creative Knitwear, Inc.	BUSINESS	\$	150		12/28/2021	L SILVER	\$	500

Investment Date	Organization / Individual	<u>Level</u>		\$	<u>Level</u>	\$
11/3/2020	Elevated Gear	PATRON	\$	500		
11/3/2020	Southeast Lineman Training Center	PATRON	\$	500		
11/5/2020	The Dade County Sentinel	BUSINESS	\$	150	12/22/2021 BRONZE \$	5 150
11/12/2020	Tri-State Food Pantry, Inc	NON-PROFIT	\$	100		
12/8/2020	Chattanooga Vacation Rentals	PATRON	\$	150	12/29/2021 BRONZE \$	5 150
12/9/2020	Stacey Prater	INDIVIDUAL	\$	75		
1/2/2021	Matt Mayfield State Farm	BUSINESS	\$	150		
1/13/2021	Bank of Dade	BUSINESS	\$	150	1/3/2022 BRONZE \$	5 150
2/4/2021	Dewayne Moon	INDIVIDUAL	\$	75	, , , , , , , , , , , , , , , , , , , ,	
2/4/2021	Stevie & The Moon	BUSINESS	\$	150		
2/8/2021	ALFA Insurance - Suzan Gross	BUSINESS	\$	150		
2/26/2021	Julie West	SENIOR	\$	50		
2/26/2021	Tom Pounds	SENIOR	\$	50		
2/27/2021	Dade County Sheriff's Office	NON-PROFIT	\$	100		
3/3/2021	Real Living Southern Realty	BUSINESS	\$	150		
3/10/2021	Discount Flooring	BUSINESS	\$	150		
3/15/2021	Covenant College	PATRON	\$	500		
-			\$			
3/15/2021	Sexual Assault Victim's Advocacy Center	NON-PROFIT		100		
3/18/2021	Glass Farm Nursery	BUSINESS	\$	150		
3/23/2021	Sally Thomas Worland	SENIOR	\$	50		
3/22/2021	Valley Wine & Spirits Chattanooga	BUSINESS	\$	150		
3/25/2021	Lookout Pointe Apartments	BUSINESS	\$	150		
3/27/2021	Elder's Ace Hardware	BUSINESS	\$	150		
4/1/2021	Evan Stone	CHAMPION	\$	-		
4/3/2021	Dade Library	NON-PROFIT	\$	100		
4/7/2021	Mosteller's Towing & Recovery	BUSINESS	\$	150		
4/15/2021	SmallTown Nutrition	BUSINESS	\$	150		
4/16/2021	Dade County Health Department	NON-PROFIT	\$	100		
4/21/2021	Soloff Properties	BUSINESS	\$	150		
4/27/2021	Canyon Gallery	BUSINESS	\$	150		
5/5/2021	MaDex	PATRON	\$	500		
5/18/2021	TVN & Trenton Telephone Company	PATRON	\$	500		
5/22/2021	Valley Vibes Music & Arts Festival	BUSINESS	\$	150		
7/19/2021	Corner Coffee	BUSINESS	\$	150		
8/4/2021	Authority	NON-PROFIT	\$	100		
8/13/2021	Trenton Pressing	CHAMPION	\$	1,000		
8/24/2021	Kathleen Reed	INDIVIDUAL	\$	75		
9/9/2021	EPB	CHAMPION	\$	1,000		
9/13/2021	Barbara Halvin	SENIOR	\$	50		
9/15/2021	Lynne Dorsey	SENIOR	\$	50		
10/8/2021	Mom & Pops Shop	BUSINESS	\$	150		
10/15/2021	The Vapory	BUSINESS	\$	150		
10/29/2021	Tractor Supply	BUSINESS	\$	150		
11/1/2021	Red Fox Service & Repair	CHAMPION	\$	1,000		
11/6/2021	Uncle Lar's	BUSINESS	\$	150		
11/4/2021	Blooms & Stitches	BUSINESS	\$	150		
11/17/2021	Dade County Farm Bureau Insurance	BUSINESS	\$	150		
12/4/2021	Richard Nace	SENIOR	\$	50		
12/14/2021	McBride's Bookstore	NON-PROFIT	\$	100		
12/14/2021	Lookout Mountain CASA	NON-PROFIT	ب \$	100		
12/14/2021	Titus Cartwright	STUDENT	ب \$	50		
12/27/2021	Rising Fawn Gardens	BUSINESS	, \$	150		
-			\$			
12/29/2021	Gladys Mynatt	INDIVIDUAL	\$	75		