

**Vicksburg Area Chamber of Commerce Minutes**  
**December 8, 2008**

Meeting called to order at 6:03 by President, Gary Gray.

Roll Call: Gary Gray, Dustin Morton, Karen Coy, Joel Nelson, Dave Downs and Joanne Craddock. Not present were Kim Baker, Lee Mortimer and Bob Donelson.

Minutes: Motion and second to approve minutes of November 10, 2008. One correction noted- it was Double L Bait & Marine not D&L that was having the anniversary celebration.

Reports:

Treasurer's Report – Joanne shared Lee's report. Gary would like to see report of who has not renewed.

Marketing Report – Still lots of inquiries to the Chamber on local events and businesses (via e-mail and phone)

Membership Report – Renewals still down. No new member applications.

Events Report – Ribbon cuttings going well.

Economic Growth – welcoming new businesses even in this economy.

Old Business:

Ice Festival – The board had some discussion regarding the economy and this year's participation. It was suggested by Joanne that we run the event shorter to make it simpler. It was agreed that the event will be from 11:00 am to 3:00 pm. Jill is very busy this week due to the semi-formal, but we will get with her asap.

Map for Vicksburg area – Joanne reported that this is an unbelievably time consuming task, therefore, she is still working on it.

New certificates/plaques for renewals – Dave brought the printed renewal certificates. Chamber members were asked to take some each to hand deliver. It was agreed that when we hand deliver these, we will also take the letters for the Ice Festival sponsorships and try to make contact with them. Joanne will e-mail the sponsorship form.

Ribbon Cuttings – It was discussed and agreed that we should only hold ribbon cuttings for paid members. So far, the ribbon cuttings have drawn attention.

New Business:

Part-time employee. There was much discussion again on looking for a part-time employee. Dave Downs has a sample job description he will e-mail. Gary will work on what he thinks we need and may start checking around. This person if hired soon could help with the Ice Fest and map project.

Meeting adjourned at 6:57 pm

*Submitted by Joanne Craddock, Secretary*

**Vicksburg Area Chamber of Commerce Minutes**  
**November 11, 2008**

Meeting called to order at 6:00 by President, Gary Gray.

Roll Call: Gary Gray, Lee Mortimer, Dustin Morton, Karen Coy, Joel Nelson and Bob Donelson. Not present were Dave Downs, Kim Baker, and Joanne Craddock.

Minutes: Motion and second to approve minutes of October 13, 2008.

Reports:

Treasurer's Report – Lee Mortimer gave report, no questions or concerns.

Marketing Report – none

Membership Report – no new applications have been received.

Events Report – none

Economic Growth – none

Old Business:

Ice Festival - It was discussed that more help might be needed by Ice Festival Committee. Also, that their should be an approved budget for Ice Festival. There was also discussion regarding getting banners to go across the street.

Map for Vicksburg area – there was discussion regarding how to handle the members not located in Vicksburg. We also discussed possibly having a less expensive version that we could copy ourselves to be handed out at events.

New certificates/plaques for renewals – no information

Ribbon Cuttings – the board felt that the two ribbon cuttings in October were very successful. Gary Gray is working on an anniversary cutting for D & L Bait for November.

Goals – proposed goals for the New Year:

- Membership growth
- Increasing member participation
- Putting in place a system for the Ice Festival tasks
- Creating a committee to research hiring a part time person to do Chamber work
- Chamber exposure

New Business:

MDA Lock-up request – there didn't seem to be any interest.

Membership – only about one half of the renewals have been paid. It was also recommended by Joel Nelson that we extend a letter of apology to Allen Edwin regarding the hard feelings that were felt the first time they visited a Chamber meeting, in hopes that we could get them to join the Chamber. Lee Mortimer will prepare the letter.

Member to member discounts – it was suggested that we might want to update annually and resubmit to members.

Gary Gray also discussed a proposed sign that he plans to put on his property and the end of Sprinkle Rd. There would possibly be room on this sign to feature the Chamber.

It was also reported that the recent Home Tours done by the Historical Society was a big success. There may also be something similar for the holidays.

Meeting adjourned at 7:00pm

*Submitted by Karen Coy, Acting Secretary*

## Vicksburg Area Chamber of Commerce Minutes

October 13, 2008

Meeting called to order at 6:00 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dustin Morton, Lee Mortimer, Dave Downs, Kim Baker, Karen Coy, Joel Nelson.  
Not present: Bob Donelson.

**Minutes:** Motion and second to approve minutes of September 30, 2008 meeting. Motion carried.

### Reports:

**Treasurer's Report:** Lee Mortimer gave report.

**Marketing Report:** none

**Membership Report:** Approved Game Warehouse, Kevin Ball, and Lisa VanLaan for membership.

**Events Report:** Lee Mortimer reported that Concerts in the Park went well. Next event will be the Ice Festival.

**Economic Growth-** No report.

### Old Business:

Kim and Joanne are working on the map and gathering the businesses that should be on. Chamber members will most likely be designated by a bold listing, but we want to include all local businesses.

### New Business:

Officers- Motion and second to approve Gary Gray as President, Dustin Morton as Vice President, Lee Mortimer as Treasurer and Joanne Craddock as Secretary. Motion carried.

Ice Festival- Jill Lindsley was present to discuss the Ice Festival. A sign-up sheet went around to set up a committee. Lee will get with the board by e-mail to vote on a budget for the festival. Several ideas were discussed and the committee will be making some of the decisions for events. Joanne will retype all the forms, so they are available on the website.

New certificates/plaques will be done as members renew. The certs will either be mailed or hand-delivered. New plaques will be hand-delivered.

Division of Duties- Joanne discussed the need for each board member to think about what committee or event they would like to work with this year. We need everyone involved and to spread the work out so no one person gets burned out.

