



## BOARD MEETING MINUTES

MEETING DATE	MEETING TYPE	MEETING LOCATION	QUORUM?
August 4, 2020	Regular	Zoom Videoconference	Yes

PERSONS IN ATTENDANCE				
	Name	Officer Title(s)	Present	Absent
INTERIM BOARD MEMBERS & OFFICERS	Kathleen Reed	President	√	
	George Williams	Vice President	√	
	Harry Abell	Treasurer	√	
	Jane Dixon	Secretary	√	
	Dena Abell		√	
	Nelson Eash		√	
	Sue Gridley			√
	Josh Ingle		√	
	Jeff McBryar			√
	John Rollins		√	
	Marcy Williams		√	
	Bob Woods		√	
	Dan Zink			√
COMMITTEE MEMBERS AND GUESTS	Name	Capacity or Organization		
	Brooke Lacy	Director of Operations, Alliance for Dade	√	

CALL TO ORDER AND ROUTINE MOTIONS	
Call to Order	By Kathleen Reed at 6:00 pm
Invocation	Harry Abell
Motion to dispense with the reading of and Approve the Meeting Minutes of July 16, 2020	Moved by Kathleen Reed Seconded by Harry Abell All present approved
Motion to Approve the Financial Reports	Moved by Kathleen Reed Seconded by Marcy Williams All present approved

### INTRODUCTION

Kathleen Reed introduced our first employee – Director of Operations Brooke Lacy. Brooke shared that she lives in Trenton and is excited to be part of our team.

### COMMITTEE REPORTS

Welcome Center. Marcy Williams reported that she, George Williams, and William Back had a Zoom conference with Ontario Finch, the manager for our RVIC district. Ontario answered many of our questions about RVIC requirements. Charles Mahan is framing a large Dade County map to be hung in the Welcome Center. Jennifer Blair, chair of the Tri-State Arts & Culture Coalition, has asked the artists in her group to consider displaying their work in the Welcome Center to showcase the talent in Dade County.

Kathleen Reed moved that Marcy replace her as Welcome Center Committee chair; Jane Dixon seconded, and all present approved.

Finance. Harry Abell said he received two RVIC checks totaling \$1,800 today. He is following up on the Novatech printer/scanner invoice for \$9,600. He asked the board for approval to reimburse expenses: \$141.87 to George Williams for Welcome Center supplies and background check for Brooke Lacy and \$700 to William Back for Georgia filing fees. Jane Dixon moved to approve the payments; Bob Woods seconded, and all present approved.

Signage. Nelson Eash reported that he and William Back toured the county to identify all existing signage related to the Welcome Center/Chamber of Commerce. He is developing a design for the new signage. He plans to take photos of each spot where we would like new signage placed and photoshop a mockup of the sign in position. Then he and William will present the proposal to Alex Case and Ted Rumley. Kathleen Reed said she will ask Monda Wooten (Trenton City Commission) if the city workers can remove the old signs.

Business Services. Jane Dixon outlined the three events discussed at the last meeting and asked for board decision for each.

- Trick or Treat Alley. Marshana Sharp, Dade County Library Manager, said she is going to do some kind of Halloween event. The board agreed that partnering for this type of event does not fit our mission. However, Jane was asked to provide information about the event to Brooke Lacy so she can answer questions that may come into the Welcome Center.
- Christmas Parade. Seth Houts at Bank of Dade told Jane that the bank will sponsor the parade in 2020. The board agreed that the Alliance will not partner in this event. However, Jane was asked to provide information about the event to Brooke Lacy so she can answer questions that may come into the Welcome Center.
- Business Expo. The board agreed that this is a perfect example of the type of event the Alliance should sponsor. Nathan Wooten, who managed the event last year, agreed to assist the Alliance with this year's event. George Williams moved that the Alliance sponsor the Business Expo this year and that he is willing to chair. Jane Dixon seconded, and all present approved.

Tourism. Marcy Williams reported that Brooke is working on a comprehensive list of all restaurants and attractions in the area, identifying who is open, what services are available, and any special requirement in effect.