Ribbon Cuttings- we have a ribbon cutting scheduled for Friday, October 17<sup>th</sup>, 12:00 noon for Game Warehouse (next to the Old Marjos). Please attend. Joel is working on setting up others but is having difficulties pinning down dates.

Goals- Joanne asked each board member to come to next months meeting with a list of what they see as the Chambers goals for the next year.

Generous Hands- Generous Hands sent a letter asking for an Ambassador from the Chamber. They are trying a new way of keeping communication throughout the different organizations. Karen Coy volunteered to reply and act as Ambassador. Thanks Karen.

Lee Mortimer brought up the subject of the possibility of hiring a part-time person (8 hrs per week?) for the Chamber. Lee and Gary have discussed this and had suggestions of what this persons duties might be. This will be discussed further.

Meeting adjourned at 7:16 pm.

*By Secretary Joanne Craddock*

**Vicksburg Area Chamber of Commerce Minutes**  
September 8, 2008

Meeting called to order at 6:10 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dustin Morton, Lee Mortimer, Dave Downs.  
Not present: John Farrand, Kim Baker, Bob Donelson, Joel Nelson.

**Minutes:** Motion by Joanne Craddock seconded by Dustin Morton to approve minutes of August 11th meeting. Motion carried.

**Reports:**

**Treasurer's Report:** Lee Mortimer gave report. General Fund \$4,602.77, total funds \$12,208.45.

**Marketing Report:** Joanne has mailed the Annual Meeting invitations and it has been in the paper.

**Membership Report:** No new members this month.

**Events Report:** Lee Mortimer reported that Concerts in the Park are going well. The surveys are positive and the majority favor the new location.

**Economic Growth-** No report.

**Old Business:**

The map/flyer was discussed. It was agreed to order a quantity of 2,000. Joanne will get one more price quote, but we will still be under the \$2,000 as previously approved.

Annual Meeting- A committee will decide on the Business of the Year and Citizen of the Year. Everything is in line for the meeting. Gary will purchase the TV for the door prize, not to exceed \$490.00 per the budget report.

**New Business:**

Bylaws- Lee Mortimer would like to recommend one more revision to the bylaws. She would like to change it so the Board could approve any future changes without having to go through all the membership notification. Joanne will work on wording and we will present this additional change at the Annual Meeting.

John Farrand has officially resigned. John will be greatly missed. Motion by Joanne Craddock, seconded by Gary Gray to approve Karen Coy as John's replacement for the remaining term, which ends in September 2009. Motion approved.

Meeting adjourned at 6:37 pm.

*By Secretary Joanne Craddock*

**Additional Items:**

E-mail motion by Joanne Craddock occurred on 9/19/08 to approve \$48.00 ½ page ad in the Main Street Revue program. Pam Harrison called on 9/18 with a deadline of 9/22. Motion approved.

E-mail discussion and motion by Joanne Craddock occurred on 9/10/08 to support Gary Gray in his proposed detachment from the Village of Vicksburg in the interest of Economic Growth. Motion approved with a 7 to 2 majority.

## Vicksburg Area Chamber of Commerce Minutes

August 11, 2008

Meeting called to order at 6:02 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dustin Morton, Kim Baker, and Joel Nelson.

Not present: John Farrand, Dave Downs, Bob Donelson and Lee Mortimer.

**Minutes:** Motion by Joanne Craddock seconded by Dustin Morton to approve minutes of July 14, 2008 meeting. Motion carried.

### **Scheduled Appearances:**

Christina Klok gave a verbal presentation of her experience at the Michigan Tourism Conference, which she attended on behalf of the Chamber.

### **Introductions:**

The membership present introduced themselves. Thanks to all who attended.

### **Reports:**

**Treasurer's Report:** Lee Mortimer was not present. Report given by Gary Gray. General Fund \$5163.54, total funds \$12,752.79.

**Marketing Report:** Joanne mentioned the Chamber received several calls and e-mails regarding Vicksburg events.

**Membership Report:** No new members this month.

**Events Report:** Concerts in the Park going well.

**Economic Growth-** No report.

### **Old Business:**

The map/flyer was discussed some more. Other samples were reviewed. Joanne did get some pricing on the business card fold up style map, but the pricing was much greater. Joanne and Kim Baker will continue on the project.

Annual Meeting- the General Membership was reminded of the Annual Meeting set for September 30<sup>th</sup>. In addition, the Board is seeking nominations from the membership for Citizen of the Year and Business of the Year awards.

### **New Business:**

Joanne presented a coupon flyer that she is doing at the request of the Vicksburg Historical Society. The VHS is having a Historic Homes Tour on 9/20/08 and wanted local merchants to provide coupons on that day to draw people in. Joanne is working on this and it is free of charge to anyone who wants to participate. Deadline 8/15/08.

Joanne mentioned the new look of the Chamber Newsletter in the Commercial. The Commercial artist made the changes and it looks great.

Meeting adjourned at 6:50 pm.

*By Secretary Joanne Craddock*

## Vicksburg Area Chamber of Commerce Minutes

July 14, 2008

Meeting called to order at 6:05 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dustin Morton, Lee Mortimer, and Kim Baker.

Not present: Joel Nelson, John Farrand, Dave Downs and Bob Donelson.

**Minutes:** Motion by Lee Mortimer seconded by Dustin Morton to approve minutes of June 9, 2008 meeting. Motion carried.

### Reports:

**Treasurer's Report:** Lee Mortimer reported the General Fund with a balance of \$5,780.17 and the total funds at \$13,353.50. Lee also reported that the Grant did come in for the Concerts in the Park, so each band/group will receive \$90.90 for the travel expenses.

**Marketing Report:** Joanne gave a report of the phone calls and e-mail inquiries the Chamber has been receiving. We have also been receiving hits on the Michigan.org website regarding our events and such.

**Membership Report:** Welcome new members, Good to Go Café and Grossman & Moldovan, PLLC. They were approved by an e-mail vote prior to the meeting. Joanne to ask Dave & Joel about new member packets.

**Events Report:** Lee reports Concerts continuing to do well. Our new sign is up in the park.

**Economic Growth-** No report.

### Old Business:

The map/flyer was discussed some more. Joanne did get some pricing on the business card fold up style map, but the pricing was much greater. Motion by Lee Mortimer seconded by Dustin Morton to move forward with our idea and allocate \$2,000 for the project. Motion approved. We would like to print in October/November. Joanne will continue to work on layout.

The nominating committee of Joanne, Lee and Gary will work on board member nominations. Joanne will e-mail the membership regarding Citizen of the Year and Business of the Year nominations.

### New Business:

Joanne made the Board aware that the VCA put a trophy sponsorship in the name of the Chamber as a thank you for the phone calls we field for them during that time. Many people have contacted the Chamber for details and Joanne passes them on to Carol Knowles or the correct person. Next year the Board would like to sponsor a trophy outright.

Joanne brought up the idea of sending flowers/plants to all new businesses coming in to Vicksburg and adding that in as a budget item. Tabled for now as we think about appropriate amount to budget.

The general membership meeting for August will be held at Main Street Pub in Vicksburg on August 11, 2008 at 6:00 pm. We will not do snacks at this meeting, just pop, water, iced tea.

Bylaws: there was discussion on the bylaw changes. Joanne and Lee will wrap things up and we will ask for a vote on the changes at the Annual Meeting on September 30, 2008.

Meeting adjourned at 7:00 pm.

*By Secretary Joanne Craddock*

## Vicksburg Area Chamber of Commerce Minutes

June 9, 2008

Meeting called to order at 6:00 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dave Downs, Dustin Morton, Lee Mortimer, Bob Donelson.

Not present: Joel Nelson, John Farrand and Kim Baker

**Minutes:** Motion by Joanne Craddock seconded by Lee Mortimer to approve minutes of May 12 meeting. Motion carried.

### **Reports:**

**Treasurer's Report:** Lee Mortimer reported the General Fund with a balance of \$4,943.85 and the total funds at \$12,500.77. The final Ice Festival report is in with an income of \$1,478.79.

**Marketing Report:** Joanne gave a report of the phone calls and e-mail inquiries the Chamber has been receiving.

**Membership Report:** No new member applications this month.

**Events Report:** Lee reported that the Concerts in the Park were going well and we did get the grant we applied for. See Old Business below for more detail.

**Economic Growth-** No report.

### **Old Business:**

Concerts in the Park- Lee Mortimer requested up to \$500 for concert supplies including 150 11x17 posters, a Chamber banner and a sign we could put in the park. Motion by Joanne Craddock to approve the \$500 for concert supplies; seconded by Dave Downs. Motion carried.

The map/flyer was discussed some more. Still looking for more samples and ideas. Would like to move forward at next meeting.

### **New Business:**

Annual Meeting- there was discussion about a date for the annual meeting. Joanne will check with the Community Center for the dates of Tuesday, September 30<sup>th</sup> (1<sup>st</sup> choice) or Thursday, Sept. 25<sup>th</sup> (2<sup>nd</sup> choice). We will also ask Good to Go Café to cater the event if held at the Community Center. We will have appetizers/desserts. Joanne will follow up on details. Gary & Bob will discuss meeting format and ideas. Joanne suggested a power point presentation and asked for board members to get photos of events.

Lee Mortimer presented a grant idea. More details needed but the idea is that we would have funds available for a business grant each year. The grant could be presented at the annual meeting. A committee will need to be set up to develop this further.

### **Other:**

Julie Merrill was present to let us know about a Walking Home Tour to be held September 20, 2008. The Vicksburg Historical Society is handling the event. We told Julie to get us more details of the event and we will post it on the website and help them get word out as much as we can.

Meeting adjourned at 7:04 pm.

*By Secretary Joanne Craddock*

**Vicksburg Area Chamber of Commerce Minutes**  
May 12, 2008

Meeting called to order at 6:05 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dave Downs, Dustin Morton, Lee Mortimer and Joel Nelson  
Not present: Bob Donelson, John Farrand and Kim Baker

**Minutes:** Motion by Joanne Craddock seconded by Joel Nelson to approve minutes of April 14<sup>th</sup> meeting. Motion carried.

**Scheduled Appearances:**

Dan & Penny Allen were present to inform us about *Kids Connections Inc.* They will be using the Leja house on VW Ave as their space. They will provide a place for kids to come for education, recreation, hunger/clothing needs and many other things. They will be pursuing grants and plan to have a paid coordinator. Thanks to the group with the insight to provide this service.

**Reports:**

**Treasurer's Report:** Report given by Lee Mortimer. \$6,996.14 in general fund and a total of \$13,245.49 including general fund, ice festival account and savings account. Lee suggested that we put \$5,000 into a CD at this time. Motion was made, seconded and approved.

**Marketing Report:** Nothing new to report.

**Membership Report:** No new member applications this month.

**Events Report:** Lee reported that the Concerts in the Park were going well and the committee has all but one of the concert dates filled. The performing Churches will host their own nights, so the hosting is going well also.

**Economic Growth-** No report.

**Old Business:**

Chamber plaques are completed and those present were asked to please take theirs with them and the others will be hand delivered by the board members. Thanks Dave for all your work getting these printed.

Thanks to Dave Downs for handling the purchase of the awesome scissors for ribbon cutting ceremonies.

The map/flyer was discussed some more. It was discussed that we will not do another Visitor's Guide in the next year but will focus on the map idea. Lee had seen another sample that folds up to business card size where a business could promote themselves. We will continue to gather different samples.