Website. Harry Abell repeated that we need photos and videos for the website. See attached Committee Report recap for how to submit. Harry also has set up a Facebook alternative called MEWE.com for the Alliance.

Publicity. Jane reminded the board that the Dade County Commission meets on the first Thursday of each month and the Trenton City Commission meets on the second Monday of each month. She encouraged all board members to attend.

Membership. George Williams reminded board members to review the Investor Campaign list and sign up to contact those businesses with whom they have some connection. His committee will develop a packet to use when approaching potential investors.

#### **DISCUSSIONS AND OTHER MOTIONS**

New Board Member. George Williams moved that John Rollins be approved as an Alliance for Dade Board Member; Dena seconded, and all present approved.

Meeting Schedule. George Williams moved that we continue with two meetings per month – first and third Tuesdays – in August and September. Bob Woods seconded, and all present approved.

Investor Campaign. Kathleen Reed said that William Back suggested that we “sell the sizzle” with a meeting of some sort to introduce the Alliance and trigger the Investor Campaign.

Meeting Communication. It was agreed that all Committee Chairs will send their pre-meeting reports to Marcy Williams before noon of the Monday preceding each board meeting. Jane Dixon will send the meeting agenda to Marcy, as well. Marcy will compile all the reports into a single document and send the agenda, reports, financials, and previous meeting minutes to all board members on the morning of each board meeting.

Bob Woods announced that, for personal reasons, he will be resigning from the board at the end of the year.

<b>ACTION ITEMS ASSIGNED</b>		
	Person Responsible	due
Submit photos and videos for website!	All board members	
Develop design for new signage and identify placement for signs	Nelson Eash	
Check athletic schedule at school to help determine date for Business Expo	Josh Ingle	
Sign up to contact businesses to become investors	All board members	
Develop Investor Campaign packet	Membership Committee	

<b>ADJOURNMENT AND NEXT MEETING</b>	
Motion to Adjourn at 7:30 pm	Moved by Kathleen Reed Seconded by Nelson Each All present approved
Next Meeting	August 18 <sup>th</sup> , 2020 6:00 pm Zoom videoconference

<b>ADMINISTRATIVE</b>	
Attachments	Committee Reports Cash Flow Report
Respectfully submitted by:	Marcy Williams, Recording Secretary



### **Treasurer Report – Harry Abell**

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I would like to have each person with an area of responsibility to please submit a ‘best guess’ budget. Things will change as we learn and grow so a guess on the budget if OK at this time. The Welcome Center Committee has completed a comprehensive budget.

Our new Director of Operations has been setup on our payroll system. Her hours will be approved by a person designated by the Welcome Committee and then the system will take the steps necessary to directly deposit her net pay in her personal bank account and quarterly file all required state and federal reports.

Since the Dade Chamber of Commerce will continue to need state and federal reports filed quarterly and annually, Katherine Reed has asked me to take that responsibility. Quarterly reports for the Alliance for Dade and the Dade County Chamber of Commerce have been filed with the state and federal government.

### **Welcome Center – Marcy Williams**

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Brooke Lacy started as Director of Operations on Monday, August 3, 2020. We plan on having the Welcome Center open on the Monday thru Friday schedule by Monday, August 10, 2020.

The committee met with Jennifer Blair, Tri-State Arts and Culture Coalition; they will be looking at providing art in the Welcome Center from local area artists.

Please stop by the Welcome Center and welcome Brooke to our team!

### **Signage – Nelson Eash**

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William Back and Nelson Eash drove around Trenton and Dade to look for any signage that is existing. We found several locations with signage in place. However, many on the sign placement were not very visible due to the locations or the condition of the signs. We found 3 signs on the interstate but did not give any real direction and very small. The signs that were found in Trenton were not well placed and in poor condition. Also, as some of you had said previously a couple directed you to the old community center, we will need to remove them.

William and I discussed working on a presentation to take to the city. For placements of signs in the city. Still working with William on signage on the interstate.