Concerts in the Park- Lee Mortimer would like to have the Mickeys come perform for us at the Concerts in the Park. However, the Mickey's require payment, as this is their sole profession. Motion by Joanne Craddock, seconded by Joel Nelson to approve \$250.00 to pay the Mickeys. Motion approved.

Joanne reported that Chris Klok enjoyed the Michigan Tourism conference and gave out many of our Visitor's Guides. She also felt just her presence help put Vicksburg on the map. Many people asked her where we were located. Thanks Chris and we look forward to more of a report.

**New Business:**

No new business

Next board meeting June 9 and next General Membership Meeting will be in August.

Board Meeting adjourned and tour of Indian Lake Campgrounds commenced. Thanks to Paul and Chris for a wonderful tour of your amazing facility.

*By Secretary Joanne Craddock*

**Vicksburg Area Chamber of Commerce Minutes**  
April 14, 2008

Meeting called to order at 6:05 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dave Downs, Dustin Morton, Bob Donelson, and Joel Nelson  
Not present: Lee Mortimer, John Farrand and Kim Baker

**Minutes:** Motion by Joanne Craddock seconded by Joel Nelson to approve minutes of March 10<sup>th</sup> meeting. Motion carried.

**Reports:**

**Treasurer's Report:** Lee Mortimer not present. Treasurers Report shows \$7,609 in general fund and a total of \$13,396.65 including general fund, ice festival account and savings account.

**Marketing Report:** Joanne reported the website changes are now done.

**Membership Report:** No new member applications this month.

**Events Report:** None

**Economic Growth-** No report.

**Old Business:**

Joanne brought up that sending Chris Klok to the Tourism Conference cost roughly \$100.00 more than originally estimated and approved. Joanne made a motion to approve the additional costs incurred by Chris, seconded by Dave Downs. Motion approved.

Ribbon Cutting ceremonies- it was motioned, seconded and approved to spend up to \$40.00 on a large pair of scissors for the ribbon cutting ceremonies. We have one scheduled for April 17<sup>th</sup> and Joel indicated there are several more in the works.

The map/flyer was discussed. Joel suggested not doing another Visitor's Guide, instead doing the map with sponsors. Joanne will take the sample copy to Bobby's and Dave to make copies and see how those turn out, to see if we could just copy them ourselves once the design had been done. Joanne will see about a cost breakdown for the design only. Map tabled until May meeting.

Jim Smitchger talked to the Board about some of our inquiries regarding using e-mails and such involving our websites.

**New Business:**

Michigan Chamber Membership renewal in May. Joel Nelson made a motion to not renew our membership, seconded by Joanne Craddock. Motion carried to not renew our membership as we do not see the benefit of that \$345.00 expenditure.

Michigan Festival and Events Association seminars. Joanne brought up an upcoming seminar. There was no interest by anyone in going to this seminar. No action taken.

Next meeting May 12, 2008 is our General Membership Meeting to be held at Indian Lake Nazarene Campground.

Board Meeting adjourned at 7:00 pm.

*By Secretary Joanne Craddock*

**Vicksburg Area Chamber of Commerce Minutes**  
March 10, 2008

Meeting called to order at 6:05 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Lee Mortimer, Dave Downs, Dustin Morton, Joel Nelson  
Not present: John Farrand and Kim Baker

**Minutes:** Motion by Dave Downs seconded by Lee Mortimer to approve minutes of February 11, 2008 meeting.  
Motion carried.

**Appearances and Presentations:**

Wendy Burris as listed on the Agenda was not present.

**Reports:**

**Treasurer's Report:** Lee Mortimer presented the Treasurer's Report and discussed CD coming due. Motion by Joanne Craddock seconded by Dave Downs to move CD to savings account at renewal. Motion carried.

**Marketing Report:** Joanne reported that the website additional databasing is continuing, but Jim Smitchger has been unavailable to work on it for a few weeks. She also reported that the River County Tourism Guide contacted the Chamber and would like to list some of our events in their new guide. Joanne will reply to them with Vicksburg's events.

**Membership Report:** Motion by Dave Downs seconded by Lee Mortimer to approve Bobby's Drive In as a new member. Motion carried.

**Events Report:** June Kucks did get the grant application in for the Concerts in the Park. June also left information for the board members. Lee had come up with the idea of having businesses sponsor different Friday nights. The business would need to be there to greet the band, announce them to the public and make sure everything was cleaned up. The sponsor group could pass out popcorn or something similar and have their business information on display. Details to be worked out.

**Economic Growth-** No report.

**Old Business:**

Chamber Plaques/Visitor's Guides: Dave is working on printing the remaining plaques. Joanne requested that Dave bring them to the next meeting and the Board Members could all take some along with the Visitor's Guides to deliver to all the member businesses.

**New Business:**

Lee presented a request for advertising in the Performing Arts Center programs. Motion by Joanne Craddock seconded by Dave Downs to approve a ¼ page ad at the cost of \$100.00 Joanne will make changes to last years ad and get them sent in.

Motion by Joanne Craddock seconded by Dave Downs to approve Bob Donelson as a new board member to replace Charles Zanayed who resigned. Motion carried.

Joel Nelson expressed he no longer wanted to be Secretary. Motion by Dave Downs seconded by Dustin Morton to approve Joanne Craddock as Secretary for the remainder of this term. Motion carried.

Motion by Joanne Craddock seconded by Dustin Morton to approve Joel Nelson as Membership Committee Chairperson to replace John Farrand. Motion carried. Dave Downs and Bob Donelson offered to help on this committee. Joel will contact John for all the materials and details. Joel will also work on getting the ribbon cutting ceremonies set up that were requested previously.

There was discussion on the Michigan Tourism Conference. Chris Klok had expressed an interest in going. Motion by Dave Downs seconded by Dustin Morton to approve up to \$500.00 for Chris Klok to attend the conference in Grand Rapids. The \$500 is to cover the cost of the conference at \$199.00 and lodging for 3 nights. In return we ask Chris to do a presentation to the Board and possibly the General Membership on what she learned. Joanne will contact Chris.

Joanne Craddock brought up an idea for a Vicksburg map featuring downtown places to eat and shop. These maps would be available at the various sporting events, and other events such as the Old Car Festival and Concerts in the Park. So many times people come from other schools for tournaments in Vicksburg and have no idea where they can go to eat. This will list the places and a map to get them there. Joanne was waiting for pricing from Total Market Strategies and will e-mail the board with the information when she gets it. This type of item fits the purpose of the Chamber very well. The board will do an e-mail vote to get things rolling if the pricing sounds good.

Board Meeting adjourned at 7:08 pm.

*By Secretary Joanne Craddock*

## Vicksburg Area Chamber of Commerce Minutes

February 11, 2008

Meeting called to order at 6:04 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Lee Mortimer, Dave Downs, Dustin Morton, John Farrand, Kim Baker (late arrival). Not present: Joel Nelson.

**Minutes:** Correction to last month's minutes. New member was Mike Becker not Robert White. Robert White is the owner of Chicago Dogs. Motion by Lee Mortimer, seconded by Joanne Craddock to approve minutes with correction. Motion carried.

### Appearances and Presentations:

June Kucks was in attendance to discuss the Concerts in the Park. June prepared a list of details regarding the concerts with suggestions, etc. June is willing to apply for the grant under the name of the K'zoo FolkLife Organization with the summer concerts being a co-sponsored event (ie Vicksburg Area Chamber and K'zoo Folklife presenting the concerts). Lee has someone who is willing to take charge of the Concerts, Linda White. Lee gave June Linda's number. We told June we would finish discussing and get back with her. The deadline for the grant is March 1<sup>st</sup>, so she'll need an answer asap.

Jim Smitchger of jAess Consulting talked about the new Chamber website and that I had requested more "databasing" type services. He estimates about \$200-300 to database some items. This would provide a master list so that when reins change within the Chamber it is always consistent. Jim and Joanne Craddock to discuss more.

### Reports:

**Treasurer's Report:** Lee Mortimer presented the Treasurer's Report.

**Marketing Report:** Joanne reported several phone calls were received by the Chamber from out-of-towners asking for more details about the Ice Fest.

**Membership Report:** Around & Around LLC was presented for membership. Around & Around is owned by Lisa Deming and is the children's second hand store. Motion by Joanne Craddock, seconded by John Farrand to approve Around & Around LLC for membership. Motion carried. John Farrand has requested to step down from Chairperson of Membership and Events Committees. He will remain on the Board but due to the opening of a new Boundary Waters, he will not be able to commit to chairperson anymore.

**Events Report:** Looking for new Chairperson.

**Economic Growth-** Joanne gave Gary the original paperwork from Terry Housler on what was proposed for an economic growth committee. Gary will read over and discuss at next meeting.

### Old Business:

John asked if anyone would like to follow up on the banner/flag possibility with Northern Lights Display. This is for banners/flags in town that businesses would sponsor and would be on flag poles/light poles at the holidays. No particular interest, so item tabled for now.

Chamber Plaques- Dave Downs has printed some of the plaques. These plaques are for the members to display in their store promoting their membership in the Chamber. Dave will finish the printing and we will continue to deliver them to members.

**New Business:**

Charles Zanayed has officially resigned from the Board. We will be looking for a replacement. If anyone is interested please contact Gary, Lee or Joanne.

Board Meeting adjourned at 6:30 pm- moved to General Membership Meeting.

*By Acting Secretary Joanne Craddock*

Notes: 2/14/08 e-mail vote to approve proceeding with Concerts in the Park. Joanne will ask the Village if we can move the concerts to Oswalt Park. Motion approved. 2/14/08 e-mail vote to approve additional \$200-\$300 for completion of databasing on the website. Motion approved. Joanne will work with Jim on this.

**General Membership Meeting began at 6:30 pm.**

Appetizers were served. Members present introduced themselves and their companies.

Present were: Harry Conant of Harry's Real Wood Furniture; Gayle Kokmeyer from Bronson Vicksburg Hospital; Jim Smitchger of jAess Consulting; Randy Austin from MIR-REN Enterprises; Nicole Gray from LeBronze Studio; Gary Gray from Gray Builders Construction; John Farrand of Boundary Waters; Dave Downs of Chapman Memorial Church; Dustin Morton of Morton Family Chiropractic; Joanne Craddock from High Country Construction; Kim Baker & Cathy Almy from CATO Companies (Saw Mill Creek/Prairie Meadow Apartments); and Christine Freed of the Indian lake Nazarene Camp.

Joanne Craddock made a few announcements about the website, the success of the Ice Fest and what was coming up next.

The next General Membership meeting will be May 12, 2008 and location to be determined.

Meeting adjourned approximately 7:20 pm.

Vicksburg Area Chamber of Commerce Meeting Minutes  
January 14, 2008

**Board Members Present:** Gary Gray, Joanne Craddock, John Farrand, Lee Mortimer, Joel Nelson, and Dave Downs. **Absent** were Charles Zanayed and Dustin Mortimer

Lee Mortimer provided the Treasurer report. New budget reports were discussed.

Website status was discussed. Joanne to work with Jim Smitchger to provide additional content he has requested.

Two New Members were voted on and approved:

1. Robert White
2. Chicago Style Hotdogs

Kent McCauley was present on behalf of the Vicksburg Rotary. The Chamber voted to purchase a ½ ad in the Rotary Showboat program, as was done last year.