### **Business Services – Jane Dixon**

Discussion at July 16th board meeting focused on events that could be held by the Alliance, previously held by other organizations or individuals. As Chairperson I discussed with Marshana Sharp, Nathan Wooten and Seth Houts their interest in continuing to hold the events they held in absence of the Chamber hosting event last year. (Halloween Event, Christmas Parade, Business Expo) Marshana Sharp hosted the Halloween event at the library. She intends on continuing to host it this year. She will be glad for us to partner with the library and she will contact me as soon as she has details for a committee meeting. Bank of Dade held the Christmas Parade last year and they intend to do so this year. According to Seth Haus, “NO” they do not want us to partner or be involved with them. Nathan Wooten, previously responsible for the Business Expo, will be glad to meet with us and help us host the Business Expo. He will partner with us if we host and he will be glad to help.

Need ACTION : Based on board decisions a meeting with Nathan in the near future. I will request that Kathleen, Business Services Committee, Jane, Josh and George and Publicity Committee, Jane, Bob and Marcy meet to act on the boards decisions - TBA, following input from August 4th meeting.

### **Tourism – Marcy Williams**

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Brooke Lacy, our new Director of Operations, is working on contacting all the attractions, lodgings, and restaurants on our list to determine what their current operating hours are and if they have enacted any special restrictions/requirements. Restaurants will be asked if they offer carry-out, delivery, dine-in. This information will help Brooke direct visitors appropriately.

### **Website – Harry Abell**

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We need your photos and videos for our website. To make it convenient you can upload them at this site <https://alliancefordade.com/media/> the password is **4A4D2Use!** (the exclamation point at the end is part of the password)

The Alliance for Dade website is being finalized and should be completed by the end of the month. We will also continue to update and support the Dade Chamber website.

### **Publicity – Jane Dixon**

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Publicity committee will be meeting prior to the next board meeting to act on August 4th meeting decisions. Committee will draft an action plan to saturate the community with “Alliance For Dade” ( to be coordinated with Bob and Marcy) . Planning with Welcome Center, Tourism, and Website Committees will be critical to familiarize the community with Chamber and Welcome Center under the umbrella of Alliance for Dade.

Continue a presence at County (First Thursday of month) and City (Second Monday of month) Commission Meetings. Other public opportunities will be sought.

Check on logo, signage and website to collaborate publicity. Check on “LIVE” coverage to support new staff, reopening and future plans of the Alliance.

### **Membership – George Williams**

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The Membership Committee still needs Board members to step up and select potential new members (Investors) for the Alliance for Dade.

Work will begin on a new investor packet, which will be reviewed at the next Board meeting. This packet will be used to get investors to join the Alliance.

Goal to start enrollment program will be Monday, August 31, 2020.

**Financial Report**  
**August 3, 2020**

**Cash Flow Report**

<b>Date</b>	<b>Who</b>	<b>Purpose</b>	<b>Expense</b>	<b>Deposit</b>	<b>Balance</b>
07/17/2020	GACCE	Georgia Association of Chamber of Commerce Executives One Year Membership	(125.00)		\$9,585.25
07/23/2020	1099tax.com	federal quarterly filing – Dade Chamber of Commerce	(4.99)		\$9,562.76
07/23/2020	Payroll tool	Initial setup and testing	(17.50)		\$9,567.75
07/27/2020	1099tax.com	state quarterly filing – Dade Chamber of Commerce	(4.99)		\$9,552.78
07/27/2020	1099tax.com	federal quarterly filing – Alliance for Dade	(4.99)		\$9,557.77
07/28/2020	Microsoft	Office 365	(6.99)		\$9,545.79
07/31/2020	Brikwoo Design	Dade Chamber Website	(59.00)		\$9,486.79
07/31/2020	Interest	Monthly Interest on balance		0.42	\$9,487.21
08/01/2020	Payroll tool	August - electronically pay employee or contractors	(35.00)		\$9,452.21
<b>Ending Balance on 8/3/2020</b>					<b>\$9,452.21</b>