Furthering a liaison with the Village was discussed.

## Vicksburg Area Chamber of Commerce Minutes

September 30, 2008

Annual Meeting

Meeting called to order at 6:50 pm by President Gary Gray.

**Roll Call:** Gary Gray, Joanne Craddock, Dustin Morton, Lee Mortimer, Dave Downs, Kim Baker, Joel Nelson, Bob Donelson, and Karen Coy all present.

**Other members/public present:** Nicole Gray, Jim Smitchger, Cathy?, Vicki Simpson, Joe Yager, Chris Klok, Miranda & Randy Austin, Phil Coy, Laura Howard, Mitch Moldovan, Brett Grossman, Sue Moore, Craig & Kim Smith, Julie Merrill.

**Minutes:** Motion and second to approve minutes of September 8, 2008 meeting. Motion carried.

**Treasurer's Report:** Lee Mortimer presented the Budget Report.

### **Election of Board of Directors:**

Motion and second to approve Bob Donelson, Kimberly Baker and Dustin Morton as Board of Directors for a three year term. Motion carried.

### **Bylaw Revisions:**

Joanne Craddock discussed one more revision to the bylaws. Motion and second to approve the Bylaw revisions. Motion carried. New bylaws will be posted on website.

### **Year Recap:**

President Gary Gray gave a recap of the year and new things to come (& slideshow).

**Website:** Joanne Craddock discussed the Website Usage Data provided by Jim Smitchger, our web host.

**Concerts in the Park:** Dustin Morton presented the Summary of the Survey from the Concerts that Lee Mortimer gathered.

### **Presentation of Awards:**

Dave Downs and Gary Gray presented the Business of the Year Award to Bobby's Drive-In. Bob Donelson accepted on behalf of RD Miller and himself.

Joanne Craddock and Gary Gray presented the Citizen of the Year Award to Sue Moore.

Congratulations to both!

### **Door Prize Giveaway**

Gary Gray presented the TV prize to winner Joe Yager from Saw Mill Creek Apartments (CATO Companies).

Meeting adjourned at 7:30 pm.

*By Secretary Joanne Craddock*

ByLaws  
Vicksburg Area Chamber of Commerce  
Vicksburg, Michigan 49097  
Revised May 15, 2005

Article I  
Name & Objectives

**Section 1: Name**

The name of this organization shall be the Vicksburg Area Chamber of Commerce.

**Section 2: Mission Statement**

The Missions of the Vicksburg Area Chamber of Commerce is to create a favorable, inviting environment for citizens, business, and industrial opportunity and to enhance the quality of life in the Vicksburg area by working together for the common good of the community.

**Section 3: Goals**

1. Community Awareness, 2. Networking for business, 3. Information & Resource center, 4. Provide business training & seminars, 5. Market & Promote the Vicksburg area and Downtown, and 6. A support center for the entire Community.

**Section 4: Limitation of Method**

The Vicksburg Area Chamber of Commerce shall observe all local, state and federal laws which apply to a not-for-profit organization as defined in Section 501 (c)(6) of the Internal Revenue Code.

**Section 5: Political Affiliation**

The Chamber shall be non-partisan and non-sectarian and shall take no part in or be committed ~~or~~ **in** the nomination, endorsement or election of any candidates for public office. However, the Chamber may take a stand on certain public issues.

(switched section 5 & 4 around)

Article II  
Membership

**Section 1: Eligibility**

Any person, association, corporation, partnership, or estate having an interest in the objectives of the organization shall be eligible to apply for membership.

**Section 2: Election to Membership**

Application for membership shall be in writing, on forms provided for that purpose, **and** signed by the applicant, ~~and submit payment of dues.~~ Applicants shall be **reviewed for** approved ~~at any~~ **a** meeting of the Board of Directors by a majority vote. **Applicants**

**will be notified by mail of acceptance. The application will be processed on receipt of dues.**

### Section 3: ~~Investments~~ (Membership Dues)

Each member shall pay membership dues ~~for the maintenance of the Chamber~~. Such dues shall be fixed in accordance with dues schedule adopted by the Board of Directors. Such dues shall be payable on a prorated basis from the time membership is ~~submitted~~ **approved**. Renewal dues are payable on or before ~~(month/date) of each year~~ **the beginning of the fiscal year**.

1. Members will be sent a ~~dues reminder at 30 & 60 days~~ **an invoice for the annual dues**. If the dues shall remain unpaid after 90 days of invoice date ~~after they become due~~, the matter shall be referred to the Board of Directors for further action. ~~Members who seek reinstatement for membership must pay all dues in full for the current year.~~ **(moved up one section)**

### Section 4: Termination

1. Any member may resign from the Chamber upon written notification to the Board of Directors. Dues are non-refundable.
2. Any member may be expelled by a majority vote of the Board of Directors at a regularly scheduled meeting for engaging in specific activities which conflict directly with the purpose of this organization. A majority vote of the Board of Directors shall be necessary. **Dues are non-refundable.**

### Section 5: Voting

In any proceeding in which voting by members is called for, each individual member in good standing shall be entitled to cast one (1) vote regardless of whether member status is ~~as an individual or through a firm, association or corporation~~ **a person, association, corporation, partnership, or estate**.

### Section 6: Representative

Any member, other than an individual member, shall notify the Board of Directors of the name of one individual who shall represent and vote on behalf of said member. Said representative may be changed at any time upon written notice to the Board of Directors.

## Article III Meetings

### Section 1: Annual Meeting

The annual meeting of this organization shall be held at a date, time and place to be fixed by the Board Of Directors. Notice of the annual meeting shall be mailed to each member at least ten (10) days before said meeting.

### Section 2: Regular **Meetings**

Regular meetings of the members shall be held on such dates as may be determined by the Board of Directors.

### Section 3: Board of Directors

Regular meetings of the Board shall be held ~~not less than once a month~~ at a **frequency**, place and hour to be fixed by the Board.

### Section 4: Special **Meetings**

1. Special meetings may be called by the following: 1. President or President Elect if the President is unavailable; 2. a majority of the Directors; 3. petition by ten (10) voting members. All members **shall** be given written notice of such special meeting not less than five (5) days prior to such special meeting.
2. At all special meetings of the members, only such business as the meeting was called to consider shall be discussed and acted upon.

### Section 5: Quorum

A majority of the Board of Directors shall constitute a quorum at all Vicksburg Area Chamber of Commerce **board of director** meetings. **Fifteen (15) percent of the general membership** ~~A majority of members present~~ will constitute a quorum at the Annual ~~general~~ meeting.

### Section 6: **Conduct**

All meetings of the members and of the Board of Directors shall be conducted in an orderly manner and shall be conducted in accordance with the latest edition of Robert's Rules of Order.

## Article IV Board of Directors & Officers

### Section 1: Composition

1. The Board of Directors shall be comprised of the 4 officers and five (5) other Directors, no two of whom shall be representatives of the same Chamber member. One third of the Board shall be elected annually for a three (3) year term, or until their successors are elected and have qualified. Directors are limited to two (2) consecutive three (3) year terms. **This may be waived by the Board through a simple majority vote.** In addition, the Chamber Board of Directors may elect Honorary **NON-VOTING** board members.
2. The government and policy-making responsibilities of the Chamber shall be vested in the Board of Directors, which shall control its property, be responsible for its finances and direct its affairs.
3. All members of the Board of Directors are expected to participate actively in the affairs of the Chamber. This includes serving as a committee chairperson or as the liaison between one or more committees of the Chamber and the Board of Directors if so designated by the President.

### Section 2: Officers

The Board of Directors (new and retiring) at its regular **October** meeting shall reorganize for the coming year. At this meeting the Board shall elect President, ~~President-Elect~~ **Vice President**, Secretary, and Treasurer. **The President position shall require one (1) year experience on the Board.** All officers shall take office **at the October meeting** ~~on the first day of the new fiscal year~~ and serve for a term of one (1) year.

All officers shall hold office until their successors are elected and qualified. No Director or officer shall receive, directly or indirectly, any salary or emolument. The Chamber may, however, by resolution of the Board of Directors, provide for indemnification by the Chamber of any and all of its Directors or former directors against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding, in which they or any of them are made parties, or a party, by reason of having been Directors of the Chamber, except in relation to matters as to which such director shall be judged liable for negligence or misconduct in the performance of his/her duty and his duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

### Section 3: Duties of Officers

1. **President:** The President shall serve as the Chief Executive Officer of the Chamber and shall preside at all meetings of the membership and Board of Directors. The President shall have general supervision, management, control, and oversight of the business of the Chamber. The President shall select all committee leaders and assist in the selection of committee personnel, subject to approval of the Board of Directors. The President shall be an ex-officio member of all Committees
2. ~~President-Elect~~ **Vice President:** The ~~President-Elect~~ **Vice President** shall assume the duties of the President in the President's absence ~~of~~ **or** disability, and shall perform such other duties as shall be required by the Board of Directors, ~~and shall assume the office of President at such time the term of the President expires or the office of President otherwise becomes vacant.~~
3. **Treasurer:** The Treasurer shall be responsible for the safeguarding of all funds received by the Chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. The Treasurer shall prepare a monthly financial report for the Board. The Treasurer shall also review all payroll and tax returns and reports as prepared by the Chamber's accountant.
4. **Secretary:** The Secretary shall be responsible for the maintenance of accurate records of the proceedings of the Chamber. At the expiration of the Secretary's term of office, the Secretary shall deliver to the Chamber all books, papers and property of the Chamber.

### Section 4: Termination/Vacancy

Any member of the Board of Directors who fails to attend three (3) meetings of the Board in a given year without reasonable excuse shall be subject to expulsion from the Board upon a majority vote of the Board of Directors at a subsequent meeting thereof.

When a vacancy occurs on the Board, or among the officers, the ~~Nominating Committee~~ **Board of Directors** shall designate a Chamber member in good standing to fill the vacancy, ~~subject to the approval of the Board.~~ The Replacement will hold the position ~~until next annual meeting~~ **for the remainder of that term.**

## Article V Elections

### Section 1: Annual Election Time

The annual election of Directors of the Chamber shall be held during the month of September at a day fixed by the Board.

### Section 2: Nominating Committee

~~At the regular (MONTH) Board meeting, The President shall appoint, subject to approval by the Board of Directors, a Nominating Committee of at least five (5) members of the Chamber, including the President and the President Elect. The President shall designate the Chairperson of the Committee~~

**Nominating Committee- The Chamber President will appoint, subject to approval by the Board of Directors, a Nominating Committee of at least five (5) members of the Chamber, including the President and Vice President. The President shall designate the Chairperson of the Committee. This committee shall recruit and present a slate of candidates to replace the Directors whose terms are expiring.**

~~Prior to the September Board meeting~~ **August 15th**, the Nominating Committee shall present to the Secretary a slate of candidates to serve three-year terms to replace the Directors whose regular terms are expiring ~~and any existing vacancies on the Board.~~ Each candidate must be an active member in good standing and must have agreed to accept the responsibility. No Board member who has served three (3) consecutive three (3) year terms, is eligible for election for a fourth term. A period of one (1) ~~term~~ **year** must elapse before eligibility is restored.

### Section 3: Publicity of Nominations

Upon receipt of the report of the Nominating Committee, the Secretary shall immediately notify the membership ~~by mail~~ **with a dated notice** of the names of persons nominated as candidates for directors and the right of petition.

### Section 4: Nominations by Petition

Additional names of candidates for Board of Directors can be nominated by petition bearing the genuine signatures of at least ten (10) qualified members of the Chamber. Such petition shall be filed with the Nominating Committee within ~~ten (10)~~ **fifteen (15)** days after notice had been given of the names of those nominated. The Determination of the Nominating Committee as to the legality of the petition(s) shall be final.

### Section 5: Determination

If no petition is ~~filed~~ **filed** within the designated period, the nominations shall be closed and the nominated slate of candidates shall be declared elected by the Board of Directors at their regular **September** Board meeting.

If a legal petition shall present additional candidates, the names of all candidates shall be arranged on a ~~ballet~~ **ballot** in alphabetical order. ~~Instruction will be to vote for three (3) candidates only.~~ **Instructions will be on the ballot.** The Secretary will mail this **informational** ballot to all active members at least ~~15~~ **ten (10)** days before the Annual Meeting. **Absentee ballots will be allowed in a form approved by the Board of Directors and shall be received by the Secretary no later than 5 days before the meeting.**

## Article VI Committees

### Section 1: **Standing Committees**

The President, by and with the approval of the Board, subject to these **bylaws**, shall appoint all committees and committee chairpersons. Standing committees shall meet on an ongoing basis and report to the Board at its regularly scheduled meetings. The following standing committees shall be established at the first Board Meeting following the annual election:

- 1. Marketing- This committee shall be made up of one Board member and one or more Chamber members. Its function will be to maintain the Chamber website and help promote the Chamber and Chamber Events.**
2. Membership- This Committee shall be made up of one officer, one Board member and one Chamber member. Its function will be to actively seek new members and to provide services to existing members.
3. ~~Fall Festival~~ **Events-** This Committee shall be made up of one Board member, one Chamber member and a community of volunteers. Its function is to organize and provide ongoing planning and trained leadership for the Chamber's ~~Annual~~ **Fall Festival events.**
4. ~~Fundraising— This Committee shall be made up of (xxxx number of people). It will be responsible for coordinating a number of events and activities to generate funds for the chamber. All events and activities must be presented to Board for approval.~~
5. Finance Committee- This Committee shall consist of the Treasurer who shall be the chairperson, the President and **one to** three chamber members. The committee shall be responsible for reviewing all accounting and financial matters of the Chamber and shall make recommendations to the Board. The Committee shall ~~review~~ **develop** all Chamber budgets, contracts, and other programs and make recommendations to the board.
6. ~~Main Street~~ **Economic Growth** Committee- This committee shall be made up of a Chairperson and Vice-Chairperson, both of ~~which~~ **whom** own or operate a business in Downtown Vicksburg. Its function is to actively revitalize, recruit and promote the central business district. The ~~Main Street~~ **Economic Growth**

Committee shall have subcommittees as they deem necessary such as promotion and design.

Section 2: **Special Committees**

Special Committees may be established to investigate and to make recommendations to the Board on matters that arise that concern the membership. Special committees are established in size and duration by a majority vote of the Board. The President or chairperson of said committee may call meetings of the special committee at any time.

Section 3: **Committee Authority**

No standing or special committee shall represent or commit the Chamber in advocacy of or opposition to any project without the specific authority of the Board. No action or resolution of any committee shall be binding upon or expressive of the sense of the Chamber unless the same shall have been approved by the Board.

Article VII  
Finances

Section 1: **Funds**

All money paid to the Chamber ~~shall be placed in a general operating fund~~ **will be managed by the Finance Committee with regular reports to the Board.** Funds unused from the current year's budget will ~~be placed in a reserve~~ **remain in the general Chamber** account.

Section 2: Disbursements

Upon approval of the budget, the ~~President~~ **Treasurer** is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board. Disbursements shall be by checks signed by the Treasurer ~~and co-signed by the President.~~ In the absence of the Treasurer, any authorized officer may sign in place of the Treasurer. In the absence of the President, the ~~President-Elect~~ **Vice President** may sign in place of the President. **All other expenditures must be approved by the Board.**

Section 3: Fiscal Year

The Fiscal Year of the Chamber shall begin on October 1<sup>st</sup> and end September 30<sup>th</sup> of each year.

Section 4: Budget

The **Finance Committee** shall ~~adopt~~ **develop a draft** budget for the coming year and submit **it** to the Board for approval at the October Board Meeting.

Section 5: Annual Audit

At the close of each fiscal year an independent financial audit by a public accountant shall be conducted up the recommendation of the President and with Board approval. The audit shall be for a prior fiscal year.

## Section 6: Contract

Any contract of the Chamber shall be duly authorized by the Board. All written contracts shall be signed by such person as the Board may designate.

## Article VIII Procedure

The Chamber shall use its funds only to accomplish the objectives and purposes specified in these **bylaws**, and no part of said funds shall inure, or be distributed, to the members of the Chamber. On dissolution of the Chamber, all assets and **real** and personal property will revert to the local government (**Village of Vicksburg**).

## Article IX Amendments

### ~~Section 1: Revisions~~

These **bylaws** may be amended or altered ~~by a~~ by a majority vote of the members at any regular or special meeting, providing the notice for the meeting includes the proposals for amendments **or instructions on where to view or obtain them**. Any proposed amendments or alterations shall be submitted to the Board ~~or~~ **and** the members ~~in writing~~, at least ~~the~~ **ten** (10) days in advance of the meeting.

## Article X Limitation of Authority

No action by any member, committee, division, employee, Director, or Officer shall be binding upon, or constitute an expression of, the policy of the Chamber until it shall have been approved or ratified by the Board of Directors.

Drafted:  
May 15, 2005  
Revised August 29, 2008